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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, NOVEMBER 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 [October 30, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County [Family Dependency Treatment Court](#)
2. 55<sup>th</sup> District Court
  - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office – Court Performance Innovation Grant Program ([SCAO-CPIFG](#))
  - b. Resolution to Authorize a Full-Time [Enforcement Officer](#) Position for the Purpose of Collecting Delinquent Fines and Costs in the District Court
  - c. Overview on [Court Costs](#) in Light of 2014 PA 352
3. Controller's Office - Resolution Approving Various [Contracts](#) for the 2015 Budget Year
4. Animal Control Department - [Director's Report](#)
5. Ingham County 9-1-1 Central Dispatch Center - [Director's Report](#)

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  
October 30, 2014  
Minutes - Draft

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

Members Absent: None

Others Present: John Neilsen, Sara Deprez, Allan Spyke, Sam Davis, and Ryan Buck

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

Approval of the October 16, 2014 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE OCTOBER 16, 2014 LAW & COURTS COMMITTEE MEETING AS PRESENTED.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

John Neilsen, Chief Deputy Controller, provided a letter from Major Sam Davis, Jail Administrator, regarding an FCC ruling on interstate commissions.

Limited Public Comment

None.

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

1. Circuit Court/Family Division
  - a. Resolution Authorizing Entering into a Contract with Highfields, Inc. for the Pride Program
  - b. Resolution Authorizing Entering into a Contract with Michigan State University for the MSU Adolescent Project
  
2. Sheriff's Office
  - a. Resolution to Purchase Ten (10) Digital L3 In Car Camera Systems for the Ingham County Sheriff's Office Fleet
  - b. Resolution Authorizing Contract Amendment Three with Securus Technologies for Local and Long Distance Service for the Inmate Telephones

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ACTION ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

2. Sheriff's Office

- c. Discussion on the Federal Communications Commission Regulatory Climate Regarding Inmate Phone Call Rates (Two FCC Attachments)

Mr. Neilsen stated that the County had previous contracts for inmate phone services. He further stated that prior commissioners had concerns with overcharging inmates. Mr. Neilsen stated that an RFP was issued with the goal of maintaining the revenue stream, but not maximizing profits. He further stated that their previous vendor, Infinity, went bankrupt. Mr. Neilsen stated that our current vendor was Securus Technologies. He further stated that there were amendments to the contract. Mr. Neilsen stated that the County sued Infinity and was able to recoup what was owed through a settlement.

Mr. Neilsen stated that the Federal Communications Commission (FCC) would disallow the County and other jails and prisons from choosing their own interstate rates. He further stated that FCC capped the rate at 21¢ per minute. Mr. Neilsen stated that the FCC was now considering looking at regulating intrastate and local calls. He further stated that the County Attorney opined that this FCC plan would probably not stand up to a legal challenge. Mr. Neilsen stated that the Securus contract was in place until 2018.

Commissioner Celentino asked who would be at the table during the progression of this FCC issue.

Mr. Neilsen stated that the Controller's Office and the Sheriff would be at the table.

Chairperson Bahar-Cook stated that we could submit our RFP to the FCC to show that the County's goal was not to overcharge inmates.

Discussion.

Mr. Neilsen stated that this could end up in court after the FCC makes its ruling.

Major Davis stated that he had heard that the FCC would impose the caps.

Commissioner Celentino asked whether Major Davis was happy with Securus.

Major Davis answered yes.

Commissioner Tsernoglou asked what profits Securus had earned with its contract with the County.

Mr. Neilsen stated that he did not know.

Discussion.

Commissioner Tsernoglou asked who received the benefit of this revenue.

Allan Spyke, Undersheriff, stated that the revenue was deposited into the general fund.

Commissioner Crenshaw asked how much money the County would not receive because of the FCC.

Undersheriff Spyke stated that the amount was approximately \$12,000 based on the interstate caps.

Chairperson Bahar-Cook asked whether the County should sit on the sidelines during a court action.

Undersheriff Spyke stated that the Michigan Association of Counties (MAC) might get involved.

Commissioner Tsernoglou asked whether the new services the Sheriff's Office wanted to offer would substitute for the loss revenue due to the FCC regulations.

Undersheriff Spyke stated that it was their goal.

Commissioner Schafer asked for an update on the Corrections Officer vacancies.

Undersheriff Spyke stated that the Corrections Division had four vacancies that the Sheriff's Office was trying to fill. He further stated that the salary range was roughly \$38,000 to \$57,000.

Discussion.

Commissioner Celentino asked whether there was a drop in enrollment at the police academies.

Undersheriff Spyke answered yes.

There was a discussion about whether the Sheriff's Office could or should run its own police academy.

Commissioner Tsernoglou asked whether the Sheriff's Office had reached out to high schools and higher education institutions.

Undersheriff Spyke answered yes.

Commissioner Schafer stated that a lot of people were disqualified for inability to pass drug screening or had strikes on their records.

Commissioner Celentino asked for an update on the jail overcrowding issue.

Undersheriff Spyke stated that the County could not build a jail large enough to surpass demand because demand would increase to meet and exceed capacity again. He further stated that the County's jail was comparable to other similarly counties. Undersheriff Spyke stated that the issue related back to judges putting individuals into the jails. He further stated that he spoke to the judges regarding jail overcrowding.

Discussion.

Commissioner Celentino stated that Major Davis, Undersheriff Spyke, and the Sheriff's Office were doing a great job handling the jail overcrowding issue. Commissioner Celentino further stated that he wanted to continue to discuss this issue with the Sheriff's Office. He asked Major Davis to elaborate on the how the vacancy and overcrowding issues were effecting the corrections officers.

Major Davis stated that the corrections officers and the command staff were working well together. He further stated that all the employees had high stress jobs. Major Davis stated that the Sheriff's Office had taken steps to alleviate stress, including the installation of the money-receiving kiosk. He invited the commissioners to reach out to the employees to let them know that the commissioners appreciated their efforts.

Chairperson Bahar-Cook offered to craft resolutions to honor employees that stood out.

Major Davis stated that he was moving to create a Corrections Officer Deputy of the Month program.

Discussion.

Commissioner Schafer stated that the County needed to increase the number of Sheriff's Office employees to make up for all the cuts.

Chairperson Bahar-Cook asked that the Committee be provided a monthly report on the number of inmates each judge had incarcerated in the jail.

Major Davis stated that the Sheriff's Office already prepared this type of report. He further stated that some judges were helpful on this issue.

Discussion.

Undersheriff Spyke stated that he had two more updates for the Committee. He further stated that the Sheriff's Office and the Health Department have been investigating the drug, Naloxone, which can successfully reverse the effects of opiates such as heroin. Undersheriff Spyke stated that the drug had been successfully used by law enforcement out in Boston, Massachusetts. He further stated that the U.S. Department of Justice had recently issued recommendations on the drug.

Undersheriff Spyke stated that there was a heroin epidemic and people were dying. He further stated that the issue had been hitting the outlying areas of the county hardest. Undersheriff Spyke stated that heroin use was popular because an individual would first get addicted to painkillers, the doctor would cut off the painkillers eventually, and then the individual purchases heroin off the street because it is cheaper than purchasing painkillers off the street. He further stated that the individual had no idea of the concentration of heroin when they purchase it off the street, which would often lead to death.

Undersheriff Spyke stated that Sheriff's Office was investigating whether to assist inmates who were scheduled for release with registering for Healthy Michigan insurance plan so that they would have health insurance when they were released. He further stated that the Eaton County Jail had successfully administered this program.

3. Controller's Office - Resolution to Authorize the National Animal Care & Control Association (NACA) to Conduct a Program Evaluation of the Ingham County Animal Control Department

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE THE NATIONAL ANIMAL CARE & CONTROL ASSOCIATION (NACA) TO CONDUCT A PROGRAM EVALUATION OF THE INGHAM COUNTY ANIMAL CONTROL DEPARTMENT.

Commissioner Schafer stated that he was concerned with the budget implications involved. He further stated that a professional department head could handle this. Commissioner Schafer stated that this report could open up more issues than needed.

Commissioner Hope stated that she supported the preparation of the evaluation report. She asked whether it was necessary to evaluate the facility because the commissioners already knew that the County needed a new building.

Mr. Neilsen stated that the commissioners did not have to authorize a facility evaluation as a part of preparing this report. He further stated that he had informed NACA that the County had been working with Hobbs & Black regarding designing a new shelter.

Commissioner Crenshaw stated that he supported the preparation of the report. He asked whether there were any local or Michigan-based systems that had used NACA.

Mr. Neilsen stated that Kalamazoo County had used NACA. He further stated he had received positive feedback about NACA.

