

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 TSENOGLOU  
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, OCTOBER 30, 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 16, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

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

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 16, 2014

Minutes - Draft

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

Members Absent: Bryan Crenshaw and Randy Schafer

Others Present: Barb Byrum, Shauna Dunnings, John Neilsen, Rhonda Swayze, Kathleen Farhat, Ryan Buck, Sara Deprez, Sally Auer, Melinda Dexter, Mark Ferguson, and Tracy Smith

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

### Approval of the October 2, 2014 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE OCTOBER 2, 2014 LAW & COURTS COMMITTEE MEETING AS PRESENTED.

Chairperson Bahar-Cook requested that the temporary recording secretary introduce himself to the Committee.

Tracy Smith, Circuit Court Clerk's Office Clerical Services Supervisor, introduced himself to the Committee. He stated that he was employed by the County Clerk.

Barb Byrum, County Clerk, stated that the Granicus recording system was inoperable and would not be able to record the meeting. She further stated that in lieu of Granicus, two cellular telephones were being utilized to record and create an audio record.

Chairperson Bahar-Cook stated that the Mr. Smith was recording the meeting tonight because Ryan Buck, Recording Secretary, would be testifying before the Committee tonight as Chief Deputy Circuit Court Clerk.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

### Additions to the Agenda

6. County Clerk
  - a. Resolution Honoring Connie Copeland of the 30th Circuit Court Clerk's Office

### Substitute -

1. 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's State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts

Limited Public Comment

None.

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

1. 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's State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts
  - b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts
2. Circuit Court - Resolution Recognizing and Supporting the Veterans History Project
3. Sheriff's Office/Office of Homeland Security & Emergency Management
  - a. Resolution to Purchase Radios and an Interactive Smartboard for the Emergency Operations Center of Ingham County
  - b. Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY2014 Homeland Security Grant Program Funds
4. Facilities Department - Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an Air Conditioning Unit in the Sheriff's Office Command Conference Room
5. Controller's Office
  - a. Resolution Authorizing a Transfer from the General Fund to the Juvenile Justice Millage Fund to Accurately Reflect Revenue Offsetting Child Care Fund Expenses
  - b. Resolution Authorizing Adjustments to the 2014 Ingham County Budget
6. County Clerk
  - a. Resolution Honoring Connie Copeland of the 30th Circuit Court Clerk's Office

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

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

6. County Clerk - Discussion Regarding Proposed Reorganization DRAFT Resolution – NO ACTION WILL BE TAKEN AT THIS MEETING

DRAFT - Resolution to Authorize the Transfer of all Deputy Clerk I-Circuit Court, Deputy Clerk II-Circuit Court, Deputy Clerk III-Circuit Court, Deputy Juvenile Register III and Court of Claims Clerk Positions from the Circuit Court to the County Clerk's Office

Chairperson Bahar-Cook stated that this was a discussion item and that the Committee would not be voting on any proposal tonight. She further stated that the Circuit Court would be invited to speak to the Committee after Clerk Byrum presented.

Clerk Byrum presented on her proposed reorganization of the 30th Circuit Court Clerk's Office, which would transfer the Circuit Court Clerk's employees, office space, equipment, and materials from the Circuit Court to the County Clerk's Office. She stated that she submitted this proposal to the Circuit Court at the same time she submitted it to the Committee.

Clerk Byrum stated that she had a good working relationship with Shauna Dunning, Circuit Court Administrator and looked forward to continuing that relationship going forward.

Clerk Byrum stated that there was an agreement to transfer two supervisory positions—Clerical Services Supervisor-Circuit Court and Chief Deputy Court Clerk—from the Circuit Court to the Clerk's Office. She further stated that the full transfer proposal she was presenting on tonight was a continuation of a plan that she believed everyone knew was coming.

Clerk Byrum stated that the County Clerk served as the Clerk of the Circuit Court under the Michigan Constitution. She further stated that of the 83 counties in the state, Ingham County along with two others did not allow the County Clerk to serve as Clerk of the Circuit Court. Clerk Byrum stated that the other two counties were Kalamazoo and Washtenaw Counties. Clerk Byrum stated that under the present system, the Circuit Court Clerk's Office staff, office space, equipment, and materials all fall under the umbrella of the Circuit Court.

Clerk Byrum stated that the County Clerk, as Clerk of the Circuit Court, had numerous duties under the law and court rules. She further stated that this was an issue of checks and balances.

Clerk Byrum stated that the records were the property of the Circuit Court and she would always make them available to the judges, authorized court staff, and the public.

Clerk Byrum stated that this was a bureaucratic nightmare that fostered employee confusion and waste of valuable tax dollars.

Clerk Byrum stated that this proposal had already been planned for in the 2015 budget. She further stated that this proposal would go far to address issues of discipline, supervision, inventory, policies, and procedures.

Clerk Byrum stated that she was the custodian of the records and therefore liable for them. She further stated that she had no control over those records under the current system.

Clerk Byrum stated that she intended to work with the Circuit Court, but she also intended to change her relationship with the Circuit Court to better align the County with constitutional and statutory requirements.

Commissioner Celentino asked how many employees would be involved in this transfer.

Clerk Byrum stated that 23 employees were involved.

Commissioner Celentino asked whether these employees were in a collective bargaining unit.

Clerk Byrum stated that the employees were all UAW.

Commissioner Maiville asked whether the employees would remain UAW.

Clerk Byrum answered yes.

Commissioner Maiville asked how many different structures were utilized in the other 80 counties where the County Clerk served as the Circuit Court Clerk.

Clerk Byrum stated that county clerks in the other 80 counties serve as the Circuit Court Clerk. She further stated that the county clerks in Washtenaw and Kalamazoo Counties assigned their duties differently. Clerk Byrum stated that the Genesee County Clerk was in litigation with its Circuit Court over the Circuit Court Clerk issue.

Commissioner Maiville asked whether the County Clerk supervised all the Circuit Court Clerk functions in the 80 other counties or whether there were any modified systems utilized.

Clerk Byrum stated that each of the 80 other counties had their own way. She further stated that some county clerks oversaw the jury system. Clerk Byrum stated that she was not including the jury system in her proposal.

Commissioner Maiville asked whether Peter Cohl, County Attorney, had commented on this.

Chairperson Bahar-Cook stated that the County now required that both sides in a reorganization proposal needed to meet and discuss the issues involved. She further stated Mr. Cohl would attend a meeting between the County Clerk and Circuit Court, which was scheduled for Tuesday, October 21.

