

CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
PENELOPE TSEBNOGLOU, CHAIR
BRYAN CRENSHAW
CAROL KOENIG
VICTOR CELENTINO
DEB NOLAN
KARA HOPE
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, FEBRUARY 26, 2015 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 [February 12, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Sheriff Gene Wriggelsworth - Discussion Regarding Potential Legislation that would Increase the Amount a County is Allowed to Offer as a [Reward to Citizens](#) for Help in Apprehending Criminals
2. Community Corrections Advisory Board - Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for [Staff Consultant Services](#) for FY2015
3. Equal Opportunity Committee - Discussion Regarding "[Ban the Box](#)" Proposal
4. Animal Control Department
 - a. [Director's Report](#)
 - b. Overview of [Temperament Tests](#) as Performed on Animals
5. Board Referral - Letter from the State 911 Committee Regarding [911 Surcharges](#) in Michigan

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE
February 12, 2015
Draft Minutes

Members Present: Tsernoglou, Crenshaw, Koenig, Celentino, Nolan, Hope and Schafer.

Members Absent: None.

Others Present: John Neilsen, Ryan Buck, Maureen Winslow, Shaunna Dunnings, Richard Gentry, Mike Ashton, Katie VanSchoick and others.

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

Approval of the January 29, 2015 Meeting Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE JANUARY 29, 2015 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

Ryan Buck, Chief Deputy Clerk of the 30th Judicial Circuit Court Clerk's Office, addressed the Committee. Mr. Buck thanked the Committee for allowing him to speak. He stated that he was attending at the request of County Clerk Barb Byrum to encourage the Committee to support Agenda Item No. 1a, the Resolution to Enter into a Service Agreement with Document Restoration Services to Restore Damaged Files for the 30th Circuit Court.

Mr. Buck updated the Committee on the history of the locations that the Circuit Court files were housed and the incidents of damage that had occurred at those locations. He further stated that there were security concerns at the Annex, but those have since been resolved with the files new location being the interior of the Annex. Mr. Buck stated that there were still concerns over document safety and retention.

Mr. Buck stated that the focus of this resolution was to repair damage to files caused by a flood that was the result of a pipe break in January of 2014. He encouraged the Committee to take action on the issue of finding a proper filing location for the Circuit Court documents.

1. Circuit Court

- a. Resolution to Enter into a Service Agreement with Document Restoration Services to restore damaged files for the 30th Circuit Court.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO ENTER INTO A SERVICE AGREEMENT WITH DOCUMENT RESTORATION SERVICES TO RESTORE DAMAGED FILES FOR THE 30TH CIRCUIT COURT.

Shaunna Dunnings, Circuit Court Administrator, addressed the Committee. Ms. Dunnings stated that she had toured the Annex before and after the flood with Clerk Byrum. She further stated that she shared the concerns of Clerk Byrum.

Commissioner Hope asked what had been done in the past to protect the documents.

Ms. Dunnings stated that they had been moved from the garage of the Annex to an interior room.

Commissioner Hope asked what square footage of space was needed to store the documents.

Mr. Buck stated that he did not the exact square footage amount but a large amount of space was needed. He further stated that there was a County wide space utilization study occurring that would help answer that question.

Commissioner Koenig stated that she had toured the Annex and attested to the poor conditions of the Annex. She asked if an estimated cost of storing the files professionally could be provided or if there was a location owned by the County where the files could be stored.

Ms. Dunnings stated that the space utilization study would answer that question.

John Neilsen, Chief Deputy Controller, addressed the Committee. Mr. Neilsen stated that the space utilization study was currently being performed.

Chairperson Tsernoglou asked when the space utilization study would be completed.

Mr. Neilsen stated he did not know of when the study would be completed.

Discussion.

Commissioner Celentino asked if the cost of \$17,885.35 would be taken from the contingency fund and then be reimbursed by the Michigan Municipal Risk Management Authority.

Mr. Neilsen stated that the County would be reimbursed the entire amount aside from \$1,000, which would be taken out of County insurance fund.

Commissioner Schafer stated that he had toured the Drain Commissioner's Office where documents were properly stored. He noted that there was knowledge within the County on how to properly store files.

Commissioner Hope asked if storing the files digitally had been considered.

Mr. Buck stated that recently, the State Court Administrative Office amended the record retention schedule. He further stated that the retention schedule provided guidance on the storage and preservation of files. Mr. Buck stated that digital retention of files was no permissible. He further stated that back scanning old documents would be very difficult.

Discussion.

Commissioner Nolan asked that Mr. Neilsen email the commissioners the estimated end date of the space utilization study.

Mr. Neilsen stated that he would.

Commissioner Tsernoglou asked how urgent the situation was and how long it would take to move the files.