Commissioner Tsernoglou stated that she had heard NACA was nationally recognized. She further stated that perhaps the reason other localities had not utilized NACA was that they simply did not perform these types of evaluations. Commissioner Tsernoglou stated that she would like to see an outside evaluation of the facility aside from Hobbs & Black.

Discussion.

Commissioner Tsernoglou stated that she supported the preparation of the report.

Discussion.

Commissioner Schafer stated that he wanted to show bi-partisanship and based on the discussion the Committee had just had, he would support the resolution.

Chairperson Bahar-Cook asked whether the Committee had requested a recommendation on NACA from the Animal Control Advisory Board.

Mr. Neilsen stated that he would inquire with the Board.

Commissioner Tsernoglou stated that the Committee would undoubtedly hear from the Board if there was a problem with NACA.

THE MOTION CARRIED UNANIMOUSLY.

#### Announcements

Commissioner Tsernoglou stated that she had heard compliments about the Andrew Seltz, the new Animal Control Director.

Chairperson Bahar-Cook stated that Mr. Seltz would be invited to future Committee meetings.

Chairperson Bahar-Cook stated that Lance Langdon, 911 Center Director, was scheduled to address the Committee at its November 13 meeting. She further stated that she had requested that questions be submitted to the Committee, which can then be posed to Mr. Langdon.

#### Public Comment

None.

The meeting was adjourned at approximately 6:55 p.m.

## NOVEMBER 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 Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court*

This resolution authorizes accepting a continuation grant contract from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$72,000 for the purposes of eliminating barriers to treatment, providing rewards and incentives for the time period of October 1, 2014 through September 30, 2015.

The grant will pay for the continued employment of one Special Part Time Family Dependency Treatment Court Program Assistant as well as two new grant funded Special Part Time positions at a UAW B pay grade, without benefits.

In addition, authorization to enter into subcontracts for substance abuse treatment, education, monitoring and assessment with several vendors including the National Council on Alcoholism, Dr. Kathleen Jager, House Arrest Services, Forensic Fluids, and Dr. Norman Miller. (See attached memo/resolution for details)

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

This resolution authorizes entering into a contract with the State Court Administrative Office for the second year Court Performance Innovation Fund Grant Program for a total budget not to exceed \$60,600 for the time period of October 1, 2014, through March 31, 2015. The 55<sup>th</sup> District Court has developed a plan to implement the provision of counsel to indigent defendants at first appearance in a criminal case with cooperation of existing court appointed counsel. (See attached memo for details)

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

This resolution authorizes approval of the District Court's request to continue the arrangement of having a full-time Enforcement Officer position and a half-time Court Officer position.

Earlier this year the Board approved 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. This Pilot Project increased an existing position's current duties of enforcing and collecting monies owed to the court on a half-time to a full-time basis for a period of one year, effective March 1, 2014 and ending December 31, 2014.



The authorization for the full-time Enforcement Officer position will sunset unless otherwise approved by the Ingham County Board of Commissioners as the position was not part of the 2015 budget process. This was due to the uncertainty of Court revenues after the Cunningham decision in June and because the timing of the Pilot Project which does not conclude until the end of 2014. Legislation (2014 PA 352) was approved in late October with immediate effect that allows for court costs to be assessed in criminal cases. The Controller's Office after consultation with the District and Circuit Court is satisfied that the Court revenue estimates for the 2015 Ingham County Budget are accurate as adopted. The additional funds needed to fully fund the position are \$33,876. The funding is proposed to come from the 2015 Ingham County Contingency Fund. (See attached memo for details)

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

2. *Controller's Office - Resolution Approving Various Contracts for the 2015 Budget Year*

This resolution authorizes approval of a variety Law & Courts Committee liaison contracts for the 2015 budget year. The list consists only of contracts that are included in the 2015 Adopted Budget.

The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #13-439, the Budget Office will be using the Consumer Price Index (CPI) to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2015 increase of 1.5% or less are the only ones included in this resolution. (See attached memo for details)

3. *Animal Control Department – Director's Report*

4. *Ingham County 9-1-1 Central Dispatch Center – Director's Report*

# MEMORANDUM

TO: Law and Courts Committee

FROM: Maureen Winslow

DATE: November 5, 2014

RE: **Family Dependency Treatment Court Grant**

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. The grant period runs through September 30, 2015.

The award allows the Family Court to continue the funding for the special part-time Program Assistant position, and gives the County the ability to add two special part-time Program Assistants who will work evenings and weekends monitoring clients involved in the program. Other job duties will include the transportation of clients to court ordered treatment programs, substance testing, and consultation.

The resolution requests the authorization to accept the grant, allow for the grant funded positions and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism, Dr. Kathleen Jager, House Arrest Services, Forensic Fluids, and Dr. Norman Miller.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ACCEPTANCE OF A MICHIGAN DRUG COURT GRANT FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT**

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's Family Dependency Treatment Court for purposes of eliminating barriers to treatment as well as continuing funding a position; 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 supervision, transportation, rewards and incentives, trauma-informed parenting training, substance testing, cognitive behavioral therapy, relapse prevention intervention, in-patient treatment, risk assessment, psychiatric/pain management consultation and assessment; and

WHEREAS, the grant award also includes money to continue the funding of a Special Part-time Family Dependency Treatment Court Program Assistant who will work with the Coordinator and Case Managers of the program to ensure the specialty court participants attend testing and treatment, receive incentives and rewards, have additional professional contacts when needed and assist in data collection and input; and

WHEREAS, the grant also included the funding of 2 additional Special Part-time Program Assistants to provide supervision, testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2015; and

WHEREAS, the grant award will pay for up to three employees to attend the annual Michigan Association of Drug Court Professionals conference in 2015; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$72,000 for the purposes of eliminating barriers to treatment, providing rewards and incentives, participation in the annual Drug Court conference and continued employment of one Special Part Time Family Dependency Treatment Court Program Assistant as well as 2 new grant funded Special Part Time positions at a UAW B pay grade, without benefits, for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Kathleen Burns Jager, PH.D., LMFT, LLP is authorized to provide Trauma Informed Parenting education and therapy at a cost of \$63.00/hour in office and \$73.00/hour in home, not to exceed \$4,700 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the National Council on Alcoholism is authorized to provide cognitive behavioral therapy at \$35/session and relapse prevention at a cost of \$37.50 per session, not to exceed \$5,000 for the duration of this grant period; and to provide in-patient treatment services not to exceed a total of \$500 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring at a cost of \$25.00 activation & \$9.50/day for SCRAM alcohol tether, \$7.00/day for the MEMS3000 in home PBT machine, \$5.75/day for the Soberlink portable PBT device, and \$5.50/day for the house arrest tether, not to exceed \$15,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide mouth swab substance abuse testing at costs not exceeding \$15.00 5-panel tests, \$18.00 10-panel tests, \$18.00 EtG tests; and \$22.00 special request tests (i.e. synthetic marijuana); the total costs not to exceed \$6,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Norman Miller, MD, JD, PLLC is authorized to provide psychiatric evaluation, pain management assessment, and case consultation at a cost of \$300.00/hour; the total cost not to exceed \$5,000 for the duration of this grant period.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2014 and 2015 Circuit Court Family Division budget and Position Allocation List.

**MEMORANDUM**

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

**FROM:** Michael J. Dillon  
Court Administrator

**DATE:** 11/7/2014

**SUBJECT:** Court Performance Innovation Grant

Attached please find a resolution which authorizes the Ingham County Board of Commissioners to enter into a contract with the Michigan State Court Administrative Office (SCAO) to accept a Court Performance Innovation Fund Grant not to exceed \$60,600.

Public Act 93 of 2013 created the Michigan Indigent Defense Commission (MIDC) and charges the MIDC with establishment of minimum standards, rules, and procedures for provision of indigent defense services. The SCAO has identified the need for establishing and testing procedures for implementation of Public Act 93 of 2014 through its Court Performance Innovation Fund Grant (CPIFG). This grant provides for the payment of court appointed counsel at a defendant's first appearance (arraignment) in court and will provide data to the SCAO for the testing of indigent defense practices and procedures.

This is the second year the court has been awarded this grant and the grant does not obligate the County to provide matching funds.

