Call to Order
Approval of the May 28, 2015 Minutes
Additions to the Agenda
Limited Public Comment

1. Law & Courts Committee
   a. Resolution Honoring Deputy Kelley Bowden
   b. Resolution Decreasing the Size of the Ingham County/City of Lansing Community Corrections Advisory Board

2. Community Corrections Advisory Board (CCAB) - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts for FY 2015-2016

3. Animal Control
   a. Resolution to Accept the Two Seven Oh, Inc. Grant No. 3
   b. Director’s Report

4. Board Referral - Letter from the Michigan Department of Health and Human Services Regarding the Child Care Fund Monitoring Unit Compliance Report

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
The meeting was called to order by Chairperson Tsernoglou at 6:03 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 14, 2015 Minutes

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NOLAN, TO APPROVE THE MINUTES OF THE MAY 14, 2015 LAW & COURTS COMMITTEE MEETING.

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

Substitutions to the Agenda

4. **Controller’s Office** - Resolution Authorizing Entering into a Contract with Redstone Architects, Inc. to Conduct a Needs Assessment and Feasibility Study of the Ingham County Sheriff’s Office, Lansing Police Department including Detention, and 55th and 54A District Courts

Chairperson Tsernoglou re-numbered agenda items No. 3 to No. 4 and No. 4 to No. 3.

Limited Public Comment

None.

1. **Law & Courts Committee** - Jury Board Interview

The Committee interviewed Theodore Seitz for the Jury Board.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO RECOMMEND TO THE BOARD OF COMMISSIONERS THE APPOINTMENT OF THEODORE SEITZ TO THE JURY BOARD.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw, Hope, and Schafer.
2. **Small Talk Program** - Resolution Authorizing a Contract Amendment for the 2015 Small Talk Children’s Assessment Center - Sexual Trauma Recovery Program

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT AMENDMENT FOR THE 2015 SMALL TALK CHILDREN’S ASSESSMENT CENTER - SEXUAL TRAUMA RECOVERY PROGRAM.

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

3. **Controller’s Office** - Resolution Authorizing Entering into a Contract with Redstone Architects, Inc. to Conduct a Needs Assessment and Feasibility Study of the Ingham County Sheriff’s Office, Lansing Police Department including Detention, and 55th and 54A District Courts

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH REDSTONE ARCHITECTS, INC. TO CONDUCT A NEEDS ASSESSMENT AND FEASIBILITY STUDY OF THE INGHAM COUNTY SHERIFF’S OFFICE, LANSING POLICE DEPARTMENT INCLUDING DETENTION, AND 55TH AND 54A DISTRICT COURTS.

Commissioner Celentino asked why Redstone Architects, Inc. was being selected over a local vendor, per the County’s local vendor preference policy.

Jim Hudgins, Director of Purchasing, stated that the local preference for vendors only applies to the cost component. He further stated that when they evaluated proposals many factors were considered.

Commissioner Celentino stated that there must have been something that made Redstone Architects, Inc. stand out as they did not have the lowest proposal bid.

Mr. Hudgins stated that many entities were involved in the lengthy process of evaluating the vendors. He further stated that it was determined that Redstone Architects, Inc. presented the best qualifications, experience, and value to the County.

Allan Spyke, Undersheriff, stated his support for the selection by the interview committee of Redstone Architects, Inc.

John Nielsen, Chief Deputy Controller listed some of the reasons that Redstone Architects, Inc. were chosen as the vendor.

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

Commissioner Celentino left at 6:21 p.m.

Undersheriff Spyke, Greg Harless, Chief Deputy Sheriff, and Sam Davis, Corrections Major, provided an overview on the Inmate Billing program.

Discussion.

Mr. Neilsen provided additional information on the Inmate Billing program for Ingham and Clinton County.

Discussion.

Commissioner Koenig asked Mr. Neilsen to request a copy of the opinion from the County Attorney that limited the funds available for collection from prisoners.