Commissioner Tsernoglou asked what the current hiring process was.

Clerk Byrum stated that since January, she and her two supervisory employees would review applications to select applicants for testing and interviews. She further stated that a combination of interviewers would meet with applicants. Clerk Byrum stated that the interviewers would

include a representative of Circuit Court, which was Rhonda Swayze, Deputy Circuit Court Administrator, in the past. She further stated that the other interviewers would be some combination of her two supervisory employees and herself.

Ryan Buck, Chief Deputy Court Clerk, stated that there were many people involved in the hiring process. He further stated that Clerk Byrum wanted to do was streamline the process. Mr. Buck stated that the problem was that there were many emails and phone calls required so as to supply sufficient information to Clerk Byrum and the Circuit Court in order to make even a single decision. Mr. Buck stated that the issues were not only in hiring practices, but discipline and supervision.

Commissioner Celentino asked whether this proposal was discussed with the UAW.

Clerk Byrum stated that she spoke with Scott Dedic, UAW International Representative, and Sally Auer, UAW Chairperson, and they were neutral on this proposal.

Chairperson Bahar-Cook invited the Circuit Court to speak to the Committee.

Ms. Dunning stated that Janelle Lawless, Circuit Court Chief Judge, had a previously scheduled engagement with Maura Corrigan, Michigan Department of Human Services Director, in regards to a permanency planning conference and would be unable to attend the meeting tonight. She further stated that Chief Judge Lawless thought that this matter could be handled at the October 21 meeting.

Ms. Dunning stated that she had a good working relationship with Clerk Byrum and would continue to do so. Ms. Dunning further stated that regardless of the outcome this proposal, she would continue to work hard and be effective for county residents.

Ms. Dunning stated that the issues raised at tonight's meeting would be better addressed at the October 21 meeting. She further stated that Resolution 13-492, the Resolution to Authorize the Transfer of the Clerical Services Supervisor-Circuit Court and the Chief Deputy Clerk Positions from the Circuit Court to the County Clerk's Office, reflected the agreement reached less than a year ago. Ms. Dunning stated that the proposal here tonight would be in addition to Resolution 13-492.

Ms. Dunning stated that the process that had been described to handle matters did not typically take a long period of time. She further stated that Ms. Auer could probably confirm that. Ms. Dunning stated that Clerk Byrum was in control of the initial screening process during hiring for a position. Ms. Dunning further stated that today was the first time in months that she screened applications as well. Ms. Dunning stated that the Human Resources Department had provided its own screen process in the past and the Circuit Court had typically followed that process. She further stated that she wanted to review the process Clerk Byrum had utilized. Ms. Dunning stated that she agreed with Clerk Byrum's screening choices and informed Clerk Byrum of such before tonight's meeting. Ms. Dunning further stated that it served as a system of checks and balances to have both Clerk Byrum and herself at the table at various levels.

Ms. Dunnings stated that there were legal questions to resolve as to the duties and responsibilities of the County Clerk and Circuit Court. She further stated that the Circuit Court was going to meet with Clerk Byrum on October 21 in the spirit of cooperation.

John Neilsen, Chief Deputy Controller, stated that it was the Controller's Office position since this began that the best solution was to have both parties meet with Mr. Cohl in attendance to moderate. He further stated that it may be possible to get a joint agreement out of this meeting. Mr. Neilsen stated that it was very difficult for the Board of Commissioners to get into this constitutional or legal dispute.

Ms. Dunnings stated that she wanted to respond to Commissioner Maiville's question regarding the systems the other counties utilized when it came to the Circuit Court Clerk. She further stated that the systems varied. Ms. Dunnings stated that there were clerk functions and then there were court functions. She further stated that for more than thirty years, the County had integrated certain clerk and court functions into certain positions, and this issue would be discussed at the October 21 meeting. Ms. Dunnings stated that other counties did have county clerks and court clerks, but through efficiency of operation, Ingham County was able to combine these functions and positions.

Chairperson Bahar-Cook stated that she was grateful that Mr. Cohl was assisting in this matter. She further stated that she met with Mr. Cohl, Commissioner Holman, and the Controller's Office to discuss this issue.

#### Announcements

None.

#### Public Comment

None.

The meeting was adjourned at approximately 6:23 p.m.

## OCTOBER 30, 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

- a. *Resolution Authorizing Entering into a Contract with Highfields, Inc. for the Pride Program*

This resolution authorizes a contract renewal with Highfields, Inc. at a cost of \$318,903 to provide Behavioral Specialists and Transporters for the Pride Evening Reporting Program from October 1, 2014 through September 30, 2015. The Pride Program is an evening reporting program for court adjudicated youth operated on site at the Ingham County Family Center. Funds are contained within the Child Care Fund budget. (see attached communication)

- b. *Resolution Authorizing Entering into a Contract with Michigan State University for the MSU Adolescent Project*

This resolution authorizes entering into a contract renewal with Michigan State University Adolescent Project in the amount of \$160,721 for the time period of October 1, 2014 through September 30, 2015. The Adolescent Project provides mentoring services for juveniles brought to the attention of the Circuit Court's Family Division for delinquency and truancy matters. Funds are contained within the Child Care Fund budget. (see attached communication)

2. Sheriff's Office

- a. *Resolution to Purchase Ten (10) Digital L3 In Car Camera Systems for the Ingham County Sheriff's Office Fleet*

This resolution authorizes the purchase of ten (10) L3 "In Car Camera Systems" for \$47,549.50 for the Ingham County Sheriff's Office. Funds are available within the Sheriff's Office budget including \$38,000.00 from the 2014 Capital Improvement budget and \$9,549.50 from the Sheriff's Office Inmate Trust fund. The Sheriff's Office has been gradually installing these digital "In Car Camera Systems" in their entire fleet of Patrol Vehicles. (see attached communication)

- b. *Resolution Authorizing Contract Amendment Three with Securus Technologies for Local and Long Distance Service for the Inmate Telephones*

This resolution authorizes a no cost contract amendment with Securus Technologies to provide Automated Information Services (AIS). Securus is our vendor for Inmate phone and Video Visitation system at the Jail through January of 2018. The AIS application is designed to automate internal inquiries from detainees and outside calls from friends and family members on one single platform, as well as allow inmates' friends and families the ability to open or fund a pre-paid telephone account, an inmate phone account, an inmate trust account or leave a voicemail. A \$3.95 usage fee will be charged for each voicemail left at the Jail and Ingham County will receive a 20% monthly commission payment for these charges. We expect minimal revenue to be generated at least initially and will make adjustments where warranted once we get more experience with this service and revenue stream. (see attached communication)



c. *Discussion on the Federal Communications Commission Regulatory Climate regarding Inmate Phone Call Rates*

The regulatory climate regarding Inmate Phone Calls Rates and revenues is very fluid right now. The Ingham County budget includes \$200,000 in revenue from this source in 2015. (see attached two FCC Attachments)

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*

This resolution authorizes a contract with the National Animal Care & Control Association (NACA) to conduct a program evaluation of the Ingham County Animal Control Department (ICAC) for a base cost of \$7,500 plus onsite NACA team member travel related costs of up to \$6,000 for a total cost of up to \$13,500 to come from the Contingency Fund.