The Court respectfully requests that the Ingham County Board of Commissioners adopt the attached resolution to accept the grant funding.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - COURT PERFORMANCE INNOVATION GRANT PROGRAM (SCAO-CPIFG)**

WHEREAS, the United States Constitution requires indigent criminal defendants have counsel available at every critical phase of a criminal proceeding; and

WHEREAS, Public Act 93 of 2013 creates the Michigan Indigent Defense Commission (MIDC) and charges the MIDC with establishment of minimum standards, rules, and procedures for provision of indigent defense services - See MCL 780.991(2)(d); and

WHEREAS, the Michigan State Court Administrative Office has identified the need for establishing and testing procedures for implementation of Public Act 93 of 2014 through its Court Performance Innovation Fund Grant (CPIFG); and

WHEREAS, the 55<sup>th</sup> District Court has identified provision of counsel to indigent defendants at first appearance in a criminal case as a need within our community; and

WHEREAS, the 55<sup>th</sup> District Court has developed a plan to implement the provision of counsel to indigent defendants at first appearance in a criminal case with cooperation of existing court appointed counsel relationships; and

WHEREAS, CPIFG grant funding does not obligate the County to provide matching funds; and

WHEREAS, the Ingham County Board of Commissioners accepted a FY 2014 Court Performance Grant from the State Court Administrative Office to provide legal counsel for defendants at their first appearance in court and the acceptance of this FY 2015 grant from the State Court Administrative Office would be a continuation of the grant program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Court Performance Innovation Fund Grant Program for a total budget not to exceed \$60,600 for the time period of October 1, 2014, through March 31, 2015.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2014 and 2015 55th District Court budgets to add up to \$60,600 in grant funds for court appointed counsel.

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

MEMORANDUM

TO: Law & Courts Committee  
County Services Committee  
Finance Committee

FROM: Michael J. Dillon  
Court Administrator

DATE: 11/7/2014

SUBJECT: Collection Officer Position

When fines and costs are not paid as ordered by the Court, the credibility of the Court comes into question; cases remain open, which impacts effective case management strategies; victims of crimes, who are due restitution, are not made whole; and local and state agencies who are due money do not receive their due.

According to district court records, the court has approximately \$5,500,000 in outstanding receivables; \$4.2 million is aged less than 7 years. Although, not all of that debt is collectible, the majority of it is.

In 2010 the Ingham County Board of Commissioners authorized a full-time position to collect delinquent fines and costs owed to the court (1/2 time) and provide court security (1/2 time). The primary focus of the collection/enforcement piece is to hold people accountable, while collecting money owed to the court. Having an enforcement officer (collection officer), offers people who are enduring a financial hardship the opportunity to work with a court employee to satisfy their financial obligation in lieu of a warrant being issued for their arrest for nonpayment of court-ordered fines and costs. Nobody wins when a defendant is arrested and lodged in jail on a warrant for failing to pay fines and costs. The costs involved in the arrest, detention and the processing a defendant in court, most times, far exceeds the amount of money owed to court.

In March of 2014, the County Board passed Resolution 14-039, which authorized a full-time collection officer position as a pilot project until the end of the fiscal year. If the position reverts back to a part-time position, that is 20 hours less per week that will not be spent on actively pursuing the collection of delinquent monies due to Ingham County, other receiving agencies and victims of crime.

The Court respectfully requests that the Ingham County Board of Commissioners authorize the court/enforcement officer position become a full-time enforcement officer position and create a 0.5 FTE position to assume the court security duties of the former position. The total is a net increase of 0.5 FTE in the district court at a cost of \$33,876

Thank you,  
MJD

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A FULL-TIME ENFORCEMENT OFFICER POSITION FOR THE PURPOSE OF COLLECTING DELINQUENT FINES AND COSTS IN THE DISTRICT COURT**

WHEREAS, prior to 2010 the 55<sup>th</sup> District Court did not have a formal program in place for the collection of delinquent monies owed to the Court/County; and

WHEREAS, the Ingham County Board of Commissioners created a full-time Court/Enforcement Officer position (#137030) in 2010 to allow for the implementation of a formal collection program and provide for additional court security; and

WHEREAS, the Court/Enforcement Officer position was designed to split 20 hours/week on collecting monies owed to the court and 20/week providing court security services; and

WHEREAS, since the implementation of the collection program, the program directly accounted for the collection of \$580,000 in delinquent fines and costs in the first full year of operation (2011) and the collection of \$685,000 of delinquent fines and costs in 2012, and the collection of \$780,000 of delinquent fines and costs in 2013; and has collected \$536,093 thus far this year; and

WHEREAS, Resolution #14-039 authorized a one year pilot project changing the Enforcement/Court Officer position from a part-time position to a full-time Enforcement Officer position; and

WHEREAS, the court currently has outstanding receivables totaling approximately \$5,500,000; and

WHEREAS, \$4,200,000 of the outstanding receivables is aged seven years or less; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court assists in effective case management practices; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court ensures the disbursement of monies due to Ingham County, other receiving agencies and victims of crime; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court enhances the credibility of the court, its orders and the judges; and

WHEREAS, if the position is not funded as a full-time position and the position reverts back to a part-time collection officer (20 hours/week), the employee in the position will not be readily available to meet with defendants owing money. Those defendants will be told to return to court another day; and

WHEREAS, if the position is not funded as a full-time position and the position reverts back to a part-time collection officer (20 hours/week), the employee in the position will not engage in collection activity while assigned to court security detail like it was done prior to the creation of the full-time position.



THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the continuation of the full-time Enforcement Officer position for the sole purpose of enforcing and collecting monies owed to the court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the continuation of a 0.5 FTE court officer position to assume the court security duties of the former Court/Enforcement Officer position so that the Enforcement Officer can remain as a full-time position.

BE IT FURTHER RESOLVED, that the personnel costs for the 0.5 FTE Court Officer position for FY 2015 is projected at \$33,876.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$33,876 from the 2015 Ingham County Contingency Fund to the 55<sup>th</sup> District Court budget for this purpose.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the 55<sup>th</sup> District Court's budget and Position Allocation List.

55th Judicial District Court  
County of Ingham  
Mason, MI

**Cost Per Case**  
Performance Management Study

October 28, 2014

Cost Per Case  
Performance Management Study

**PURPOSE:** A primary goal of the court is to efficiently process cases. Efficiency can be determined based upon productivity and the financial resources provided. The study is designed to determine the cost per case for the year 2013. The data will be used to establish reasonable costs related to processing a case and to evaluate existing policies/practices of the court to improve court operations. Determining the cost per case shows a direct connection between expenses and what is accomplished (dispositions). The data can be used to determine a court's return on investment based upon organizational decisions. A court can determine the efficiency of new technologies and the implementation of new practices. Personnel decisions, such as staff placement and training programs can be measured for effectiveness. In addition, the data can be used to determine inefficiencies within the court's operations and can highlight areas where staff is underutilized.

**METHODOLOGY:** Cost per case is derived by taking aggregate costs of work being performed in a division and dividing the figure by the total number of cases actually disposed by the division within the year.

**Aggregate Costs:** Aggregate costs are determined by computing the percentage of time each full-time and part-time employee spends working in one or all three divisions of the court: civil, criminal, and traffic. The percent allocated to each division is multiplied by total expenditures for the year (personnel costs for probation services are not included). The resulting product(s) determines the costs per division. The cost per division is divided by the number of dispositions within the division for the year to determine the cost per case.

**Example:**

23.06% of employees (assigned to the civil division) x \$1,787,864 (expenditures) = \$412,316

\$412,316 / 4,661 (dispositions) = \$88.46 (cost per civil case)

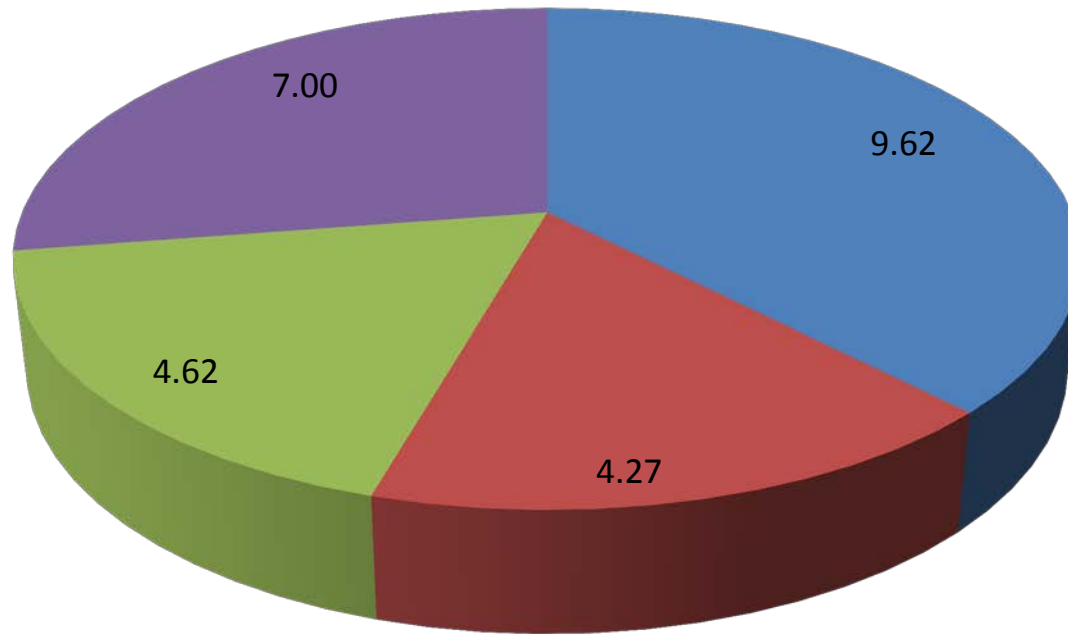
**Consumer Price Index:** The Consumer Price Index (CPI) is an established economic index that is used to control for inflation. When costs per case have been calculated for different periods (years), one of the calculations can be adjusted to account for changes in the cost of living. The court can use the CPI in future years to demonstrate how the "real costs" of court services change over time.