Discussion.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:54 p.m.
RESOLUTION ACTION ITEMS:
The Chief Deputy Controller is recommending approval of the following resolutions/items:

1. **Law & Courts Committee**
   
a. **Resolution Honoring Deputy Kelley Bowden**

   This is an honorary resolution for Deputy Kelley Bowden for the outstanding contributions he has made to the Sheriff’s Office and the citizens of Ingham County over the course of his career and in particular for his recent exemplary actions going above and beyond the call of duty whereby he made a positive difference in the life of a citizen.

   b. **Resolution Decreasing the Size of the Ingham County/City of Lansing Community Corrections Advisory Board**

   This resolution modifies the representation of the Community Corrections Advisory Board (CCAB.) Legislative amendment (Act 466, 2014 effective January 2015) to PA511, 1988, MCL 791.407 Sec. 7 (m) Act 466, 2014 Act 466 requires that a workforce development representative be added and eliminates general public representatives. The net effect to the current Board is that one member can be reappointed as a community alternative program representative and with the elimination of the general public representatives one member’s slot is eliminated and CCAB membership will decrease from 15 to 14 members. This will take effect upon passage of a similar resolution by the City of Lansing for this joint board. (see attached memo)

2. **Community Corrections Advisory Board (CCAB) - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts**

   This resolution authorizes entering into an agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2015-2016 in the amount of $212,295 in CCAB Plans and Services and Administration fund along with the authority to subcontract for these services subject to the availability of state grant funds. In addition, it also authorizes the authority for the use $21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds and for an estimated 30 residential beds per day for a value amounting to $531,075 for the time period of October 1, 2015 through September 30, 2016. This annual grant application process and subsequent state grant funding is the main vehicle for providing Community Corrections programming in Ingham County. (see attached memo)

3. **Animal Control**
   
a. **Resolution to Accept the Two Seven Oh, Inc. Grant No. Three**

   This resolution authorizes accepting a grant from Two Seven Oh, Inc. up to $8,500.00 for the time period of May 13, 2015 to January 1, 2016, with no match requirement to purchase animal oral hygiene equipment. This equipment will raise the level of adoptability of those senior pets entering the department and improve the oral hygiene of the animals. (see attached memo)

   b. **Director’s Report**
Commissioners:

Attached you will find a recent article from the Lansing State Journal by Judy Putnam Titled “Woman Picks Dogs Over Safe Housing” with the subtitle reading “An Ingham County Sheriff’s Deputy Refused to Turn His Back on a Woman in Need.”

This article chronicles the unfortunate story of Brenda Leonard, a longtime Lansing resident, who was at the Life O’Riley Mobile Home Park & Campground when it closed last year after condemnation for unsanitary condition and the struggles she has endured since then.

Deputy Kelley Bowden was prominently featured in the article which details his exemplary actions going above and beyond the call of duty whereby he made a positive difference in the life of Ms. Leonard.

Due to Deputy Bowden’s actions and the publicity from this LSJ article a number of social service agencies have been mobilized to try to bring this tragic story to a better conclusion for Ms. Leonard.

I recommend the passage of the attached resolution which was put together in collaboration with the Sheriff’s Office Administration honoring Deputy Kelley Bowden for his extraordinary efforts in this story.

cc: Sheriff Gene Wriggelsworth
Undersheriff Allan Spyke
HOLT – When Ingham County Sheriff Deputy Kelly Bowden found a 60-year-old woman illegally living in a homemade trailer parked at a Delhi Township self-storage unit in late April, he was startled.

But when he found out that she spent the entire winter there without water, heat or electricity, he decided he had no choice but to help her.

"I said 'How in the world did you survive 20-below temperatures in this trailer?' Without missing a beat she said, 'You learn to bundle up,'" Bowden said.

Brenda Leonard, a longtime Lansing resident, was at the Life O'Riley Mobile Home Park & Campground when it closed last year after condemnation for unsanitary conditions.

Since February 2014, she and her three toy poodles, King Louie, Baloo and Tinker Bell, have lived in the homemade wood trailer she calls "Campy" or stayed in her 1996 GM pickup at truck stops.