In order to assist our new Director NACA best meets the organizational mission goals at ICAC, we are recommending this program evaluation. This resolution will bring in an independent outside consultant to review the Departments Operational Policies and Procedures to ensure best practices are being followed and are codified by the aforementioned Operational Policies and Procedures. (see attached communication)

# MEMORANDUM

TO: Law and Courts and Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: October 23, 2014

RE: **Resolution Authorizing Entering Into a Contract with Highfields, Inc.**

This resolution requests authorization to enter into a contract with Highfields, Inc. for the Pride Evening Reporting program in which Highfields, Inc. provides the Behavioral Specialist staff as well as transporters for the court ordered juveniles. This program works with up to 30 juveniles per night, Monday through Friday, who are under the jurisdiction of the court due to delinquency and/or truancy issues.

The contract amount will be the same as the amount approved in the 2015 budget, \$318,903 which is 2% more than the 2014 budget amount. This increase was requested due to an increase in costs to run the program. The Pride Evening Reporting program is included in the County's Child Care Fund Budget.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH  
HIGHFIELDS, INC. FOR THE PRIDE PROGRAM**

WHEREAS, the Pride Program, an evening reporting program for court adjudicated youth, is located at the Ingham County Family Center; and

WHEREAS, the Pride Program runs Monday through Friday, with up to 30 high risk juveniles attending Mondays, Wednesdays and Fridays per week and medium risk youth attending Tuesdays and Thursdays each week; and

WHEREAS, Highfields Inc. provides the Behavioral Specialist staff who are trained to educate juveniles in cognitive behavioral thinking as well as transporters for juveniles ordered to attend the program; and

WHEREAS, due to increased costs, the amount requested in the 2015 budget was \$318,903, which is a 2% increase over the 2014 contract amount; and

WHEREAS, the amount of \$318,903 was approved in the 2015 budget and is included in the County's Child Care Fund Budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Highfields Inc. at a cost of \$318,903 to provide Behavioral Specialists and Transporters for the Pride Evening Reporting Program from October 1, 2014 through September 30, 2015.

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

# MEMORANDUM

TO: Law and Courts and Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: October 23, 2014

RE: **Resolution Authorizing Entering Into a Contract with Michigan State University for the MSU Adolescent Project**

This resolution requests authorization to enter into a contract with Michigan State University for the Adolescent Project, led by Dr. William Davidson. This program mentors youth brought to the attention of the Court for delinquency and /or truancy.

The contract amount will be the same as the amount approved in the 2015 budget, \$160,721, which is 2% more than the 2014 budget amount. This additional amount was requested due to an increase in costs to run the program. The MSU Adolescent Project is included in the County's Child Care Fund Budget.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH  
MICHIGAN STATE UNIVERSITY FOR THE  
MSU ADOLESCENT PROJECT**

WHEREAS, the Michigan State University Adolescent Project provides mentoring services for juveniles brought to the attention of the Circuit Court's Family Division for delinquency and truancy matters; and

WHEREAS, under the leadership of Distinguished Professor, Dr. William Davidson, this mentoring program has served thousands of Ingham County youth over the 30 plus years it has existed; and

WHEREAS, due to increased costs of the program, the amount requested and approved in the 2015 budget is \$160,721, a 2% increase from the previous budget; and,

WHEREAS, the approved 2015 budget amount of \$160,721 is less than the budgeted amount several years ago prior to county wide budget reductions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Michigan State University Adolescent Project at the amount of \$160,721 in the approved 2015 budget for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

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

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

**FROM:** Major Joel Maatman

**DATE:** October 15, 2014

**RE:** EQUIPMENT PURCHASE – L3 In Car Camera Systems

This resolution requests permission for the Ingham County Sheriff's Office to purchase equipment and installation of said equipment in departmental patrol vehicles for a not to exceed cost of \$47,549.50.

The equipment will be purchased from L3 Company which is the Sheriff's Office current In Car Patrol Camera Systems provider.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PURCHASE TEN (10) DIGITAL L3 IN CAR CAMERA SYSTEMS FOR THE  
INGHAM COUNTY SHERIFF'S OFFICE FLEET**

WHEREAS, the Ingham County Sheriff's Office has purchased patrol vehicle "In Car Camera Systems" from L3 Corporation over the last six years; and

WHEREAS, the Ingham County Sheriff's Office has been very satisfied with the above L3 "In Car Camera Systems" and their support service; and

WHEREAS, the Sheriff's Office sees the need to outfit all Ingham County Patrol Vehicles with digital "In Car Camera Systems" including two patrol vehicles used for Sheriff's Office Hospital Guard transportation; and

WHEREAS, MMRMA, the counties insurance carrier, encourages and supports the use of "In Car Camera Systems" under their risk management priorities and to lower liability; and

WHEREAS, the Ingham County Sheriff's Office wants to purchase at a cost of \$47,549.50 ten (10) new "In Car Camera Systems" from L3; and

WHEREAS, the \$47,549.50 purchase price will be covered by \$38,000.00 from the Sheriff's Office 2014 Capital Improvement budget and \$9,549.50 will be covered by the Sheriff's Office Inmate Trust fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the purchase of ten (10) L3 "In Car Camera Systems" for a not to exceed cost of \$47,549.50 for the Ingham County Sheriff's Office to be completed by December 31, 2014.

BE IT FURTHER RESOLVED, the Controller/Administrator's Office is authorized to make the necessary adjustments in the Ingham County Sheriff's Office 2014 budget and the Purchasing Department is authorized to issue the necessary purchase order or purchase documents needed.