Mr. Buck stated that it would take days to move the files and even longer to find a new location to keep the files. He further stated that with weather fluctuations, the situation at the Annex could always change. Mr. Buck provided the example of an increase in temperature melting ice on the roof causing a leak.

Discussion.

Commissioner Schafer stated that the Facilities Department should look into sensors to detect temperature changes and humidity.

Chairperson Tsernoglou asked Mr. Neilsen to pass the idea of sensors on to the Facilities Department.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

1. Circuit Court
 - b. Discussion Regarding Therapy Dog for Family Court

Maureen Winslow, Deputy Court Administrator, updated the Committee on communication between the Circuit Court and Therapy Dog International regarding scheduling therapy dog visits to the Youth Center once or twice a week. She stated the benefits of therapy dogs on juveniles in the care of the Court. Ms. Winslow stated that all dogs were certified by Therapy Dogs International and handlers would carry a certificate of insurance.

Ms. Winslow stated that the risk management analysis was provided to them recommending that the Youth Center and the County be named as an insured on the certificate of insurance. She

further stated that the County Attorney submitted a draft agreement that to Therapy Dogs International that would name the County as an insured. Ms. Winslow stated that Therapy Dogs International declined to consider signing the agreement.

Ms. Nielsen stated that this was a liability issue. He stated that if a dog bit an individual, it could cost the County up to \$150,000. He further stated that Therapy Dogs International was offering to provide services for free.

Commissioner Crenshaw asked whether other vendors had been investigated.

Ms. Winslow stated that they had but to a limited extent.

Discussion.

Commissioner Schafer stated that he would support an agreement between the Circuit Court and Therapy Dogs International without naming the County as an insured. He further stated that he believed that the benefits outweighed the risks.

Discussion.

Commissioner Hope asked whether Therapy Dogs International had provided any statistics regarding dogs injuring people.

Ms. Winslow stated that they had not, but had provided two references. She further stated that she was only able to contact one, but that they offered an exceptional review.

Commissioner Hope stated that we also had to consider the behavior of the juveniles as well.

Ms. Winslow stated that the handler was trained how to work with juveniles as well.

Commissioner Koenig asked what services the dogs would provide and how often they would visit.

Richard Gentry, Youth Center Director, addressed the Committee. Mr. Gentry stated that the Youth Center aids a unique population. He stated that the dogs would provide both therapy and positive reinforcement. He further stated that the dog handlers would also provide education and offer information on entering fields involving animals.

Commissioner Koenig stated that she supported the agreement between the Circuit Court and Therapy Dogs International. She asked whether the County had considered getting its own therapy dog.

Ms. Winslow stated that that had been considered but there was a concern that the dog would get in the way rather than aid in some circumstances.

Discussion.

Commissioner Crenshaw asked how long of a time period the agreement was for.

Ms. Winslow stated that there was no definitive amount of time that had to be agreed upon.

Mr. Neilsen stated that a formal agreement was not necessary. He further stated that the risk management team and the County Attorney had recommended it and included that the County be named an insured.

Discussion.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. HOPE, TO ALLOW THE INGHAM COUNTY CIRCUIT COURT TO ENTER INTO AGREEMENT WITH THERAPY DOGS INTERNATIONAL WITHOUT THE COUNTY BEING NAMED AN INSURED ON THE CERTIFICATE OF INSURANCE.

Commissioner Crenshaw asked if it were possible for the County to purchase insurance.

Mr. Neilsen stated that the County already had insurance and the certificate of insurance from Therapy Dogs International was another layer of protection.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

2. Sheriff's Office - Resolution Authorizing Contract Amendment four with Securus Technologies for Inmate Debit Service for the Inmate Telephone Calls.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING CONTRACT AMENDMENT FOUR WITH SECURUS TECHNOLOGIES FOR INMATE DEBIT SERVICE FOR THE INMATE TELEPHONE CALLS.

THE MOTION CARRIED UNANIMOUSLY.

3. Innovation & Technology Department – Resolution to Authorize the Purchase of Twenty-Seven (27) in Car Computer Systems Using the Equipment Revolving Fund for the Ingham County Sheriff's Office.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO AUTHORIZE THE PURCHASE OF TWENTY-SEVEN (27) IN CAR COMPUTER SYSTEMS USING THE EQUIPMENT REVOLVING FUND FOR THE INGHAM COUNTY SHERIFF'S OFFICE.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Tsernoglou asked for an update on the Animal Control website.

Mark Ashton, Chief Information Officer, addressed the Committee. Mr. Ashton stated that the County had been looking into various options to enhance or replace the system.

Commissioner Koenig stated that the current system had been in place for at least five years and had been an ongoing problem. She further stated that Pet Point could be an alternative.

Discussion.

Chairperson Tsernoglou stated that she would like Mr. Ashton to provide an update to the Committee regarding the Animal Control website in four weeks and directed that the item be added to that meeting's agenda accordingly.

Discussion.