## FTE DESIGNATION

			<u>FTE</u> <u>CRIMINAL</u>	<u>FTE</u> <u>CIVIL</u>	<u>FTE</u> <u>TRAFFIC</u>	<u>FTE</u> <u>PROB/COLL</u>	<u>TOTAL</u>
ADMN	Dillon, Michael	Court Administrator	0.45	0.25	0.30		1.00
ADMN	Fajardo, Kathy	Administrative Services	0.33	0.33	0.33		1.00
ADMN	Pfeifer, Pam	Court Services Supervisor	0.33	0.33	0.33		1.00
Civil	Balance, Teresa	Deputy Clerk		1.00			1.00
Civil	Smith, Rene	Deputy Clerk		1.00			1.00
Criminal	Kelley, Alana	Deputy Clerk	1.00				1.00
Criminal	Pasch, Barb	Deputy Clerk	1.00				1.00
Criminal	Bost, Irene	Deputy Clerk	1.00				1.00
Criminal	Cindy Southworth	File Clerk	0.50				0.50
Criminal	Iseler, Amy	Assessor	0.50				0.50
Traffic	Nelson, Joan	Deputy Clerk			1.00		1.00
Traffic	Smith, Cindy	Deputy Clerk			1.00		1.00
Traffic	Jackson, Erin	Deputy Clerk			1.00		1.00
Judicial	Burt, Dave	Court Officer	0.70	0.25	0.05		1.00
Judicial	Stocking, Elaine	Recorder/Secretary	0.70	0.25	0.05		1.00
Judicial	Kelley, Robin	Recorder/Secretary	0.70	0.25	0.05		1.00
Judicial	SPENCER, ALAN	Court Officer/Collections	0.50			0.50	1.00
Judicial	Pahl, Jim	Magistrate	0.50	0.10	0.40		1.00
Judicial	Boyd, Tom	Judge	0.70	0.25	0.05		1.00
Judicial	Allen, Donald	Judge	0.70	0.25	0.05		1.00
Probator	BERTRAM, EMILY	Probation Officer				1.00	1.00
Probator	BURKHOLDER, LINDA	Probation Officer				1.00	1.00
Probator	WELLS, DANESE	Chief Probation Officer				1.00	1.00
Probator	HIGGINS, EVA	Probation Officer				1.00	1.00
Probator	WAUGH, MARILYN	Deputy Clerk				1.00	1.00
Probator	BESONEN, JESSE	Probation Officer				1.00	1.00
Probator	ISELER, AMY					0.50	0.50
		<b>TOTALS</b>	<b>9.62</b>	<b>4.27</b>	<b>4.62</b>	<b>7.00</b>	<b>25.50</b>

# Assignment of FTE by Division

■ Criminal ■ Civil ■ Traffic ■ Probation



## GENERAL FUND EXPENDITURES

### EXPENSES (ALL)

Personnel Costs	\$1,852,569
Controllable Expenses	\$220,471
Non-Controllable	\$162,363
Transfers Out/Library	\$1,732
Rent	\$152,615
<b>TOTAL</b>	<b>\$2,389,750</b>

### PERSONNEL COSTS

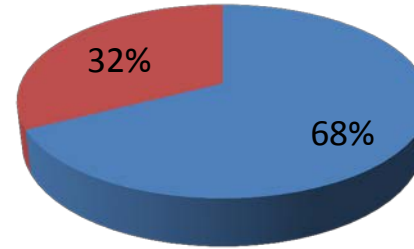
Court	\$1,250,683
Probation/Collection	\$601,887
<b>TOTAL</b>	<b>\$1,832,318</b>

### 2013 COSTS

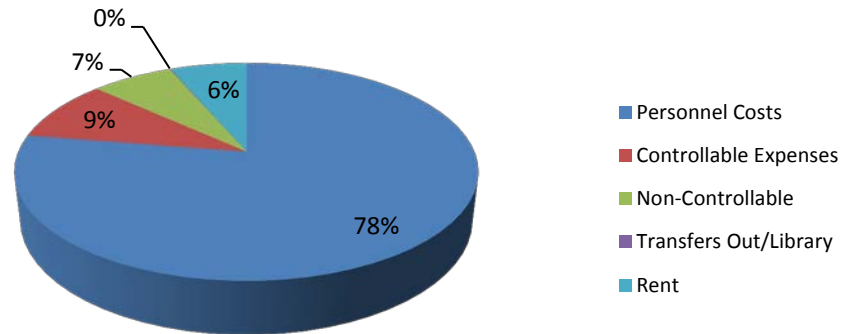
General Fund Total	\$2,389,750
Less Probation/Collect	\$601,887
<b>TOTAL</b>	<b>\$1,787,864</b>

### 2013 Personnel Costs Allocation

■ Court ■ Probation/Collection



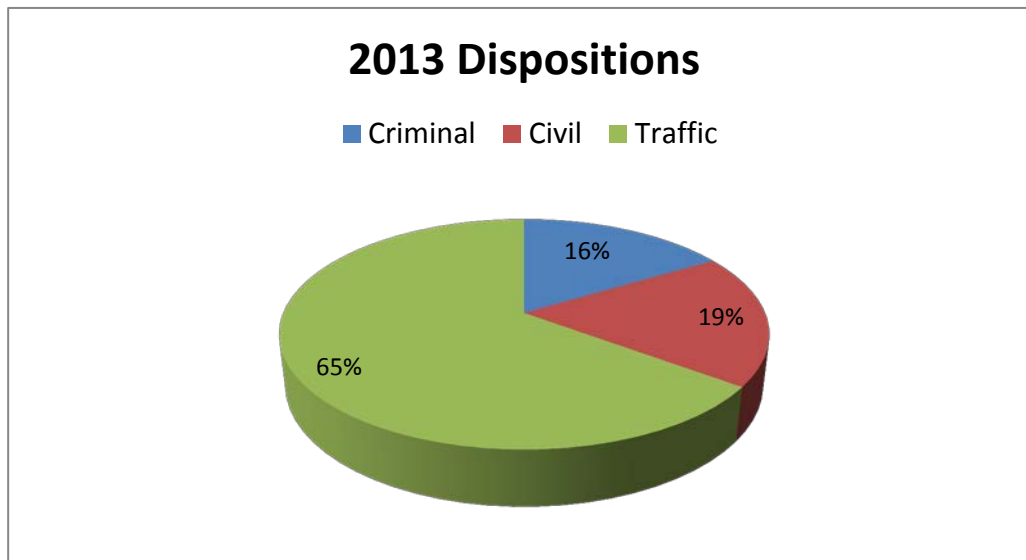
### 2013 Budget Allocation



Note: Court appointed attorney costs are not included as an expense as attorney costs are recoverable under MCL 769.1k(1)(b)(iii)

## 2013 - ALL DISPOSITIONS BY CASE TYPE

<u>CRIMINAL</u>	<u>DISP</u>	<u>CIVIL</u>	<u>DISP</u>	<u>TRAFFIC</u>	<u>DISP</u>
Felony	1061	General Civil	2297	Civ Inf/Misd	15622
Misdemeanor	2518	Small Claims	473	NonTraff CI	339
Drunk Driving	<u>510</u>	LT/Sum Pro	<u>1891</u>	Parking	<u>210</u>
<b>TOTAL</b>	<b>4089</b>	<b>TOTAL</b>	<b>4661</b>	<b>TOTAL</b>	<b>16171</b>



2013 DISPOSITIONS - LESS INACTIVE STATUS

<u>CRIMINAL</u>	<u>DISP</u>	<u>INACT</u>	<u>TOT</u> <u>DISP</u>	<u>TRAFFIC</u>	<u>DISP</u>	<u>INACT</u>	<u>TOT</u> <u>DISP</u>	<u>CIVIL</u>	<u>DISP</u>	<u>INACT</u>	<u>TOT</u> <u>DISP</u>
Felony	1061	405	656	Civ Inf/Misd	15622	858	14764	Gen Civ	2297	13	2284
Misd	2518	1168	1350	NonTraff CI	339	0	339	Sm Claims	473	2	471
Drunk Driv	<u>510</u>	<u>122</u>	<u>388</u>	Parking	<u>210</u>	<u>0</u>	<u>210</u>	<u>LT/Sum Pro</u>	<u>1891</u>	<u>4</u>	1887
<b>TOTAL</b>	<b>4089</b>	<b>1695</b>	<b>2394</b>	<b>TOTAL</b>	<b>16171</b>	<b>858</b>	<b>15313</b>		<b>4661</b>	<b>19</b>	<b>4642</b>