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

## **Agenda Item 2b**

To: Law and Courts and Finance

From: Sam L. Davis, Major

Date: October 23, 2014

Re: Automated Information Services/Voicemail

The Sheriff's Office is inundated daily with inquiries from inmates, friends and family about the status of inmates in the jail. Some of those requests have to do with projected release dates, court appearance dates, visitation information, charge information, commissary balances etc..... These inquiries along with scores more require the deputies to spend a significant amount of their day answering calls and addressing routine and repeated questions, which in turn takes away from the primary jobs of managing inmates and working with inmates.

The Sheriff would like to employ technology called the Automate Information Services (AIS) to handle the bulk of these inquiries. The AIS is designed to automate internal inquiries from detainees and outside calls from friends and family members.

The service would allow inmates' friends and families the ability to open or fund a pre-paid telephone account, an inmate phone account, an inmate account, or leave a voicemail.

The AIS Jail Voicemail feature is a one way communication product that allows friends and family members to leave a 45 second voicemail for an inmate prior to a scheduled phone call or visitation. We are constantly bombarded with requests to take messages for inmates. This is not something that can be done. Because of time constraints and staffing issues we simply cannot take messages for inmates. This system would take those messages for the inmate.

We believe, based on our own research from jails that currently use both systems that we would significantly enhance the quality of life for the inmate, family and friends and most importantly allow the deputies to focus that energy for the safety and welfare of the jail and its population.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING CONTRACT AMENDMENT THREE WITH  
SECURUS TECHNOLOGIES FOR LOCAL AND LONG DISTANCE SERVICE  
FOR THE INMATE TELEPHONES**

WHEREAS, Ingham County currently contracts with Securus Technologies to provide a video visitation system and local and long distance telephone service for all inmates in Ingham County; and

WHEREAS, the Sheriff's Office recommends the County authorize a contract amendment with Securus Technologies to enhance these services by providing Automated Information Services (AIS); and

WHEREAS, the AIS application is designed to automate internal inquiries from detainees and outside calls from friends and family members on one single platform, as well as allow inmates' friends and families the ability to open or fund a pre-paid telephone account, an inmate phone account, an inmate trust account, or leave a voicemail.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes contract amendment number three with Securus Technologies to provide Automated Information Services (AIS).

BE IT FURTHER RESOLVED, that unless otherwise agreed by Ingham County and Securus Technologies, a \$3.95 usage fee will be charged for each voicemail left at the Jail and Ingham County will receive a 20% monthly commission payment for these charges.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any contract documents consistent with this resolution subject to review and approval by the County Attorney.



# NEWS

Federal Communications Commission  
445 12<sup>th</sup> Street, S.W.  
Washington, D. C. 20554

News Media Information 202 / 418-0500  
Internet: <http://www.fcc.gov>  
TTY: 1-888-835-5322

---

This is an unofficial announcement of Commission action. Release of the full text of a Commission order constitutes official action.  
See MCI v. FCC, 515 F.2d 385 (D.C. Circ 1974).

---

FOR IMMEDIATE RELEASE:  
August 9, 2013

NEWS MEDIA CONTACT:  
Mark Wigfield, 202-418-0253  
E-mail: [Mark.Wigfield@fcc.gov](mailto:Mark.Wigfield@fcc.gov)

## **FCC BARS HIGH RATES FOR LONG DISTANCE PHONE CALLS IN JAILS AND PRISONS NATIONWIDE**

### ***Reforms Bring Relief to Millions of Families By Reducing the Cost of Interstate Long-Distance Calls***

**Washington, D.C.** – The Federal Communications Commission today took long-overdue steps to ensure that the rates for interstate long-distance calls made by prison inmates are just, reasonable and fair.

Studies make clear that inmates who maintain contact with family and community while in prison have reduced rate of recidivism and are more likely to become productive citizens upon their release. Lower rates of recidivism also benefit society by reducing crime, the need for additional prisons, and other costs.

In addition, an estimated 2.7 million children would benefit from increased communication with an incarcerated parent. Many of these children face challenges that are manifested in higher rates of truancy, homelessness, depression and other ills

But the exorbitant price of interstate long-distance calls from correctional facilities today actually *discourages* such communication because it is too expensive (over \$17 for one 15-minute call), particularly for families facing economic hardship. The Order takes immediate action to change this and provide an affordable means to *encourage* such communication.

The Commission's reforms adopt a simple and balanced approach that protects security and public safety needs, ensures providers receive fair compensation while providing reasonable rates to consumers as follows:

- Requires that all interstate inmate calling rates, including ancillary charges, be based on the cost of providing the inmate calling service
- Provides immediate relief to exorbitant rates:
  - Adopts an interim rate cap of \$0.21 per minute for debit and pre-paid calls and \$0.25 per minute for collect calls, dramatically decreasing rates of over \$17 for a 15-minute call to no more than \$3.75 or \$3.15 a call
  - Presumes that rates of \$0.12 per minute for debit and prepaid calls (\$1.80 for a 15-minute call) and \$0.14 cents per minute for collect calls (\$2.10 for a 15-minute call) are just, reasonable and cost-based (safe-harbor rates)
  - These rates include the costs of modern security features such as advanced mechanisms that block calls to victims, witnesses, prosecutors and other prohibited parties; biometric

caller verification; real-time recording systems; and monitoring to prevent evasion of restrictions on call-forwarding or three-way calling

- Concludes that “site commissions” payments from providers to correctional facilities may not be included in any interstate rate or charge
- Clarifies that inmates or their loved ones who use Telecommunications Relay Services because of hearing and speech disabilities may not be charged higher rates
- Requires a mandatory data collection, annual certification requirement, and enforcement provisions to ensure compliance with this Order
- Seeks comment on reforming rates and practices affecting calls within a state
- Seeks comment on fostering competition to reduce rates

Building on state reforms, the Commission’s action addresses a petition filed nearly a decade ago by Martha Wright, a Washington, D.C. grandmother who sought relief from exorbitant inmate calling rates. Since then, tens of thousands have urged the FCC to make it possible for them to stay in touch with loved ones in jail.

Action by the Commission August 9, 2013, by Report and Order and Further Notice of Proposed Rulemaking (FCC 13-113). Acting Chairwoman Clyburn and Commissioner Rosenworcel with Commissioner Pai dissenting. Acting Chairwoman Clyburn, Commissioners Rosenworcel and Pai issuing statements.