Chairperson Tsernoglou asked for an update on faxes.

Mr. Ashton stated that he had been working on it and would be using a 60 day phone trial program through AT&T in order to determine if the problem existed on the telephone-side of the system.

Mr. Ashton stated that he was looking into completely removing the fax system.

Chairperson Tsernoglou thanked Mr. Ashton for his work. She further asked for an update on Granicus.

Mr. Ashton stated that a new vendor would be touring the Board of Commissioners Room in Mason in order to offer other options.

4. Controller's Office - Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff.

Commissioner Crenshaw stated that under No. 4a, bullet point No. 3, "Parks and Trails Millage" should be changed to "Trails and Parks Millage."

Chairperson Tsernoglou inquired about No. 4b, bullet point No. 2, which had been stricken from the resolution and was stated as, "~~Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.~~"

Mr. Neilsen stated that it had been stricken due to the fact that there were limited funds and this item and various other new initiatives were placed on hold.

Commissioner Crenshaw asked why No. 4c, bullet point No. 3 existed because the statewide ballot proposal may not pass.

Mr. Neilsen stated that they were preparing in the event that it did pass.

Discussion.

Chairperson Tsernoglou inquired about No. 4e, bullet point No. 3, which had been stricken from the resolution and was stated as, “~~Assess current facility assets to determine current uses and future needs.~~”

Mr. Neilsen stated that it had been crossed out because it was already occurring.

MOVED BY COMM. SCHAFER TO ADD AN ITEM UNDER NO 4B TO BEGIN THE PROCESS OF RESTAFFING SHERIFF’S OFFICE ROAD DEPUTIES TO 2006 LEVELS.

THE MOTION FAILED FOR LACK OF SUPPORT.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2016 BUDGET AND ACTIVITIES OF COUNTY STAFF, AS AMENDED.

THE MOTION CARRIED. **Yeas:** Tsernoglou, Crenshaw, Koenig, Celentino, Nolan and Hope. **Nay:** Schafer. **Absent:** None.

5. Board Referral – Letter from the Michigan Department of Human Services Regarding Child Care Fund Expenditures

Mr. Neilsen stated that it was referred to the Committee as information on the appropriations for 2014 and 2015. He further stated that the appropriations conformed to the budget.

Announcements

Mr. Neilsen stated that the FCC had proposed a new rule to cap the rate of intrastate phone calls. He further stated that since February 2014, there had been a cap on interstate phone calls. Mr. Neilsen stated that the new rule would cap the rate of intrastate phone calls at 25¢ per minute.

Mr. Neilsen stated that the County collected approximately \$200,000 in revenue from intrastate phone calls. He stated that if the rule were to take effect, the cap would be phased in over a period of two years.

Mr. Neilsen stated that there were provisions allow the County to charge for adequate security.

Discussion.

Public Comment

None.

Adjourned

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

FEBRUARY 26, 2015 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. *Sheriff's Office - Sheriff Gene Wriggelsworth - Discussion Regarding Potential Legislation that would Increase the Amount a County is Allowed to Offer as a Reward to Citizens for Help in Apprehending Criminals.*

This is a discussion item to talk about a DRAFT Bill from Representative Cochran's Office to increase the amount of award money that can be offered for the apprehension of suspected criminals. Under current law, counties can only offer rewards for up to \$2,000 for suspected criminals. This figure has not been updated since the 1920's and, adjusting for inflation, that number would be above \$25,000 today. (see attached DRAFT Bill)

2. *Community Corrections Advisory Board - Resolution Authorizing the Community Corrections Advisory Board to Continue a Contract for Staff Consultant Services for FY2015*

This resolution would authorize entering into a continuation contract with Westaff for CCAB Staff Consultant services from January 1, 2015 through December 31, 2015 in an amount not to exceed \$45,411.

The Staff Consultant services provide the CCAB Manager with assistance to carry out daily operations of the Community Corrections Office. This includes direct gatekeeper services for all PA511 funded residential services, assistance with residential placements from the District Courts, and manages the COMPUS database for PA511 programs. This position also collects, maintains, and distributes a variety of criminal justice system data to more effectively manage local corrections resources.

Staff Consultant services also make possible the undertaking of projects designed to enhance and monitor CCAB funded service and treatment programs, provide the in-jail CBT education programming, and Women Achieving Success Workshops for probationers and parolees. Sufficient funds are available for this purpose in the 2015 approved Community Corrections budget. (see attached memo for details)

3. *Equal Opportunity Committee (EOC) – “Ban the Box” Presentation*

A presentation will be conducted by the EOC on their Proposal for Ingham County to Adopt “Ban the Box Policies.” (see attached background memo)

4. *Animal Control Department*
 - a. *Director's Report*
 - b. *Overview of Temperament Tests as Performed on Animals*

Criminal procedure; other; authority of counties to offer reward for information leading to an arrest and conviction; increase maximum reward.