Brenda Leonard sits on her bed with one of her dogs, Baloo, as she tries to coax one of her other dogs, King Louie, off her husband's bed, inside her "campy," a homemade trailer Thursday, May 21, 2015. Leonard has been living in the trailer for at least four years. Initially she lived in it with her husband Doyle, who passed in 2011 from pancreatic cancer at the age of 60. His ashes are in the container above the head of the bed. (Photo: Dave Wasinger/Lansing State Journal)

"I've been chased off a couple of places," she says. "... I don't create a problem. I don't talk back to them. You just pick up and go."

To survive the cold at the Simply Self Storage parking lot, Leonard said she packed her clothing with newspapers and filled blankets with newspapers for insulation and melted snow for water.
Bowden, 43, helped Leonard fix her battered camper, which has a tarp over the roof to stop it from leaking. A tire on her trailer was ruined. He asked a towing company to donate a new tire. Her driver's license was one day away from expiration, and he helped her apply for that.

He contacted her son in Florida to let him know his mother was in trouble, and he contacted social service agencies to try to get her help. He helped her move to a Lansing campground and the Tri-County Office on Aging paid a week's rent for her.

"It was the right thing to do. Policing isn't always about giving tickets. A lot is about problem solving," said Bowden, a 13-year employee of the sheriff's department.

Leonard said she was deeply grateful for the deputy's help. "That man went way beyond his duty. He's somebody that needs to be recognized. He's awesome."

When I first caught up with her nearly two weeks ago, however, she was camping in a friend's back yard near Charlotte. Her friend's husband is eager for the trailer to be moved as the one week stay turned into two weeks, then three weeks. Her son, she said, who moved to southern Michigan in mid-May, may not be able to help her until later this summer, and maybe not even then, and the brakes were out on her pickup truck. She doesn't know where she will go next.

The roof covered in a blue tarp, Brenda Leonard's "campy," a homemade trailer, and her two trucks sit May 21 against the rural landscape in the yard of a friend.

Leonard receives some food assistance and about $700 a month in Social Security from her late husband's benefits but she pays a portion of that to store her possessions, leaving her about $500 a month to live on.

She dropped out of school in eighth grade and married at age 16. She has trouble reading and recalling dates and names. What's crystal clear in her life, however, is her dedication to keeping her late husband's memory alive and putting her three little dogs' welfare above her own. Low-income housing assistance available will not allow for more than one pet.

"I lost him and I lost everything," she said about Doyle, her husband. As for the dogs: "I'm not getting rid of them."
The trailer has a tiny kitchen and bath and two beds. It is decorated with Disney objects. The interior is faring better than the exterior, which is falling apart. The camper was refurbished by her late husband and other family members in 2002, she said.

She and Doyle raised three children in Lansing. The couple moved into the tiny camper as their sole residence at a Charlotte trailer park to save money to buy a house, some years before his death in August 2011. But when Doyle got sick with pancreatic cancer, the savings went to medical bills, she said. She's estranged from two of her three children.

After his death she was evicted from her park because she was unable to pay for repairs to an overloaded electrical outlet. She eventually moved to Life O' Riley, shortly before it was condemned.

Brenda Leonard gets ready to head outside with her two of her three dogs sits King Louie, left, and Baloo, at her "campy," a homemade trailer Thursday, May 21, 2015. Brenda doesn't have heat she can consistently use in her "campy," and doesn't have reliable transportation to get from place to place, much less move the trailer, but insists she wants other people in need to be helped out before her and repeatedly talked about wanting to help others, if she could.

Carol Quantrell, a friend of 30 years who takes her in from time to time, said Leonard is a caring person. Leonard is camping on Quantrell's property, and helping Quantrell with her grandchildren. She stays in the trailer but uses the bathroom and laundry in the home.

"I think she would do a lot of things for everybody. She's caring. She don't ask anybody for help, and she appreciates when I give her things," Quantrell said. "I feel sorry for her, I do. I can't afford to pay all her bills but I'm going to help her."