Staff contact: Lynne Engledow at 202-418-1520 or [lynne.engledow@fcc.gov](mailto:lynne.engledow@fcc.gov)

-FCC-

News about the Federal Communications Commission can also be found  
on the Commission’s web site [www.fcc.gov](http://www.fcc.gov).



# NEWS

Federal Communications Commission  
445 12<sup>th</sup> Street, S.W.  
Washington, D. C. 20554

News Media Information 202 / 418-0500  
Internet: <http://www.fcc.gov>  
TTY: 1-888-835-5322

---

This is an unofficial announcement of Commission action. Release of the full text of a Commission order constitutes official action.  
See MCI v. FCC, 515 F.2d 385 (D.C. Cir. 1974).

---

FOR IMMEDIATE RELEASE:  
October 17, 2014

NEWS MEDIA CONTACT:  
Mark Wigfield, 202-418-0253  
E-mail: [mark.wigfield@fcc.gov](mailto:mark.wigfield@fcc.gov)

## FCC CONTINUES PUSH TO REIN IN THE HIGH COST OF INMATE CALLING

### *Seeks Comment on Comprehensive, Market-Based Approach to Reduce Cost of All Inmate Calls*

**Washington, D.C.** – The Federal Communications Commission today took the next steps toward reining in the high cost of making a phone call to inmates behind prison walls.

Building off initial reform efforts started last year, the FCC is seeking comment on a comprehensive, market-based approach to achieving just, fair and reasonable rates for all inmate calling – local, in-state long-distance and out-of-state long distance. While the FCC in 2013 capped exorbitant interstate inmate calling rates, the cost of in-state calls remains high, calling fees have mounted, and payments to prisons unrelated to the cost of providing service have escalated, driving up rates.

The FCC is charged with ensuring that all Americans have access to communications services at just and reasonable rates. Carrying out this mandate for inmate calling is critical, as studies have shown that regular contact between inmates and their loved ones can reduce the rate of recidivism significantly.

In the Further Notice of Proposed Rulemaking adopted today, the FCC is seeking comment on whether to ban certain payments demanded by prisons of inmate calling service providers. These payments – called site commissions – are often used by prisons to pay for services and facilities not related to the cost of hosting calling services, driving up the cost of each call for families of inmates. A market not focused on the highest site commissions could free providers to submit market-driven, competitive bids for calling service contracts, based on cost, service, security, and other features.

The FCC is also seeking comment on the imposition of permanent rate caps on all services -- local, in-state long distance, and interstate long-distance. These caps would replace the current interim caps, and could protect inmates and their families from exorbitant rates as site commissions are phased out. The item seeks to ensure that any rate cap adopted is sufficient to cover the costs of protecting prison security and public safety. Finally, the Notice suggests phasing in reforms over a reasonable transition period so that providers and facilities can adapt.

In summary, the Further Notice of Proposed Rulemaking seeks comment on the following:

- Permanent rate caps on local, intrastate and interstate calling
- What level of cap would ensure coverage of the enhanced security requirements of inmate calling
- The elimination of per-call connection fees

- Prohibiting site commissions as a category for all interstate and intrastate services but permitting facilities to recover any legitimate costs of provisioning inmate calling services
- Capping and restricting ancillary fees, such as fees to open and maintain calling card accounts
- Phasing in these changes, with rate caps being effective in 90 days and a 2-year transition away from site commissions.
- Ensuring that inmate calling services are accessible for all Americans, including inmates and families with disabilities.
- Effective methods of enforcing inmate calling rate rules and reviewing their effect.

Comments are due 45 days after the Notice is published in the Federal Register, and reply comments, 60 days.

Action by the Commission October 17, 2014, by Second Notice of Proposed Rulemaking (FCC 14-158). Chairman Wheeler, Commissioners Clyburn and Rosenworcel. Commissioners Pai and O'Rielly concurring in part and dissenting in part. Chairman Wheeler, Commissioners Clyburn, Rosenworcel, Pai and O'Rielly issuing statements.

Docket No.: 12-375

-FCC-

News about the Federal Communications Commission can also be found  
on the Commission's web site [www.fcc.gov](http://www.fcc.gov).

### Agenda Item 3

**TO:** Law & Courts and Finance Committees

**FROM:** John L. Neilsen , Chief Deputy Controller

**DATE:** October 22, 2014

**RE:** Program Evaluation of the Ingham County Animal Control Department (ICAC)

Commissioners:

The Law & Courts Committee has had several discussions during the past several months about ways we can improve the Ingham County Animal Control Department (ICAC) and assist our new Director towards that endeavor.

We recently agreed that the County should obtain the services of an independent outside consultant to review the Department's Operational Policies and Procedures to ensure best practices are being followed and are codified by the aforementioned Operational Policies and Procedures.

I have prepared a resolution for your consideration to authorize a contract with the National Animal Care & Control Association (NACA) to conduct a Program evaluation of the Ingham County Animal Control Department (ICAC) for a base cost of \$7,500, plus onsite NACA team member travel related costs of up to \$6,000, for a total project cost of up to \$13,500. These program evaluation project costs were obtained through discussions with the Executive Director of NACA who would head up the evaluation team.

A base proposal is attached and a more formal proposal will be put together once I have BOC approval to proceed under the terms outlined in the resolution.

I recommend your approval.



NATIONAL ANIMAL  
CARE & CONTROL ASSOCIATION

*The National Animal Care & Control Association  
is committed to setting the standard of professionalism in animal welfare  
and public safety through training, networking, and advocacy.*

Dear Animal Care and Control Professional,

Thank you for your inquiry into the National Animal Care & Control Association's (NACA) evaluation process. The attached information details the benefits of a NACA evaluation.

NACA's evaluation team is made up of people who are actively working in management positions within the animal care and control field, from agencies across the country. Our team members are experienced and knowledgeable in all aspects of the profession. Their years of experience, and their direct, current involvement in animal care and control is of great benefit to the evaluation process.

The evaluation team may receive compensation for the time lost from their current jobs, but most choose to donate their time to further NACA's primary goal, which is to provide the best possible training and information to all those who desire excellence in the animal care and control field.

The fees charged for evaluations are designed to offset NACA's expenses in producing the final report, and aid NACA in continuing to provide information and services to its members and communities. Our motivation is not to use the evaluation process as a revenue producing program but rather to provide solid technical advice to agencies that are sincere in their efforts to progress and improve. NACA is committed to keeping expenses to a minimum and will work with the contracting agency to this end.