Criminal procedure: other; Criminal procedure: arrests

A bill to amend 1927 PA 175, entitled
"The code of criminal procedure,"
by amending section 19 of chapter XVI (MCL 776.19).

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1

CHAPTER XVI

2

Sec. 19. The board of ~~supervisors~~ **COMMISSIONERS OF A COUNTY** is
3 ~~hereby~~ authorized to offer and pay out of the general fund of the
4 county not to exceed 2,000 dollars **MORE THAN \$20,000.00** as a reward
5 for the arrest and conviction, or for information leading to the
6 arrest and conviction, of any person or persons having committed a
7 crime within the county or having escaped from any penal
8 institution therein: Provided, That the ~~the~~ **WITHIN THE COUNTY.**

9

(2) THE powers granted ~~hereby~~ **IN THIS SECTION** may be exercised
10 by the finance committee of the board of ~~supervisors~~ **COMMISSIONERS**
11 **OF A COUNTY** when ~~said~~ **THE** board of ~~supervisors~~ **COMMISSIONERS OF THE**

1 COUNTY is not in session.

2 Enacting section 1. This amendatory act takes effect 90 days

3 after the date it is enacted into law.

Agenda Item 2

TO: Law & Courts and Finance Committees
FROM: Mary Sabaj, Community Corrections Manager
DATE: February 17, 2015
RE: CCAB Staff Consultant Services for FY 2015

This resolution approves entering a contract with the current vendor, Westaff, to provide contract services for the CCAB Staff Consultant position for FY2015. This position is a 30 hour per week position with 3 weeks of unpaid vacation and no paid holidays. The hourly rate reflects a 1% negotiated increase for Westaff contract services.

The calculation for the contract is as follows:

49 weeks x 30 hours/week less 54 holidays = 1,416 total hours
2014 hourly pay rate of \$31.19 + 2.8% (1.028) = \$32.07 per hour
Westaff Rate: \$6.82 per hour + Consultant Rate: \$25.25/hour = \$32.07
\$32.07 x 1,416 = \$45,411

CCAB staff services are supplemented by State of Michigan – Office of Community Alternatives and City of Lansing grant funds that amount to \$18,240, resulting in the actual cost of staff consultant services to the County of \$27,171.

The total cost of the contract will not exceed \$45,411. Funds are in the approved 2015 Community Corrections budget.

Staff Consultant services provide the CCAB Manager with assistance to carry out daily operations of the Community Corrections Office. The Staff Consultant position directly provides gatekeeper services for all PA511 funded residential services, assists with residential placement the District Courts and manages the COMPUS database for PA511 programs and collects, maintains and distributes a variety of criminal justice system data. This data makes it possible to more effectively manage local corrections resources.

Staff Consultant services also makes possible the undertaking of projects designed to enhance and monitor CCAB funded service and treatment programs, provide the in-jail CBT Education program, Women Achieving Success Workshops for probationers and parolees.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS
ADVISORY BOARD (CCAB) TO CONTINUE A CONTRACT FOR
STAFF CONSULTANT SERVICES FOR FY2015**

WHEREAS, the Ingham County Commissioners authorized funds in the FY2015 budget to continue a contract for CCAB staff consultant services; and

WHEREAS, the current contract period authorized services through December of 2014; and

WHEREAS, the Westaff has agreed to serve as the contractor for these services at the negotiated rate of 21.3%; and

WHEREAS, the CCAB Staff Consultant position is three-quarter time for a total of 1,416 hours annually at the 2015 hourly rate of \$32.07 per hour with no paid holidays and three weeks of unpaid vacation time resulting in a total cost of \$45,411 for 2015; and

WHEREAS, State of Michigan – Office of Community Alternatives and City of Lansing grant funds also reduce the cost of Staff Consultant services to the County by \$18,240 resulting in an actual cost to the County of \$27,171 for 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby approve entering a contract with Westaff for CCAB Staff Consultant services from January 1, 2015 through December 31, 2015 in an amount not to exceed \$45,411.

BE IT FURTHER RESOLVED, that the contract funds will come from the 2015 approved Community Corrections budget.

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

TO: LAW AND COURTS
FROM: EQUAL OPPORTUNITY COMMITTEE
SUBJECT: BAN THE BOX INITIATIVE PROPOSAL
DATE: FEBRUARY 17, 2015

PROPOSAL FOR INGHAM COUNTY TO ADOPT “BAN THE BOX POLICIES”

Nationwide, almost 100 cities and counties- including Detroit, Kalamazoo, East Lansing, and Muskegon County- have now taken the critical step of removing unfair barriers to employment in their hiring policies. Widely known as “ban the box,” these fair-hiring initiatives typically remove the question on the job application about an individual’s conviction history and delay the background back inquiry until later in the hiring process.