Leonard's deep love for her poodles has prevented her from finding a stable place to live.

Joan Jackson Johnson, director of Human Relations and Community Services for Lansing, said the city made huge efforts to relocate the 235 residents of the Life O'Riley park into suitable housing, but could not move
Leonard with her three dogs. Leonard could have qualified for a $220/month subsidized apartment when the trailer park closed if she would have given up two of her three pets.

On Friday, Johnson said the city could still offer some limited assistance in moving costs or first month's rent and deposit if a donated, habitable trailer could be found or if a landlord is willing to take the dogs and the rent is affordable for Leonard's income.

"I would work hard to get her into a place," Johnson said.

Johnson also offered to set up a fund at a nonprofit organization for Leonard in case Lansing State Journal readers want to help.

Ingham County Sheriff Deputy Kelly Bowden decided to help a homeless woman rather than just evicting her from her illegal residence.

Brandy Deppe, a community health worker for the Barry-Eaton District Health Department, is also trying to aid Leonard after she was contacted by the Tri-County Office on Aging. She's working to connect Leonard to housing, grief counseling and help managing her money.

Leonard has clearly drifted for years, determined to make it with little help even as her circumstances continue to worsen. The sheriff's deputy who decided to pause and help instead of evicting her, may have stopped that chain of events. Time will tell.

"I couldn't in good conscience just tell her to leave and leave it at that," Bowden said. "That's not the way I was brought up. It would violate my own personal beliefs."

Email me at jputnam@lsj.com, call 267-1304 or write to 120 E. Lenawee St., Lansing, MI 48919. You can also find me at www.facebook.com/judyputnam and on Twitter @JudyPutnam.
Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING
DEPUTY KELLEY BOWDEN

WHEREAS, Deputy Kelley Bowden has been with the Ingham County Sheriff’s Office since 2002 where he started in the Corrections Division, transferred into Field Services in 2005, transferred into the Delhi Division in 2011, and also serves as the Business Liaison Officer for the Sheriff’s Office; and

WHEREAS, during that time Deputy Bowden has received numerous citations for excellent work over his thirteen year career with the Ingham County Sheriff’s Office; and

WHEREAS, the Lansing State Journal recently ran an article by Judy Putnam titled “Woman Picks Dogs Over Safe Housing” in which Deputy Kelley Bowden was prominently featured in the article with the subtitle reading “An Ingham County Sheriff’s Deputy Refused to Turn His Back on a Woman in Need”; and

WHEREAS, when Deputy Bowden found 60-year old Brenda Leonard illegally living in a homemade trailer parked in a self-storage unit without water, heat, or electricity he helped fix her battered camper, secured a donated tire for the camper, helped her renew her driver’s license, contacted relatives and social service agencies, and helped her to move to a Lansing area campground.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Deputy Kelley Bowden for the outstanding contributions he has made to the Sheriff’s Office and the citizens of Ingham County over the course of his career and in particular for his recent exemplary actions going above and beyond the call of duty whereby he made a positive difference in the life of a woman because as stated in the Lansing State Journal “An Ingham County Sheriff’s Deputy Refused to Turn His Back on a Woman in Need.”
TO:    Law and Courts Committee

FROM:  Becky Bennett, Board Coordinator
       Mary Sabaj, Community Corrections Manager

DATE:  June 3, 2015

RE:    Resolution decreasing the size of the Ingham County – City of Lansing Community Corrections
       Advisory Board

This Resolution modifies the representation of the Community Corrections Advisory Board (CCAB.)
Legislative amendment (Act 466, 2014 effective January 2015) to PA511, 1988, MCL 791.407 Sec. 7 (m) Act
466, 2014 Act 466 requires that a workforce development representative be added and eliminates general public
representatives.

Currently, CCAB membership includes two members of the general public (Monica Jahner and Malekka Maki.)
One general public representative was originally required by PA511 and an additional general public member
was added by Ingham County Board Resolution 09-68.