NACA is comprised of agencies and organizations whose budgets are often Spartan at best. We therefore are very sensitive to the fact that many organizations and communities which have a need for such an evaluation may feel they are unable to afford it. Because of that sensitivity, NACA is committed to provide our services at the lowest and most reasonable cost.

All program evaluations are assessed a minimum charge based on the areas to be reviewed, plus expenses. Once you appraise the depth of the study, NACA will submit a detailed, written proposal outlining all costs and commitments required by both the contracting agency and NACA.

Please look over the enclosed material. I hope that it will assist you in the decision making process. Feel free to contact me at 913-768-1319, if you have any further questions.

Sincerely,

George W. Harding, IV MBA CAWA  
Executive Director  
National Animal Care & Control Association



NATIONAL ANIMAL  
CARE & CONTROL ASSOCIATION

*The National Animal Care & Control Association  
is committed to setting the standard of professionalism in animal welfare  
and public safety through training, networking, and advocacy.*

## Evaluation Report Summary Outline

The final report submitted by the evaluation team will include, but is not limited to, the following information:

### 1. SHELTER

- A. Facility Construction
  - I. Materials Used
  - II. Use of Space
  - III. Traffic Patterns
  - IV. Disease Control
  - V. Lighting
  - VI. Public Access Areas
  - VII. Storage Areas
  - VIII. Security
  - IX. Office Area & Resources
- B. Operations
  - I. Sanitation
  - II. Air exchange
  - III. Record accountability
    - 1) Calls for Service
    - 2) Animal Tracking
    - 3) Financial
  - IV. Policies & Procedures
    - 1) Current
      - a) Written
      - b) Verbal
      - c) Validity
    - 2) Euthanasia
      - a) Methods
      - b) Safety
      - c) Humane
    - 3) Adoptions
      - a) Best Practice & Counseling
      - b) Spay/Neuter

### 2. FIELD SERVICES

- A. Vehicles
  - I. Appearance
  - II. Type
  - III. Identification

### B. Communications

- I. Radios
- II. Dispatch
- III. Procedures

### C. Uniforms

- I. Uniformity & Appearance
- II. Requirements
- III. Written Regulations

### D. Equipment

- I. Capture
- II. Safety
- III. Training

### E. Record Keeping

- I. In The Field
- II. Fee Collection

### F. Dangerous/Wild/Livestock

- I. Dangerous Dogs
- II. Wild Animal Problems
- III. Livestock

### G. Citations

### H. Investigation Procedures

### 3. COURT

- A. Preparation
- B. Appearance

### 4. TRAINING

- A. Internal
- B. External
- C. Documentation

### 5. ADMINISTRATION

- A. Resources
- B. Chain of Command
- C. Public Relations

### 6. COMMUNITY RELATIONS

- A. Programs
- B. Volunteers





NATIONAL ANIMAL  
CARE & CONTROL ASSOCIATION

*The National Animal Care & Control Association  
is committed to setting the standard of professionalism in animal welfare  
and public safety through training, networking, and advocacy.*

## **NACA's Background and Capabilities**

The National Animal Care & Control Association is a nonprofit corporation of the State of Kansas. The organization was founded in 1978 for the express purpose of assisting its members to perform their duties in a professional manner. Only carefully selected and properly trained animal control personnel can correct community problems resulting from irresponsible animal ownership. NACA's purpose is to preserve the human/animal bond by insisting on responsible animal ownership.

Team members utilized in the evaluation process are currently involved in management level positions within the animal care and control field. We have well-earned reputations for managing effective programs and understand government responsibilities and limitations. In view of the staff's practical experience in animal care and control, we provide a full spectrum of services for non-profit and government agencies by providing lecturers at the national level, and as consultants for any aspect of the work unique to the animal care and control field.

All NACA evaluations are confidential with a written report given only to the contracting agency. Media contact, or the release of the report to additional individuals or agencies, is at the discretion of the contracting agency.

All the off-site work will be completed at the NACA Corporate Office located at 101 N. Church Street, Olathe, Kansas, 66061.



**NATIONAL ANIMAL**  
CARE & CONTROL ASSOCIATION

*The National Animal Care & Control Association  
is committed to setting the standard of professionalism in animal welfare  
and public safety through training, networking, and advocacy.*

## REFERENCES

Program evaluations have been completed by NACA for the following agencies:

Mobile County Animal Control (10/13)  
Director, Carmelo Miranda  
Mobile County Animal Control Department  
7665 Howells Ferry Road  
Mobile, AL 36618  
251-574-3647

Broken Arrow Animal Control (04/07)  
Major Brandon Berryhill  
Broken Arrow Police Department  
2302 S. First Place  
Broken Arrow, OK 74012  
918-451-8211

Edmond Animal Welfare Unit (03/07)  
Major Steve Thompson Deputy Chief  
23 East First Street  
Edmond, OK 73034  
405-359-4401

Cedar Rapids Animal Control (02/07)  
Captain Steve M. O'Konek  
Cedar Rapids Police Department  
505 First Street, SW  
Cedar Rapids, IA 52404  
319-286-5525

Vincennes Pet Port (12/06)  
Dan Ravellette, Chief of Staff  
City of Vincennes  
201 Vigo Street Vincennes, IN 47591  
812-882-7285

Summit County Animal Control (6/06)  
Craig Stanley, Deputy Director  
Summit County Facilities  
2525 State Road  
Cuyahoga Falls, OH 44223  
330-926-2494

Humane Society Pikes Peak Region (6/06)  
Wesley Metzler, Executive Director  
610 Abbot Lane  
Colorado Springs, CO 80905  
719-473-1741

Pima Animal Care Center (1/06)  
Dennis Douglas, Director  
Pima County Health Department  
150 W. Congress St., Suite 237  
Tucson, AZ 85701  
520-740-8267

DuPage County An. Care & Control (4/05)  
Beth Welch, Administrator  
DuPage Convalescent Center  
400 N. County Farm Road  
Wheaton, IL 60187  
630-665-6400

Evansville Animal Control (12/04)  
Edward Ziemer, Executive Director  
Civic Center Complex, Room 321  
1 N.W. Martin Luther King, Jr. Blvd.  
Evansville, IN 47708  
812-436-4988

Coconino Humane Association (6/04)  
Dennis Pugh, Executive Director  
P.O. Box 66  
Flagstaff, AZ 86002  
928-526-1076