Today, with the addition of Delaware, Illinois, Nebraska and New Jersey in 2014, there are a total of thirteen states representing nearly every region of the country that have adopted policies- California (2013, 2010), Colorado (2012), Connecticut (2010), Delaware (2014), Hawaii (1998), Illinois (2014, 2013), Maryland (2013), Massachusetts (2010), Minnesota (2013, 2009), Nebraska (2014), New Jersey (2014), New Mexico (2010), and Rhode Island (2013). In a 2011 National Employment Law Project (NELP) report, it was estimated that 65 million Americans- or one in four adults- have a criminal record that may show up on a routine background check report. Using updated information, NELP now estimates that 70 million Americans- still one in four adults- have a criminal record.

At the same time that the number of workers with criminal records have risen, the background check industry has expanded and overall, more employers are now using background checks as an employment screen more than ever before. Cities and counties have begun to recognize the devastating impact of these trends and taken steps to remove barriers to employment for qualified workers with criminal records, specifically by removing conviction history questions from job applications-a reform commonly known as “ban the box.”

Endorsing the value of a policy that allows workers to be judged on their merits, not on an old or unrelated conviction, the U.S. Equal Employment Opportunity Commission issued a revised guidance in April 2012 on the use of arrest and conviction records in employment under Title VII of the Civil Rights Act of 1964. Additionally, the Obama Administration’s My Brother’s Keeper Task Force also gave the movement a boost when it endorsed hiring practices “which give applicants a fair chance and allows employers the opportunity to judge individual job candidates on their merits.”

Citing public safety benefits and supporting economic viability, policymakers have included fair choice hiring reform as part of a more comprehensive effort. For example, jurisdictions have also adopted hiring policies modeled on the EEOC guidance that require the employer to demonstrate that the criminal records restrictions are directly related to the job and that applicants are individually assessed for the position.

Recommended Action

Considering this data and the current initiatives underway, we are recommending that Ingham County:

1. “Ban the Box” on the Human Resources Employment Application;
2. Incorporate ‘background check’ EEOC criteria into the Ingham County EOC Plan

**Law & Courts Committee
February 26th, 2015
Animal Control Director's Report**

I. Announcements & Updates

- a. The Department is in the final stages of hiring for the new Vet Tech position.
- b. The Department's part time dispatcher, Brenda Mills, is transferring to the Human Resources Department and the Department is in the process of filling the open position. Animal Control will miss Ms. Mills and we wish her the best of luck at her new position.
- c. Animal Control Officers have been attending In-Service Training classes provided by the Ingham County Sheriff's Department during the months of January and February. These classes aim to raise the level of awareness and professionalism within our ranks.
- d. Animal Control Officers will be attending Shotgun Qualifications on February 25th. Officers will now attend annual qualifications to maintain currency and proficiency and a new policy and procedure will be implemented to include a comprehensive guide with excerpts taken from the AVMA Guidelines for Euthanasia, 2013 Edition.
- e. The Department recently held a meeting open to all members of the Foster Program. The purpose of the meeting was to obtain feedback in reference to the program while policies and procedures were being developed. Work continues on the program.
- f. A meeting between Animal Control and MIS was conducted on 2/13/15. The meeting created dialogue between both departments and the Animal Control software vendor which created fixes to providing a constant feed of animal photos at the Animal Shelter. Staff concluded that an entire replacement of the Animal Control software program "Multi-Ops" was not required at this time.
- g. The National Animal Control Association will be conducting their on site portion of their shelter program evaluation during the week of April 20th thru 24th. NACA will be providing a comprehensive report pertaining to shelter activities.
- h. The Department was subject to a surprise inspection by MDARD on January 23rd, 2015 and is completing work on deficient areas. MDARD noted unused water down spouts, areas of unsealed concrete and sections of exposed wood. MDARD also requested and was provided information pertaining to foster activities. The Department has not received a follow up and/or additional correspondence from MDARD as of February 17th, 2015.

II. Statistics – January - 2015

- a. Animals Intakes/Outcomes (Spreadsheet)
- b. Animals currently in the shelter & foster as of 2-17-2015
 1. Dogs – 42
 2. Cats – 60
 3. Goat - 1
 4. Petco/Pet Supplies Plus – 4
 5. Foster – 69
 6. Total – 176

- c. Adoptions for January 2015 – 85
- d. Licenses Sold for January 2015 - 667

III. Items for Discussion with the Animal Control Advisory Committee

- a. Weapons (Shotgun) use Policies/Procedures/Protocols
- b. Michigan Department of Agriculture's December 22nd, 2014 correspondence.