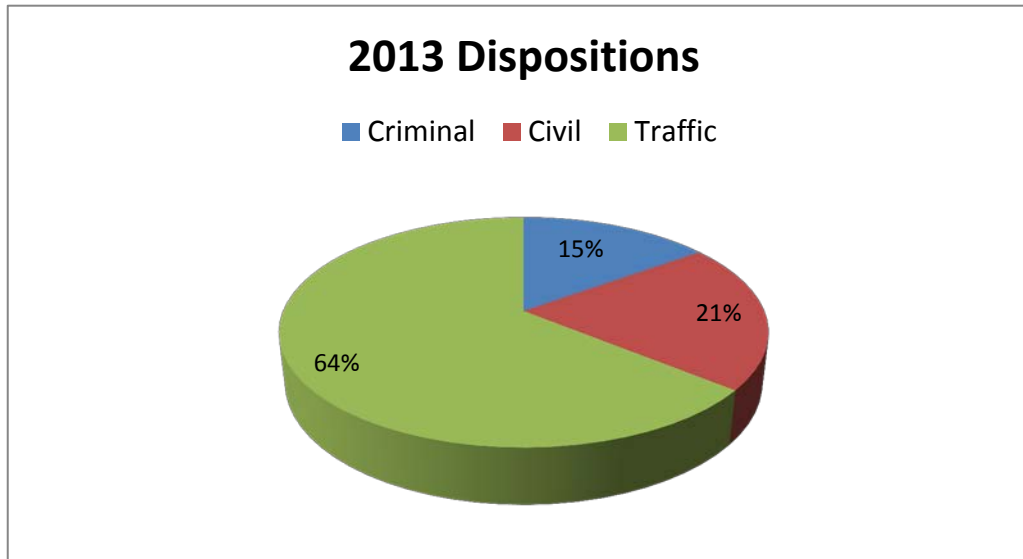


## 2013 - DISPOSITIONS LESS INACTIVE STATUS

<u>CRIMINAL</u>	<u>DISP</u>	<u>CIVIL</u>	<u>DISP</u>	<u>TRAFFIC</u>	<u>DISP</u>
Felony	656	General Civil	2297	Civ Inf/Misd	13798
Misdemeanor	2316	Small Claims	473	NonTraff CI	339
Drunk Driving	388	LT/Sum Pro	1891	Parking	210
<b>TOTAL</b>	<b>3360</b>	<b>TOTAL</b>	<b>4661</b>	<b>TOTAL</b>	<b>14347</b>

### NOTES:

- 1) 1,283 traffic (ST/OT) moved to Criminal to reflect the appropriate division processing the case.
- 2) 317 criminal cases (SM/OM) moved to traffic to reflect the appropriate division processing the case



## 2013 COSTS PER CASE

Division	Number of FTE	Percent Allocated	2013 General Fund	Cost by Case Type	2013 Dispositions	2013 Cost Per Case
Criminal	9.62	51.98%	\$1,787,864	\$929,403	3,360	\$276.61
Traffic	4.62	24.95%	\$1,787,864	\$446,144	14,347	\$31.10
Civil	<u>4.27</u>	<u>23.06%</u>	\$1,787,864	<u>\$412,316</u>	<u>4,661</u>	\$88.46
<b>TOTALS</b>	18.50	100.00%		\$1,787,864	22,368	

# APPENDIX

## PERSONNEL COSTS BY DIVISION

			<u>Wages</u>	<u>Fringes</u>	<u>Total</u>
ADMN	Dillon, Michael	Court Administrator	\$88,683.67	\$33,891.71	\$122,575.38
ADMN	Fajardo, Kathy	Administrative Services	\$48,145.63	\$26,245.91	\$74,391.54
ADMN	Pfeifer, Pam	Court Services Supervisor	<u>\$49,125.71</u>	<u>\$14,534.25</u>	<u>\$63,659.96</u>
		<b>Totals</b>	<b>\$185,955.01</b>	<b>\$74,671.87</b>	<b>\$260,626.88</b>
Civil	Balance, Teresa	Deputy Clerk	\$39,206.33	\$17,651.28	\$56,857.61
Civil	Smith, Rene	Deputy Clerk	<u>\$39,524.19</u>	<u>\$11,800.13</u>	<u>\$51,324.32</u>
		<b>Totals</b>	<b>\$78,730.52</b>	<b>\$29,451.41</b>	<b>\$108,181.93</b>
Criminal	Iseler, Amy	Assessor	\$30,481.00	\$15,380.00	\$45,861.00
Criminal	Kelley, Alana	Deputy Clerk	\$36,887.61	\$16,491.33	\$53,378.94
Criminal	Pasch, Barb	Deputy Clerk	\$37,199.65	\$17,197.88	\$54,397.53
Criminal	Bost, Irene	Deputy Clerk	\$38,214.78	\$17,443.61	\$55,658.39
Criminal	Southworth	File Clerk	<u>\$10,210.00</u>	<u>\$0.00</u>	<u>\$10,210.00</u>
		<b>Totals</b>	<b>\$152,993.04</b>	<b>\$51,132.82</b>	<b>\$219,505.86</b>
Traffic	Nelson, Joan	Deputy Clerk	\$38,975.67	\$24,385.99	\$63,361.66
Traffic	Smith, Cindy	Deputy Clerk	\$38,227.44	\$16,984.22	\$55,211.66
Traffic	Jackson, Erin	Deputy Clerk	\$35,088.67	\$23,433.69	\$58,522.36
Traffic	Weller, LeeAnn	Deputy Clerk	<u>\$590.02</u>	<u>\$198.47</u>	<u>\$788.49</u>
		<b>Totals</b>	<b>\$112,881.80</b>	<b>\$65,002.37</b>	<b>\$177,884.17</b>
Judicial	Burt, Dave	Court Officer	\$39,143.13	\$12,479.82	\$51,622.95
Judicial	Stocking, Elaine	Recorder/Secretary	\$57,503.20	\$16,743.75	\$74,246.95
Judicial	Kelley, Robin	Recorder/Secretary	\$57,503.20	\$16,743.75	\$74,246.95
Judicial	Spencer, Al	Court Officer/Collections	\$18,964.00	\$13,393.00	\$32,357.00
Judicial	Pahl, Jim	Magistrate	\$85,609.00	\$39,554.00	\$125,163.00
Judicial	Boyd, Tom	Judge	\$45,724.00	\$19,443.13	\$65,167.13
Judicial	Allen, Donald	Judge	<u>\$45,724.00</u>	<u>\$15,955.87</u>	<u>\$61,679.87</u>
		<b>Totals</b>	<b>\$350,170.53</b>	<b>\$134,313.32</b>	<b>\$484,483.85</b>

			<u>Wages</u>	<u>Fringes</u>	<u>Total</u>
Probation	Fabry, Emily	Probation Officer	\$62,174.57	\$33,156.95	\$95,331.52
Probation	Burkholder, Linda	Probation Officer	\$67,671.79	\$32,344.83	\$100,016.62
Probation	Wells, Da'Neese	Chief Probation Officer	\$77,275.82	\$22,124.07	\$99,399.89
Probation	Higgins, Eva	Probation Officer	\$64,213.73	\$18,664.12	\$82,877.85
Probation	Waugh, Marilyn	Deputy Clerk	\$39,976.94	\$18,026.48	\$58,003.42
Probation	Besonen, Jesse	Probation Officer	\$53,182.33	\$30,951.89	\$84,134.22
Probation	Iseler, Amy	Probation Officer	\$30,481.00	\$15,380.00	\$45,861.00
Probation	Kruger, Lindsay	Deputy Clerk	<u>\$3,295.23</u>	<u>\$609.78</u>	<u>\$3,905.01</u>
		<b>Totals</b>	<b>\$398,271.41</b>	<b>\$171,258.12</b>	<b>\$569,529.53</b>
Collection	Spencer, Alan	Collection Officer	<b>\$18,964.00</b>	<b>\$13,393.00</b>	<b>\$32,357.00</b>
		<b>TOTALS ALL PERSONNEL</b>	<b>\$1,297,966.31</b>	<b>\$539,222.91</b>	<b>\$1,852,569.22</b>
		<b>TOTAL PROB/COLLECT</b>	<b>\$417,235.41</b>	<b>\$184,651.12</b>	<b>\$601,886.53</b>
		<b>TOTAL LESS PROB/COLLECT</b>	<b>\$880,730.90</b>	<b>\$354,571.79</b>	<b>\$1,250,682.69</b>

## DETERMINATION OF COURT COSTS

According to MCL 769.1k (1)(a)(iii), if a defendant enters a plea of guilty or nolo contendere or if the court determines after a hearing or trial that the defendant is guilty, the court may assess any cost reasonably related to the actual costs incurred by the trial court. The court is not required to separately calculate costs for a particular case. Court costs include, but are not limited to, the following:

- (A) Salaries and benefits for relevant court personnel.
- (B) Goods and services necessary for the operation of the court.
- (C) Necessary expenses for the operation and maintenance of court buildings and facilities

Court costs per case for the year 2014 were determined by taking the 2013 aggregate costs by the work being performed in the division and dividing the figure by the total number of cases actually disposed in 2013.