Summit County Animal Control (3/04)  
Craig Stanley, Deputy Director  
Summit County Facilities  
2525 State Road  
Cuyahoga Falls, OH 44223  
330-926-2494

Plano Animal Services (4/03)  
Brian Collins, Health Director  
City of Plano Health Department  
1520 Avenue K, Suite 210  
Plano, TX 75074  
972-941-7143

Hutchinson Animal Control (7/02)  
Nancy Scott, Director of Planning  
125 East Avenue B  
Hutchinson, KS 67504  
620-694-2638

Kalamazoo County Animal Control (5/02)  
Duane Triemstra, Corporation Counsel  
201 West Kalamazoo Avenue  
Kalamazoo, MI 49007  
616-384-8111

Caddo Parish Animal Control (4/02)  
Trey McMillan, Director  
1500 Monty Street  
Shreveport, LA 71107  
318-226-6624

Collier County Animal Services (3/02)  
Jodi Walters, Director  
7610 Davis Boulevard  
Naples, FL 34104  
941-530-7387

Martin County Animal Care & Control (1/02)  
Steven Wolfberg  
Emergency Services  
2401 SE Monterey Road  
Stuart, FL 34996  
561-288-5693

Henderson County Animal Control (11/01)  
Thomas Bridges, Health Director  
1347 Spartanburg Highway  
Hendersonville, NC 28792  
828-692-4223

City of Birmingham (9/01)  
Albert D. Herbert, Jr.  
Mayor's Office  
710 N. 20 Street, 3rd Floor  
Birmingham, AL 35202  
205-254-2388

Animal Care Services Division (8/01)  
Dr. William E. Lammers, Manager  
210 Tuleta Drive  
San Antonio, TX 78212  
210-207-8780

Augusta-Richmond County An. Cont. (7/01)  
Dr. Bonnie Bragdon, Director  
4164 Mack Lane  
Augusta, GA 30906  
706-790-6836

County of Rockland (7/01)  
Nancy Baker  
Rockland County Executive's Office  
11 New Hempstead Road  
New City, NY 10956  
845-638-5495

County of Hawaii (6/01)  
Rory Flynn  
Office of the Legislative Auditor  
County of Hawaii  
25 Aupuni Street  
Hilo, HI 96720  
808-961-8388

Pueblo City & County Animal Control (3/01)  
David J. Galli Assistant City Manager  
P.O. Box 1427  
Pueblo, CO 81002  
719-584-0800

Little Rock Animal Services (1/01)  
Jimmy Pritchett  
Dept. of Housing & Neighborhood Prog.  
500 W. Markham, Suite 120  
W. Little Rock, AR 72201  
501-399-3461

Memphis Animal Shelter (7/00)  
Donnie Mitchell, Director Public Services  
125 N. Main Street, #200  
Memphis, TN 38103  
901-576-6564

Tangipahoa Parish Animal Control (6/00)  
Gordon Burgess, Parish President  
P.O. Box 215  
Amite, LA 70422  
504-748-3211

Department of Animal Services (4/00)  
Greg Gorden, Administrative Officer  
St. Tammany Parish  
P.O. Box 628  
Covington, LA 70434  
504-898-2362

Animal Services Division (4/00)  
Mary Wengraf  
Meier Montgomery County Office of  
Inspector General  
51 Monroe Street, Suite 802  
Rockville, MD 20850  
240-777-8245

Multnomah County Animal Control (3/00)  
Larry F. Nicholas, P.E.  
Department of Environmental Services  
1600 SE 190th Avenue, #224  
Portland, OR 97233  
503-248-5000

Broken Arrow Animal Control (3/00)  
Capt. Norman Stephens  
Broken Arrow Police Department  
2302 South First Place  
Broken Arrow, OK 74012  
918-259-8309

Yucca Valley Animal Services (1/00)  
Melanie Crider Community Improvement  
Supervisor  
58928 Business Center Drive  
Yucca Valley, CA 92284  
760-228-1771

Cumberland County Animal Control (12/99)  
Clifford Strassenburg County Manager  
117 Dick Street, Suite 502  
Fayetteville, NC 28302  
910-678-7723

Metro Animal Control (10/99)  
G. Brent Hager  
Bureau of Environmental Health Service  
311 23rd Avenue North  
Nashville, TN 37203  
615-340-5653

Kent County Animal Control (10/99)  
David Kraker  
Environmental Health Division  
700 Fuller NE  
Grand Rapids, MI 49503  
616-336-3089

Mat-Su Borough Animal Control (9/99)  
Kevin Koechlein  
Dept. of Public Safety  
680 N. Seward Meridian Parkway  
Wasilla, AK 99654  
907-373-8800

Animal Licensing & Placement (8/99)  
Connie Sanders, D.V.M.  
Anchorage Animal Control Center  
4711 S. Bragaw Street  
Anchorage, AK 99507  
907-343-8118

City of Farmers Branch (5/99)  
Alvin M. Black, R.S.  
Environmental Health Manager  
P.O. Box 819010  
Farmers Branch, TX 75381-9010  
214-247-3131

City of Henderson (2/99)  
Jeffrey J. Broughton  
Office of the City Manager  
Henderson Municipal Center  
Henderson, KY 42420  
502-831-1200

City of Houston (1/99)  
John Nix  
Bureau of Animal Regulation & Care  
3200 Carr  
Houston, TX 77026  
713-238-2182

City of Dubuque (12/98)  
Mary Rose Corrigan  
Health Services Department  
1300 Main Street  
Dubuque, IA 52001  
319-589-4181

City of Los Alamos (11/98)  
Capt. Wayne Brownlee  
Los Alamos Co. Police Dept.  
2500 Trinity Drive  
Los Alamos, NM 87544  
505-662-8226

City of West Memphis (10/98)  
Julanne Ingram  
Animal Control Commission  
211 N. Sixth Street  
West Memphis, AR 72301  
501-735-4347

City of Clarksville (9/98)  
Ron Edmondson, Councilman  
P.O. Box 625  
Clarksville, TN 37041  
615-645-7451

City of Nashville (6/98)  
Christine Bradley, Chief of Staff  
107 Metropolitan Courthouse  
Nashville, TN 37201  
615-862-6000

Clark County Animal Control (5/98)  
Joseph Boteilho, Manager  
4800 W. Dewey Drive  
Las Vegas, NV 89112  
702-455-7710