IV. Upcoming Events

- a. "Big Mutt Madness" will start on March 1st, 2015. The first 40 large dog adoption fees will be \$30.00 per dog. This event was made possible by anonymous donor in our community.
- b. The Michigan State University Veterinary Medicine Club will be sponsoring a "Spring Cleaning Day" on Saturday March 20th. The Club will be providing grooming of large shelter dogs in conjunction with "Big Mutt Madness".
- c. The ICAC Community Outreach Center will offer a free rabies vaccination clinic on March 6th, 2015 from noon until 4pm.
- d. The Department's Humanitarian Awards will be held on March 26th, 2015 at the Kellogg Center.
- e. The "Woofers Walk and 5k Run" will be on May 16th at Michigan State University.
- f. The Department will be participating in the Michigan Humane Society's "Meet Your Best Friend at the Zoo" adoption event at the Detroit Zoo on May 15th and 16th, 2015.

January 1-January 31st 2014 and 2015 Intake

DOGS 2014

INTAKES	98
Adoption Return	3
Agency Assist	2
Seized	14
Stray	52
DOA	4
Bite Impound	0
Owner Surrender	17
Born In Custody	6

EUTHANASIA	30
Illness	5
Injured	0
Space	0
Temperment	19
Owner Request Euthanasia	6
Feral	0

Positive Outcomes	60
Return to Owner	25
Shelter to Shelter	3
Adopted	32

DOGS 2015

INTAKES	69
Adoption Return	3
Agency Assist	0
Seized	3
Stray	49
DOA	2
Bite Impound	1
Owner Surrender	11
Born In Custody	0

EUTHANASIA	24
Illness	2
Injured	0
Space	0
Temperment	17
Owner Request Eutha	5
Feral	0

Positive Outcomes	62
Return to Owner	33
Shelter to Shelter	7
Adopted	22

CATS 2014

INTAKES	86
Adoption Return	0
Agency Assist	0
Seized	7
Stray	56
DOA	0
Bite Impound	0
Owner Surrender	23
Born In Custody	0

EUTHANASIA	14
Illness	2
Injured	1
Space	0
Temp	0
Owner Request Euthanasia	1
Feral	10

Positive Outcomes	42
RTO	3
Shelter to Shelter	0
Adopted	39

CATS 2015

INTAKES	30
Adoption Return	4
Agency Assist	0
Seized	2
Stray	14
DOA	2
Bite Impound	0
Owner Surrender	8
Born In Custody	0

EUTHANASIA	7
Illness	3
Injured	1
Space	0
Temp	2
Owner Request Eutha	0
Feral	1

Positive Outcomes	66
RTO	3
Shelter to Shelter	0
Adopted	63

Temperament Evaluation

Animal # _____ Cage # _____ Name _____
 Breed _____ Age _____ Sex M F Altered Y N
 Intake Date _____ Available Date _____ Stray Owner Surrender
 Evaluator _____ Evaluation Date _____ Result: Pass Fail

Circle all that apply; test in order given.

	Easy to Train or Handle	More Experienced Owner	Limited or Not Adoptable
Kennel Observation limit interaction with dog	comes to front of cage	barking jumping	stiff posture
	excited	indifferent shy	growling
	calms quickly	difficult to handle	refuses to come to front
Sociability Tests Continue limited interaction through neutral exercises Increase vocalization through touch exercises A. Neutral Standing B. Neutral Sitting C. Physical Touch progress from head pat to back stroke	seeks touch and eye contact	aloof	refuses eye contact
	leaning	shy	growling
	tail wagging and low	jumps	hard stare
	relaxed body	mouthng	jumps with muzzle punch
	soft eyes	limited interest in interaction	
Handling Tests Discontinue if uncomfortable A. Dominance Lean w/ Direct Eye Contact B. Tentative Handling feet and mouth C. Normal feet, mouth, tail D. Manipulative Touch includes safe hug	relaxed, enjoys touch	struggles	freezes
	seeks continued touch	over-excited	struggles strongly
	rolls over	mouthng	refuses touch
	playful	urinates	growls
		tense	snnaps
Arousal Recovery completer minimum of 2 A. Non Threatening Visual Stimulation B. Play Arousal C. Frustration Tolerance D. Prey Drive	engages	plays rough	freezes
	calms quickly	slow to calm	never calms
	focuses on evaluator	refusal to "drop it"	growls
	ignores stimuli	heavy jumping	tries to nip or bite
		yelps	

Cat Temperament Test

Step 1: The Observation Test

Stand outside the cage quietly and observe the cat inside. You may speak to it if it is sleeping or hiding. Do not continue test if cat is GRADE D or F.

Grade A	Grade B	Grade C	Grade D	Grade F
Cat comes to the front of the cage, rubbing head and body against cage door, purring or meowing.	Cat is at the back of the cage, avoiding eye contact with observer.	Cat is hiding under blankets or newspaper. May try to burrow further under blankets when spoken to.	Cat is at the back of the cage, ears flat against head, pupils dilated.	Cat is growling, hissing or charging the cage door.
Cat is resting quietly, comfortable in cage and surroundings. May yawn or stretch when spoken to.				
Cats/kittens are playing with each other in cage, comfortable with surroundings.				