Pursuant to the new legislative requirements, Monica Jahner, who is with Northwest Initiative – ARRO, can be
reappointed as a community alternative program representative.

A workforce development representative has yet to be appointed.

With the elimination of the general public representatives, Malekka Maki’s slot is eliminated and CCAB
membership will decrease from 15 to 14 members.
Introduced by the Law and Courts Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION DECREASING THE SIZE OF THE INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS ADVISORY BOARD

WHEREAS, Resolution #90-51 authorized the participation of Ingham County in a joint City of Lansing/Ingham County Community Corrections Advisory Board (CCAB); and

WHEREAS, in accordance with Public Act 511 of 1988, CCAB membership consisted of the County Sheriff or designee, Chief of Police or designee, Circuit Court Judge or designee, District Court Judge or designee, Probate Court Judge or designee, County Commissioner, City Councilperson, service sector appointee, County Prosecutor or designee, criminal defense attorney, business community appointee, communications media appointee; probation officer appointee and a general public appointee; and

WHEREAS, the Board of Commissioners added a second general public representative in Resolution #09-68 for a total of 15 CCAB members; and

WHEREAS, a legislative amendment (Act 466, 2014 effective January of 2015) to Public Act 511, 1988, MCL 791.407 Sec. 7(m) replaces the general public representative in the original Act with a workforce development representative to serve on the Community Corrections Advisory Board (CCAB); and

WHEREAS, Monica Jahner, who has served as a general public representative, is reappointed as a community alternative program representative.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby replaces the two general public representatives with a workforce development representative and reappoints Monica Jahner as a community alternative program representative to the Ingham County/City of Lansing Community Corrections Advisory Board decreasing the size of the Board from 15 to 14.

BE IT FURTHER RESOLVED, that the County Clerk forward a copy of this resolution to the City of Lansing for their consideration of this action.
TO: Law & Courts and Finance Committees

FROM: Mary Sabaj
Community Corrections Manager

DATE: June 3, 2015

RE: 2015-2016 State Funding Application, MDOC Contract, Sub-contracts for Community Corrections Programs

This Resolution approves submission of the MDOC-Office of Community Alternatives Grant Application and entering into a contract with the MDOC and vendor subcontracts for Community Corrections programs for the period of October 1, 2015 through September 30, 2016 contingent upon entering a contract with MDOC and funding availability.

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

- Special part-time Pretrial Services Investigator to target incarcerated defendants for community supervision provided by 30th Circuit Court Pretrial Services ($25,683.) Includes $10,134 for Sentinel electronic monitoring for Pretrial defendants $35,817
- Relapse Prevention & Recovery Program provided by C-E-I Community Mental Health $47,200
- MRT Cognitive Change Groups provided by Wellness, Inx. $26,082
- Program Referral & Gatekeeper Services provided by Community Corrections staff $12,500
- Day Reporting services provided by Northwest Initiative - ARRO $40,274
- Community Corrections Administration $50,422

**Plans and Services Total** $212,295

- Residential Treatment Services for OUIL III convicted who meet DDJR-CTP funding criteria – 1.23 beds Projected: $ 21,169
- 30 Residential Substance Abuse Treatment beds to be provided by CEI- Community Mental Health – House of Commons, National Council on Alcoholism – Glass House and Holden House and other out- of- county programs Projected: $531,075

**Residential Services Total** $552,244

**TOTAL** $764,539
INTRODUCED BY THE LAW AND COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2015-2016

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

WHEREAS, the State Community Corrections Advisory Board approved for FY 2015-2016; and

WHEREAS, the FY 2015-2016 Application provides for the continuation of the following CCAB Plans and Services programming: Relapse Prevention and Recovery ($47,200); Gatekeeper services ($12,500) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups ($26,082) to be provided by Wellness, Inx., and for Day Reporting services ($40,274) to be provided by Northwest Initiative – ARRO; and, Sentinel, Inc. Electronic Monitoring Services for Pretrial defendants ($10,134) for a subcontract program total of $136,190; and