Division	Number of FTE's out of 18.5	Percent Allocated	General Fund Expenses	Costs by Case Type	2013 Dispositions	2013 Cost Per Case
Criminal	9.62	51.98%	\$1,787,864	\$929,964	3,360	\$276.61

Court Costs rounded to the nearest \$5.00 = \$275

For detailed information see: <http://dc.ingham.org/Portals/DC/documents/Fines/2013CPCFinal.pdf>

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- (A) Salaries and benefits for relevant court personnel.
- (B) Goods and services necessary for the operation of the court.
- (C) Necessary expenses for the operation and maintenance of court buildings and facilities.

Court costs per case for the year 2014 were determined by taking the 2013 aggregate costs by the work being performed in the division and dividing the figure by the total number of cases actually disposed in 2013.

Division	Number of FTE's out of 18.5	Percent Allocated	General Fund Expenses	Cost by Case Type	2013 Dispositions	2013 Cost Per Case
Criminal	9.62	51.98%	\$1,787,864	\$929,403	3,360	\$276.61

Court Costs rounded to the nearest \$5.00 = \$275

For detailed information see: <http://dc.ingham.org/Portals/DC/documents/Fines/2013CPCFinal.pdf>

## **Court Cost Calculator**

The State Court Administrative Office (SCAO) used information provided by your court about its expenditures and caseload to estimate the cost per criminal case. The methods and results of this criminal cost calculator are documented below.

Your court provided SCAO with the three most recent years of court expenditures. SCAO reviewed this information to ensure that these figures included both direct and indirect costs. The court cost calculator uses the average annual expenditures from the three years.

Annually, your court submits caseload data to SCAO through the caseload reporting system. SCAO used this information to estimate the percentage of workload spent on criminal cases in relation to noncriminal cases. The average annual new filings from 2011, 2012, and 2013 were multiplied by the case weights from the 2013 Judicial Resources Recommendations Report. These case weights reflect the minutes spent by judges and quasi-judicial officers per case. The product of the new filings and case weights yielded the estimated workload in minutes. These figures were used to calculate the percentage of the court's workload spent on criminal cases.

SCAO also used the caseload reporting system to estimate the number of criminal cases for which the court could assess costs. The average annual cases disposed by guilty plea, bench verdict, and jury verdict from 2011, 2012, and 2013 were calculated for the criminal division.<sup>1</sup>

SCAO then calculated the cost per case by multiplying the annual expenditures with the percentage of workload necessary for criminal cases, then dividing by the number of criminal dispositions.

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<sup>1</sup> Because some verdicts find the defendant not guilty, this formula provides a lower cost per case than necessary to re-coup total court costs.

**Cost Per Criminal Case Calculator      D55 Ingham County**

**Enter Court Expenditures for Each Year Below:**

Court-appointed counsel expenses excluded from expenditures.

\$	2,202,817.00	expended for district court in 2011
\$	2,165,938.00	expended for district court in 2012
\$	2,193,011.00	expended for district court in 2013
<b>\$</b>	<b>2,187,255.33</b>	<b>average expended for district court per year</b>

For any division excluded from the expenditures above, delete the division workload minutes below.

The total workload, percent of workload, and cost per case will automatically re-calculate.

Circuit	County	Court Type	Court	Division	JRR Data			Criminal Cases Disposed	Cost Per Case
					Division Workload in Minutes	Total Court Workload in Minutes	Percent of Workload		
C30	Ingham	Circuit	C30	Criminal		164,270	0.00%	1,009	\$ -
C30	Ingham	District	D55	Criminal	104,896	164,270	63.86%	2,616	\$ 533.97
C30	Ingham	Circuit	C30	Appeals		164,270	0.00%		
C30	Ingham	Circuit	C30	Civil		164,270	0.00%		
C30	Ingham	Circuit	C30	Family		164,270	0.00%		
C30	Ingham	Circuit	C30	Juv/Child		164,270	0.00%		
C30	Ingham	Probate	P33	Probate		164,270	0.00%		
C30	Ingham	District	D55	Noncriminal	59,374	164,270	36.14%		

Workload figures are based on 2010, 2011, 2012 case filings using the 2013 case weights. See 2013 JRR.

Criminal cases disposed = 2011, 2012, 2013 average of FY, FT, EX, OM, SM, OT, ST, OD, SD, FD in District, FC, FH, FJ, AX in Circuit.



**Cost Per Criminal Case Calculator      D55 Ingham County**

**Enter Court Expenditures for Each Year Below:**

\$	2,311,020.00	expended for district court in 2011
\$	2,276,603.00	expended for district court in 2012
\$	2,299,168.00	expended for district court in 2013
\$	<b>2,295,597.00</b>	<b>average expended for district court per year</b>

For any division excluded from the expenditures above, delete the division workload minutes below.

The total workload, percent of workload, and cost per case will automatically re-calculate.

Circuit	County	Court Type	Court	Division	JRR Data			Criminal Cases Disposed	Cost Per Case
					Division Workload in Minutes	Total Court Workload in Minutes	Percent of Workload		
C30	Ingham	Circuit	C30	Criminal		164,270	0.00%	1,009	\$ -
C30	Ingham	District	D55	Criminal	104,896	164,270	63.86%	2,616	\$ 560.42
C30	Ingham	Circuit	C30	Appeals		164,270	0.00%		
C30	Ingham	Circuit	C30	Civil		164,270	0.00%		
C30	Ingham	Circuit	C30	Family		164,270	0.00%		
C30	Ingham	Circuit	C30	Juv/Child		164,270	0.00%		
C30	Ingham	Probate	P33	Probate		164,270	0.00%		
C30	Ingham	District	D55	Noncriminal	59,374	164,270	36.14%		

## Notes and Definitions

### 1st/2nd Class District Courts and Circuit

Circuit	An abbreviated circuit court code to reflect the over-arching circuit.
County	A single county within the circuit.
Court Type	The type of court (circuit, district, or probate) for the remaining 5 columns.
Court	An abbreviated court code to reflect the name of the court for the remaining 4 columns.
Division	The name of the division reflected in the next column.
Division Workload in Minutes*	Using the 2013 Judicial Resources Report, the estimated annual number of minutes spent on cases in this division for the entire life of the case, including any problem-solving courts.
Total Court Workload in Minutes*	Using the 2013 Judicial Resources Report, the estimated annual number of minutes spent on all cases in this county for the entire life of the case, including any problem-solving courts.
Percent of Workload	Division workload divided by total workload.
Criminal Cases Disposed**	The average annual number of criminal cases disposed by verdict or plea. One number for circuit and one number for district.
Cost Per Case	Average expended times the percent of workload for criminal divided by criminal cases disposed.

\*Workload figures are based on 2011, 2012, and 2013 case filings using the 2013 case weights. See 2013 JRR.

\*\*Criminal cases disposed for district court is the annual average of verdicts and pleas from 2011, 2012, and 2013 for FY, FT, EX, OM, SM, OT, ST, OD, SD, FD.

\*\*Criminal cases disposed for circuit court is the annual average of verdicts and pleas from 2011, 2012, and 2013 for FC, FH, FJ, AX.