Step 2: The Finger/Nose Test

Open the cage door and extend your index finger towards the cat's nose. Make sure your hands are cleaned between cats as they may smell another cat on your finger and react to that smell. Do not continue test if cat is GRADE E.

Grade A	Grade B	Grade C	Grade D	Grade F
Grade A: Cat immediately rubs nose and side of face against your finger, purring.	Cat approaches finger, sniffs then moves away.	Cat withdraws from finger, ears may go back against head, but no hissing.		Cat is overly nervous from noise of cage door opening, attempts to hide when cage door opens.
Cat approaches finger, sniffs then rubs face against finger. May purr.		Cat is overly nervous from noise of cage door opening, attempts to hide when cage door opens.		Cat charges front of cage door growling or hissing. Attempts to scratch or bite tester when door is being opened.
				Cat attempts to charge out of door to put more distance between it and the tester.

Step 3: The Touch Test

Cats with a grade of C or above can be further tested with the touch test. Starting at the ears, gently scratch and pet the cat. Move down under the chin and down the back. Be sure to scratch at the base of the tail and move hand down and around entire length of tail. Do not continue test if cat is GRADE F.

Grade A	Grade B	Grade C	Grade D	Grade F
Cat moves into the touch, purring and soliciting more attention.	Cat stays in place, nervous about being touched but does not put ears flat to head. May try to move away from the touch.	Cat seems to enjoy the touch, but attempts to bite or swat at tester when base of tail is scratched.		Cat has ears flat against head, moves away from the tester. Attempts to bite when touched.
Cat stays in place for face scratching, then stands and enjoys scratching by tail base. May begin to purr.	Cat seems to enjoy the touch, but when base of tail is scratched turns quickly and wants its head scratched instead.			Cat growls, hisses or attempts to swat at tester when moving hand to touch behind ears.

Step 4: Handling Test

Cats with a Grade of C or above on the previous tests can be tested with the Handling Test. Gently pick up the cat and securely hold it against your chest (not overly tightly). Pet or scratch the cat on the head while holding it. If the cat attempts to go back into the cage, let it. Do not continue if cat is GRADE C or higher.

Grade A	Grade B	Grade C	Grade D	Grade F
Cat continues to purr, rubbing face against testers clothing or face and tries to get closer to tester.	Cat tolerates being held for a short period of time, but then wants to go back into the cage. Once in cage immediately comes back to the tester for more physical contact.	Cat tolerates being held for a short period of time, but then wants to go back into the cage. Once in the cage moves to the back of the cage away from the tester.	Cat is frantic when picked up, and moves quickly to get out of tester's arms. Does not hiss or try to bite.	Cat is frantic when picked up, and moves quickly to get out of tester's arms. Tries to bite, growls or hisses.
Cat continues to purr and may push against tester when scratched, closing eyes and enjoying the attention.				Cat does not allow tester to pick it up, scratches or attempts to bite.

Notes



STATE OF MICHIGAN
STATE 911 COMMITTEE
LANSING

RICK SNYDER
GOVERNOR

MR. TIM SMITH
CHAIR

January 27, 2015

RECEIVED

FEB 03 2015

INGHAM COUNTY CLERK

Dear County Coordinator:

The following communication has been sent to your County Clerk.

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

MCL 484.1401b allows a county board of commissioners to assess up to \$0.42 a month by commissioner resolution.

If a county commission determines that it is necessary for the county to enact a local surcharge that is more than \$0.42 per month **and** in excess of the monthly amount that was approved for the county by the Michigan Public Service Commission under U-15489, the voters of the county must approve the increased surcharge.

In order for an increase to be effective beginning July 1, 2015, the county must have a current ballot proposal that has been passed no later than the May 2015 election date. **If the May 2015 date is missed, the next surcharge effective change date is July 2016.** Please refer to your county's legal counsel for details for proper county commission action to place a question on a May 2015 ballot.

If the county is collecting a 911 surcharge between July 1, 2015, and June 30, 2016, based on a ballot proposal, at a minimum, that ballot proposal must be valid for at least the entire collection period between July 1, 2015, and June 30, 2016, on the statutory due date of May 15, 2015.

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

1. Not collecting local surcharge

If the county is **not** going to collect a local 911 operational surcharge between July 1, 2015, and June 30, 2016, please provide a letter to the State 911 Office **no later than 4 p.m., Friday, May 15, 2015**, stating that the county will **not** be collecting the local 911 surcharge. Please include a completed Form SNC-500 (attached and available on-line at www.michigan.gov/snc) with the county's letter.

Please use Template A for this option.