City of Chattanooga (4/98)  
Robert B. Doak  
Animal Control Task Force  
Suite 100, City Hall East Eleventh Street  
Chattanooga, TN 37402  
423-757-5200

Nebraska Humane Society (3/98)  
Judy Varner, Executive Director  
8801 Fort Street  
Omaha, NE 68134  
402-444-6716

Richland County Animal Control (1/98)  
Debby Eloussan, Research Analyst  
2020 Hampton St., Room 4058  
Columbia, SC 29202  
803-748-4926

City of Reno Animal Control (10/97)  
Trudy Cross, Internal Auditor  
490 S. Center Street  
Reno, NV 89501  
702-334-2212

Austin/Travis County Animal Services (7/97)  
Mary Stewart, Unit Manager  
1156 W. Cesar Chavez  
Austin, TX 78703-4603  
512-472-7387

Maricopa County Rabies/Animal Control  
(11/96)  
Carol Munroe, Director  
2323 S. 35th  
Avenue Phoenix, AZ 85009  
602-506-2737 or 602-506-7387

Door County (5/93)  
Polly Vennell, President  
Peninsula Animal Lovers Society (PALS)  
P.O. Box 242  
Bailey's Harbor, WI 54202  
920-839-2931

City of Henderson (4/92)  
Ms. Vicki Cameron  
240 N. Water Street  
Henderson, NV 89015  
702-565-2314

City of New Orleans (11/91)  
Marina Kahn Assistant City Administrator  
City of New Orleans  
City Hall New Orleans, LA 70112  
504-565-7115



*The National Animal Care & Control Association  
is committed to setting the standard of professionalism in animal welfare  
and public safety through training, networking, and advocacy.*

## Program Study Options

To help us better understand your needs, the examination of your program will involve (circle all that may apply):

Field Operations

Shelter Operations

Administration

Facility Evaluation

The following requirements will be studied under each category circled above.

- A. An examination of the department structure, organizational hierarchy, and command structure. Identify strengths, weaknesses and community perspectives of the current structure, morale and effectiveness.
- B. An evaluation of the current deployment of resources (budget, equipment, facilities and staffing) and suggested productivity improvements.
- C. A specific review of the scheduling and coverage requirements for the agency.
- D. A review of field operations, including vehicles, communications, uniforms, equipment, record keeping, enforcement and investigation procedures.
- E. An examination of training for both officers and their supervisors.
- F. Analysis of current overall operations and suggested ways of improving productivity and efficiency.
- G. A review of court preparation and appearance of those involved.
- H. An analysis of the adequacy of current levels of office automation, communication and computer support systems.
- I. An examination of shelter operations, including facility construction, operations, record accountability, policies and procedures, euthanasia and adoptions.
- J. Examination of the effectiveness of community relations, i.e., programs, volunteers, etc.
- K. An analysis of the mission statement for the agency and examination of the policies, procedures and work-plans for each major function. Solicit input from members of the governing body and members of the community.

In addition, please provide the following information when submitting your request:

Current Staffing Levels / Number of Animal Holding Facilities / Field Responsibilities / Area of Coverage Served / Population of Area Served / Number of Contractual Agencies / Demographics

## Program Evaluation Costs

All program evaluations are assessed a minimum charge based on the areas to be reviewed, plus expenses. Once you appraise the depth of the evaluation required for your agency, NACA will submit a detailed, written proposal outlining all costs and commitments required by both the contracting agency and NACA. You **MUST** complete the "Study Requirements Options" page and return this form to NACA before any firm bid can be provided.

As an Example: For a smaller agency, a detailed assessment may cost you \$7,500 plus expenses (for one or two Study Team Members, on-site for five days). Larger agencies may require additional Study Team Members, which would increase your base costs, and the study team expense costs.

### Expenses for On-Site NACA Team Members

As stated earlier, any and all costs related to travel, meals, and living expenses for the NACA on-site team member(s) will be passed on to the contracting agency. These expenses will include the roundtrip travel arrangements for each team member from his/her home city to the contracting agency, along with meals and lodging during the entire stay. It will also be the responsibility of the contracting agency to provide ground transportation for the NACA evaluation team while on-site. Typically, this will be in the form of one rental vehicle. NACA will front these expenses, and will provide a detailed accounting of these expenses following the completion of the field work.

#### Types of NACA Expenses

#### Options for the Contracting Agency

---

Airfare (round-trip)	Use Agency's discounted travel agent
Rental car for duration of study	Agency provides car
Lodging x number of team members	Agency uses discounted rate
Food (GSA per-diem rate x number of members)	No other options

Please keep in mind that "airfare wars," coupons for discounted rental car/lodging/food may lower our anticipated costs, and we will utilize the best prices available. NACA does not include expenses as part of the Evaluation Cost since these are variable costs and the contracting agency may be able to offer other cost-efficient methods for travel or lodging.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE NATIONAL ANIMAL CARE & CONTROL ASSOCIATION (NACA) TO CONDUCT A PROGRAM EVALUATION OF THE INGHAM COUNTY ANIMAL CONTROL DEPARTMENT**

WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to ensuring a safe productive work environment for animals, staff, volunteers, trustees and visitors; and

WHEREAS, each year more than 3,500 animals require shelter at ICAC, over 12,000 visitors come to the shelter annually, and over 8,000 citizen complaints are dispatched to animal control officers; and

WHEREAS, Ingham County contracted with Hobbs and Black Architectural/Engineering firm to conduct Phase I of an evaluation consisting of Architectural and Engineering Services for a building assessment of the Ingham County Annex Facility in Mason which may be used to address the limitations of the current shelter which lacks adequate storage, work space, customer service areas and cramped and outdated animal quarters; and

WHEREAS, effective October 13, 2014 Ingham County hired a new Animal Control Director; and

WHEREAS, it has been determined it would be advantageous to bring in an independent outside organization to review the Field and Shelter operations at the Ingham County Animal Control Department to ensure that Operational Policies and Procedures are brought up to date and best practices are identified and adhered to; and

WHEREAS, the National Animal Care & Control Association (NACA) is qualified to provide these program evaluation services at the Ingham County Animal Control Department (ICAC).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with the National Animal Care & Control Association (NACA) to conduct a Program evaluation of the Ingham County Animal Control Department (ICAC) for a base cost of \$7,500 plus onsite NACA team member travel related costs of up to \$6,000 for a total cost of up to \$13,500.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$13,500 from the 2014 Ingham County Contingency Fund to the Controllers Budget for this purpose.

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