### Agenda Item 3

DATE: November 6, 2014  
TO: Finance and Liaison Committees  
FROM: Jill Bauer, Budget Analyst  
RE: Resolution Approving Various Contracts for the 2015 Budget Year

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This resolution will approve the attached list of contracts for the 2015 budget year. The list consists only of contracts that are included in the 2015 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #13-439, the Budget Office will be using the Consumer Price Index (CPI) to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2015 increase of 1.5% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2015 BUDGET YEAR**

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2015 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

LAW AND COURTS COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 COST	2015 PROJECTED	Proj. Increase over 2014	% Increase over 2014	Funding Source
1	Circuit Court	TEL/Thalner	Techonology support for the Courtrooms (excluding Courtrooms 1 and 2)	01/01/15	12/31/15	\$23,000	\$23,000	\$0	0%	General Fund
2	Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists	10/01/14	09/30/15	\$646,825	\$656,732	\$9,907	1.5%	50% JJM/50% State of MI
3	Family Court	Ingham Intermediate	Day Treatment Program - teachers & para-professionals	10/01/14	09/30/15	\$434,932	\$434,932	\$0	0%	50% JJM/50% State of MI
4	Family Court	Four Attorneys: Skinner, Mertens, Staake, Fish	Guardian-Ad-Litem contracts to represent children in abuse and neglect hearings	01/01/15	12/31/15	\$200,000	\$200,000	\$0	0%	General Fund
5	Family Court	Peckham, Inc. Footprints Group Home	Short Term Female Residential	10/01/14	09/30/15	\$447,319	\$447,319	\$0	0%	50% JJM/50% State of MI
6	Family Court	Peckham, Inc. Crossroads	Educational and vocational program for delinquent youth	10/01/14	09/30/15	\$319,542	\$319,542	\$0	0%	50% JJM/50% State of MI
7	Family Court	House Arrest Services	Home Detention including tethers, reduce out of home care	10/01/14	09/30/15	\$30,000	\$30,000	\$0	0%	General Fund
8	Probate Court	Michael Staake & William Metros	Legal representation for mental illness respondents.	01/01/15	12/31/15	\$10,000	\$10,000	\$0	0%	General Fund
9	Probate Court	Robert Refior & Louis Kafantaris	Attorney Services agreement for general matters w/ Robert Refior & Louis Kafantaris	01/01/15	12/31/15	\$17,000	\$17,000	\$0	0%	General Fund
10	Probate Court	Robert Refior & Louis Kafantaris	Guardian ad litem services for general Probate matters	01/01/15	12/31/15	\$48,000	\$48,000	\$0	0%	General Fund
11	Prosecuting Attorney	Safe Records	Storage of Records	01/01/15	12/31/15	\$5,827	\$5,827	\$0	0%	General Fund
12	Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	01/01/15	12/31/15	\$22,500	\$22,500	\$0	0%	General Fund
13	Sheriff	Morophotrust	Software in Jail - Main/LiveScan	01/01/15	12/31/15	\$7,000	\$7,000	\$0	0%	General Fund
14	Ingham County	Legal Services of South Central Michigan	income residents of Ingham County	01/01/15	12/31/15	\$20,000	\$20,000	\$0	0%	General Fund

REVENUE CONTRACTS									
	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 REV	2015 PROJECTED	Proj. Increase	% Increase over 2014
1	Community Corrections	City of Lansing	Annual Grant for CCAB Administration	07/07/14	06/30/15	\$12,500	\$12,500	\$0	0%
2	Prosecuting Attorney	State of Michigan	Anti-Drug Abuse Program	10/01/14	09/30/15	\$44,071	\$48,251	\$4,180	9%
3	Prosecuting Attorney	State of Michigan	Domestic Violence Prevention	10/01/14	09/30/15	\$65,000	\$65,000	\$0	0%
4	Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Grant	10/01/14	09/30/15	\$704,036	\$724,277	\$20,241	3%
5	Prosecuting Attorney	State of Michigan	Victims Rights Grant	10/01/14	09/30/15	\$225,000	\$229,600	\$4,600	2%
6	Sheriff	State of Michigan	Anti-Drug Abuse Program	10/01/14	09/30/15	\$44,074	\$41,968	-\$2,106	-5%
7	Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	10/01/14	09/30/15	\$248,002	\$248,002	\$0	0%
8	Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	10/01/14	09/30/15	\$3,402	\$3,402	\$0	0%
9	Sheriff	State of Michigan	Annual Grant for Emergency Management	10/01/14	09/30/15	\$45,582	\$45,582	\$0	0%
10	Family Court	State of Michigan	Annual Child Care Agreement	10/01/14	09/30/15	\$6,336,861	\$6,247,836	-\$89,025	-1%
11	FOC	State of Michigan	Annual Access and Visitation Grant	10/01/14	09/30/15	\$6,300	\$4,200	-\$2,100	-33%
12	FOC	State of Michigan	Cooperative Reimbursement Grant	10/01/14	09/30/15	\$2,928,449	\$3,007,173	\$78,724	3%
13	Work Study	Cooley Law School, Detroit College of Law, Michigan	Annual Work Study Grants	Continuing	Continuing	\$54,331	\$54,883	\$552	1%
14	Ingham County	Tri-County Metro Narcotics Squad	Annual Grant for Drug Assets Forfeiture Program	10/01/14	09/30/15	\$271,805	\$257,803	-\$14,002	-5%

**Law & Courts Committee  
November 13th, 2014  
Animal Control Director's Report**

**I. Statistics – September - October 2013 & 2014**

- a. Animals Intakes/Outcomes (Spreadsheet)
- b. Animals currently in the shelter & foster as of 11-5-2014
  - 1. Dogs – 53
  - 2. Cats – 111
  - 3. Petco/Pet Supplies Plus – 9
  - 4. Foster – 117
  - 5. Total – 290
- c. Adoptions for September/October 2014 - 263
- d. Licenses Sold September/October 2014 – 937

**II. Items for Discussion with the Animal Control Advisory Committee**

- a. Shelter Cleaning Policies/Procedures/Protocols
- b. Shelter Animal Feeding Policies/Procedures/Protocols
- c. Shelter Disease Prevention/Control Policies/Procedures/Protocols
- d. Animal Control Electronic Dispatch
- e. Foster/Building 24 hour Contact

**III. Announcements & Updates**

- a. The month of September realized 103 pet adoptions, up from 88 in 2013 while October realized 160 pet adoptions, up from 130 in 2013.
- b. Animal Control Shelter Remodel – Project Review Meeting is being held on Tuesday, November 18<sup>th</sup> at 9:00 am to discuss potential usage/design of the Annex as well as other options.
- c. Animal Control Officer Sarah Schertel was elected as Secretary and Director Andy Seltz was elected as Vice President to the Michigan Association of Animal Control Officers during the organization's annual meeting and conference in October.
- d. The Shelter's website was noted to have faulty links recently in reference to public accessibility of adoptable and lost and found pets. Staff was advised by citizens during the October 30<sup>th</sup> and 31<sup>st</sup> timeframe of the problem and ICAC Staff coordinated with the "Petfinder" website as well as Ingham County MIS and discovered the issue. MIS is currently working on a fix as of November 5<sup>th</sup>.
- e. The Shelter experienced a small case of Ringworm amongst shelter cats. Affected cats have been identified, isolated and treated with affected areas being cleaned and disinfected as per our Shelter Veterinarian. Updated protocols to be discussed with Advisory Board Committee.

- f. The Department is in the final stages of implementing a program that will address the need for after-hours assistance with Foster Program emergencies as well as after-hours Shelter emergencies. Staff will have a dedicated phone in which emergency questions/issues may be addressed after normal business hours. Staff will rotate on a weekly basis to provide coverage.
- g. Collaborative relationship outreach is being conducted in the form of the Director participating in the Ingham County Chiefs of Police meeting in October as well as a preliminary collaborative meeting with the Michigan State University School of Veterinary Medicine. Both meetings have identified ways the Department can interact and collaborate at both the enforcement and shelter levels.

#### **IV. Upcoming Events**

- a. “Free Pets for our Vets” – Saturday, November 8<sup>th</sup> from 11:00 am until 4:00 pm located at the Animal Shelter.
- b. Ingham County Animal Shelter Fund Meeting – Tuesday, November 18<sup>th</sup> at 6:15pm. Meeting taking place at the Animal Shelter.
- c. “Holiday Open House” – Saturday, November 22<sup>nd</sup> from 11:00 am until 4:00 pm located at the Animal Shelter.
- d. “Holiday All Nighter” – Saturday, December 20<sup>th</sup> from 4:00 pm until 4:00 am Sunday, December 21<sup>st</sup>.
- e. “Home Fur the Holidays” – Tuesday, December 23<sup>rd</sup> until Friday, January 2<sup>nd</sup>. All adoptable animals in the shelter to go home to foster homes for the holidays.