2. Continue collecting surcharge with no changes

If the county is going to **continue collection** of its current local 911 surcharge with **no change** in the present amount between July 1, 2015, and June 30, 2016, please provide a letter to the State 911 Office **no later than 4 p.m., Friday, May 15, 2015**, stating that the county is going to continue collection of the local 911 surcharge with no change in its present amount. Please include a completed Form SNC-500 (attached and available on-line at www.michigan.gov/snc) with the county's letter.

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

Please use Template B if collection is by county commissioners' resolution or MPSC U-15489.
Please use Template C if collection is by ballot proposal.

3. Changing surcharge amount

If the county is going to **change** its local 911 surcharge (whether an increase or decrease) under either process set forth in MCL 484.1401b (1)(a) & (b), please do **one of the following** as appropriate:

- a) If the county is going to **change** its surcharge by **county board of commission resolution** to collect **\$0.42 or less per month**, or less than allowed under MPSC U-15489, a notarized or certified copy of the county commissioner's resolution setting the local monthly 911 surcharge **and** a completed Form SNC-500 (attached and available on-line at www.michigan.gov/snc) must be provided. Both documents, the resolution and the completed SNC-500, must be received by the State 911 Office **no later than 4 p.m., Friday, May 15, 2015.**
- b) If the county is going to **change** its current surcharge pursuant to **voter approval** to collect **more than \$0.42 per month**, please provide:
 1. A copy of the clerk's certified ballot determination. (That ballot must be valid until at least June 30, 2016).
 2. A notarized or certified copy of the county commissioner's resolution setting the local monthly 911 surcharge.
 3. A letter from the county confirming the 911 surcharge.
Please use Template D for this option.
 4. A completed Form SNC-500 (attached and available on-line at www.michigan.gov/snc).

All four documents must be provided and received by the State 911 Office **no later than 4 p.m., Friday, May 15, 2015.**

All documents are to be returned by:

E-mail to: hansels@michigan.gov or

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

Under MCL 484.1401b (7), the above information is due to the State 911 Committee no later than 4 p.m., Friday, May 15, 2015; however, if it is possible for the county to do so, earlier responses will be accepted and are encouraged. Failure to meet the May 15 deadline may result in the inability of the State 911 Office to notify the communication providers prior to the annual deadline and can adversely affect the collection of your county's local 911 surcharge.

If you have any questions, please do not hesitate to contact me at (517) 241-0080 or by e-mail at miller-brownh@michigan.gov.

Sincerely,



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

Template A

[County Letterhead]

[Date]

Please be advised that [County name] is not collecting a local 911 surcharge from July 1, 2015, through June 30, 2016.

[County 911 Coordinator or County Clerk name/signature]

Template B

[County Letterhead]

[Date]

Please be advised that [County name] will continue collection of its local commission-enacted 911 surcharge of [amount] with no change in the amount from July 1, 2015, through June 30, 2016.

[County 911 Coordinator or County Clerk name/signature]

Template C

[County Letterhead]

[Date]

Please be advised that [County name] will continue collection of its ballot supported 911 surcharge of [amount] with no change in the amount from July 1, 2015, through June 30, 2016.

The current ballot proposal is valid (at a minimum) between July 1, 2015, and June 30, 2016.

[County 911 Coordinator or County Clerk name/signature]

Template D

[County Letterhead]

[Date]

Please be advised it is [County name]'s intention to change the local 911 surcharge by commission resolution to [new amount]. I have included a notarized or certified copy of the County Commissioner's resolution setting the local monthly 911 surcharge. It will be collected from July 1, 2015, through June 30, 2016.

OR

Please be advised it is [County name]'s intention to change the local 911 surcharge as allowed by voter approval to [new amount]. I have included a copy of the Clerk's certified ballot determination and a notarized or certified copy of the County Commissioner's resolution setting the local 911 surcharge. The local surcharge ballot is valid from July 1, 2015, through June 30, 2016. This local surcharge will be collected from July 1, 2015, through June 30, 2016.

[County 911 Coordinator or County Clerk name/signature]

**PUBLIC ACT 379 OF 2008 LOCAL 911 COLLECTION AND REMITTANCE CONTACT INFORMATION
JULY 2015-JUNE 2016**

A. County Information	
County Name	
Name of Person Completing Form	
Phone Number	E-Mail Address
Is the county collecting a local surcharge from July 1, 2015, to June 30, 2016? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes" to the above question, what is the monthly amount?	AMOUNT
Is the county interested in electronic fund transmittal of local surcharge funds? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

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

E. Authorization	
County Clerk or County Coordinator Printed Name	Date
County Clerk or County Coordinator Signature – A signature, electronic or original, is required.	
AUTHORITY: 2008 PA 379; COMPLIANCE: Voluntary; PENALTY: No Funding	

Return to:

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

This form must be signed and received at the State 911 Office by
Friday, May 15, 2015.

This form can be accessed at www.michigan.gov/snc

-or-

hansels@michigan.gov