## September-October Intake Statistics for 2013 and 2014

### DOGS 2013

INTAKES	310
Adoption Return	15
Agency Assist	13
Seized	34
Stray	203
Bite Impound	4
Owner Surrender	30
Born In Custody	0
EUTHANASIA	134
Illness	124
Injured	1
Space	0
Temp	2
Owner Request Euthanasia	7
DOA	11

### DOGS 2014

INTAKES	215
Adoption Return	6
Agency Assist	5
Seized	27
Stray	142
Bite Impound	1
Owner Surrender	33
Born In Custody	0
EUTHANASIA	89
Illness	7
Injured	2
Space	0
Temp	69
Owner Request Euthanasia	11
DOA	1

### CATS 2013

INTAKES	276
Adoption Return	8
Agency Assist	2
Seized	1
Stray	183
Bite Impound	0
Owner Surrender	71
Born In Custody	0
EUTHANASIA	65
Illness	37
Injured	2
Space	0
Temp	0
Feral	17
Owner Request Euthanasia	8
DOA	11
Other	1

### CATS 2014

INTAKES	201
Adoption Return	3
Agency Assist	1
Seized	3
Stray	136
Bite Impound	0
Owner Surrender	42
Born In Custody	12
EUTHANASIA	72
Illness	50
Injured	4
Space	0
Temp	0
Feral	14
Owner Request Euthanasia	0
DOA	4
Other	0

To: Law and Courts Committee  
From: Lance Langdon  
Date: November 6, 2014  
Reference: Report on 9-1-1

### **Technology Update**

Our CAD (Computer Aided Dispatch) system is moving forward full steam, we do have the new system on site and will be doing functional testing on the 11<sup>th</sup> and 12<sup>th</sup>. Go live is scheduled for April 14<sup>th</sup>.

Our EMD (Emergency Medical Dispatch) program has been up and running. Staff has been adapting to the changes as it is an entirely new way of processing the medical calls.

We have started talking with Airbus (Cassidian our 9-1-1 Phone Vendor) on what it will take to bring the text to 9-1-1 operational for the center. They will be working on a quote as to what equipment would be needed to move forward on this. A quote is expected after the first of the year.

We are also still working to bring a recommendation to the board with regard to possible changes to the radio system, as the current EDACS Harris system is approaching end of life. As a reminder from earlier reports the end of life given by Harris is for 2017, but we may go beyond that time frame as some parts will still be available and we do have critical spares here for our system also.

### **Hiring Update and Report**

The 9-1-1 center opened on June 27, 2012. Staff was brought over from the Lansing and East Lansing 9-1-1 Centers, with several employees from both centers deciding not come to the new center. As a result we were short 14 staff members. The centers approved staffing consists of a Director, Deputy Director, Administrative Assistant, Radio System Administrator, six 9-1-1 Supervisors and 56 Emergency Telecommunicators, for a total of 65.5 employees. All positions have been funded from the opening of the center.

Upon the opening of the 9-1-1 Center, we had several staff that were qualified to serve as training officers. These training officers wanted to have some time to get used to working in the 9-1-1 Center and the new duties they now had. Therefore, we delayed bringing on new staff members for several months. We have also added new CTO's (Communication Officer Trainers) since opening to accommodate our additional training needs.

Our hiring process consists of a video test by Ecomm, an oral board interview involving two Supervisors and two CTO's and a law enforcement level background investigation. Listed below is data on our selection process with the new center.

<u>Test Date</u>	<u>Applications</u>	<u>Tested</u>	<u>Interview</u>	<u>Background</u>	<u>Hired</u>	<u>Still on Staff</u>
9/20/12	114	57	22	9	9	2
2/22/13	68	34	17	7	7	5
7/2/13	58	27	9	9	6	3
9/16/13	46	16	4	1	1	0
12/3/13	93	27	17		3	2
3/4/14	110	50	10	2	1	1
6/7/14	72	32	6	2	1	1
7/25/14	54	27	10	3	1	1
10/27/14	94	27	14	7	TBD	TBD
Totals	709	297	109	40	29*	15*

\*This hiring process is still ongoing as such these totals do not include our most recent hiring process.

Openings are posted through the Ingham County Human Resources Department and the postings are then sent out to the following locations. As you can see the number of applications we receive and the number that actually show up for testing is very different. I do not have a reason for this, but suspect many applicants may fill out an application to fulfill requirements for unemployment eligibility and are really not interested in the positions.

-EQUAL OPPORTUNITY COMMISSION MEMBERS

-WOMEN'S COMMISSION MEMBERS

-PURE MICHIGAN TALENT CONNECT

-MICHIGAN.GOV (MULTIPLE DEPARTMENTS)

-POST OFFICE, ONONDAGA

-MI DEPT OF COMMUNITY HEALTH

-OKEMOS LIBRARY

-MSU STUDENT PLACEMENT SERVICES

-CLINTON TASK FORCE ON EMPLOYMENT INC

-MI WORKS SERVICE CENTER

-MASON BRANCH LIBRARY

-LANSING COMMUNITY COLLEGE

-CLEARY UNIVERSITY, CAREER SERVICES

-MICHIGAN INDIAN EMPLOYMENT AND TRAINING,  
LANSING

-POST OFFICE, LESLIE

-GVSU CAREER SERVICES

-ALLEAN COUNTY

-CLINTON COUNTY

-OAKLAND COUNTY

-MIDLAND COUNTY

-WAYNE COUNTY

-EATON COUNTY

-JACKSON COUNTY

-MUSKEGON COUNTY

-MONROE COUNTY

-KALAMAZOO COUNTY

-GENESEE COUNTY

-ST. CLAIR COUNTY

-NAACP - LANSING BRANCH

-NATIONAL FEDERATION OF THE BLIND OF  
MICHIGAN

-INGHAM ISD

-HIGHFIELDS

-CAPITAL AREA MICHIGAN WORKS

-THOMAS COOLEY LAW SCHOOL

-UNIVERSITY OF MICHIGAN

-HISPANIC-LATINO COMMISSION OF MICHIGAN

-KALAMAZOO VALLEY COMMUNITY COLLEGE

-BAKER COLLEGE

-MICHIGAN WORK INCENTIVE PLANNING AND  
ASSISTANCE

-MICHIGAN APA COMMISSION

-MICHIGAN PARTNERS FOR FREEDOM

-MICHIGAN PROTECTION AND ADVOCACY SERVICES

-DETROIT COLLEGE CAREER LAW

-CACIL

-UNITED CEREBRAL PALSY OF MICHIGAN

-MICHIGAN HR DAY

-MICHIGAN COMMISSION ON DISABILITY CONCERNS

-MICHIGAN DEAF ASSOCIATION

-MICHIGAN DEPARTMENT OF CIVIL RIGHTS

-UAW INTERNATIONAL, FLINT

-LANSING LIBRARY & INFO CENTER

-FOSTER BRANCH LIBRARY

-ARC

Since opening we have developed our 9-1-1 web page and added information as to employment so that the requirements for the position can be easily accessed.

We have reached out to all our public safety partners asking that they put information out for the employment opportunities, which has been successful and brought us some employees.

We have posted on the MCOLES web site, which is the Michigan Commission on Law Enforcement Standards, which posts public safety jobs in addition to the web sites listed above. We have also posted flyers on some community bulletin boards as well as with Lansing Community College, and provide information at the various community meetings we attend providing employment opportunity information.

I was contacted by the Director of the Lansing MSP Dispatch Center a few weeks ago and advised that they will be closing their center in the next 18 months and he wondered if we had openings. We had just pulled the applications and were sending out testing invitations, but I advised him that I would hold off for a week and allow some of his folks that were interested to apply. We did not get any applications from the MSP staff at this time. We hope as they get closer to the closing some of their staff might apply if we still have openings at that time. Turnover of staff has been an issue for Ingham County and at other 9-1-1 centers around the state.

While we opened the center down 14 employees, we have hired 29 employees, 15 of which are still employed with us. The employees that have voluntarily left or did not make it through the probationary period have generally ended employment for similar reasons; failed training, personal/family reasons, work hours, not wanting to continue due to equipment problems and to take law enforcement positions. The following is a timeline of those leaving employment and why their employment ended. For those that chose to leave the 9-1-1 Center we did gather information from them through exit interviews or other information they provided.

<u>Time Period</u>	<u>Failed Training</u>	<u>Work Hours</u>	<u>Personal/Family</u>	<u>Equipment</u>	<u>Public Safety Job</u>
<b>Jun-Dec 12</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Jan-Jun 13</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Jul-Dec 13</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Jan-Jun 14</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Jul-Nov 14</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>

We continue to evaluate and improve the testing/selection process and as you see, we have seen a drop in those not making it through training.

Also with regard to staffing we were short one supervisor position with the consolidation and did make a promotion filling that position, as well as the new Administrative Assistant position that was filled.

The work day for the Emergency Telecommunicators is based on the Pittman schedule working 12 hour days. They do get two 30 minute breaks, one in each half of their work day. This schedule was negotiated with the bargaining unit, and may be changed if necessary to fully cover the minimum amount of call taker/dispatcher positions. With the current staffing challenges we are looking at a change in January to 8 hour shifts to reduce the length of the work day and allow for shift coverage without requiring employees to regularly work 16 hour work days while maintaining the needed staffing for operations.