WHEREAS, the FY 2015-2016 Application also provides funding for a special part-time Pretrial Services Investigator ($25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of $50,422 for a Plans and Services total of $212,295 for the time period of October 1, 2015 through September 30, 2016; and

WHEREAS, the FY 2015-2016 grant award provides Ingham County with the use of a projected 30 residential beds with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of $531,075 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of $21,169; and

WHEREAS, pursuant to the FY 2015-2016 Application, residential services will be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, and CEI-CMH House of Commons; and

WHEREAS, pursuant to the FY 2015-2016 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2015-2016 in the amount of $212,295) in CCAB Plans and Services and Administration funds,
$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of $233,464 and for the use of an estimated 30 residential beds per day for a value amounting to $531,075 for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2015 through September 30, 2016 with the Wellness, Inx. for the actual cost of MRT Cognitive Change groups not to exceed $26,082; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed $47,200; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed $40,274; and with Sentinel, Inc. for electronic monitoring for Pretrial defendants not to exceed $10,134.

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

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

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
Agenda Item 3a

INGHAM COUNTY ANIMAL CONTROL MEMORANDUM

TO: Finance and Law & Courts Committees

FROM: Andrew Seltz, Director

DATE: May 21, 2015

CC: John Neilsen, Chief Deputy Controller

RE: Request to Accept the Two Seven Oh, Inc. Grant No. 3

The Ingham County Animal Control Department (ICAC) has been engaged with Two Seven Oh Inc. since 2014 in reference to advancing the Senior Pets for Senior People (SP2) program. SP2 has been highly engaged within the community providing for senior animal adoptions and animal welfare outreach services.

Two Seven Oh Inc. has provided for Grants #1 and #2 in 2014 which in turn provided funding for the advancement of the overall program. Grant #3 is a continuation for the SP2 program and will provide for much needed animal oral hygiene equipment which will raise the level of adoptability of those senior pets entering the department.

Animal oral hygiene equipment will offset the need of the Department to outsource such services thus realizing an overall savings to the Department’s Contractual Services budget line.

This grant is worth $8,500.00, has no matching requirements, and will paid out on a reimbursable basis. The Department has the initial funding available in the operating budget to cover the initial purchase cost until funds are received.

The results of this potential action would be improved services to the citizens, a higher level of animal care, a reduction in costs related to the care of animals at the shelter and a reduction in the euthanasia of healthy and friendly animals, all of which contribute to the Quality of Life aspect of the strategic vision and plan implemented by the Board of Commissioners.

I thank you for your consideration regarding this matter.
Resolutions

Resolutions

Resolutions

Resolutions

Resolutions
I. Announcements & Updates

  a. The Department’s external evaluation conducted by the National Animal Control Association was completed on April 24th, 2015. NACA provided an On-Site Exit Report (provided to the Committee) and should have a complete report available within 90 days of the completion of the evaluation.

  b. The Department received correspondence from the Michigan Department of Agriculture and Rural Development (MDARD) on April 6th, 2015 in reference to case file #99701. A Warning Letter was issued in reference to a complaint filed about the Foster Program (Peanut) and other activities. MDARD has terminated their investigation based upon the introduction of new protocols for 24 hour foster emergency access to veterinarian care.

  c. The Department experienced a break in to its surgery suite on Sunday, April 26th by an inmate trustee. Of those items missing were 3 bottles (10cc) of Ketamine, approximately 93 pills of Tramadol (50mg pills) and approximately 12 pills of Acepromazine (25mg pills). The Department has cooperated fully with the Sheriff’s Department during the investigation. The inmate trustee program has been discontinued indefinitely with additional security precautions being implemented to include an anti-pick device being placed on the surgery suite door, upgraded drug security cabinet placed on order and key card access being placed on a storage room door. During the upgrades, the technician fixing the key card access inadvertently crossed wires within the panel causing a temporary loss in key card access. The Department is also requesting a Capital Improvement Project for the 2016 budget cycle to purchase and install 2 each surveillance cameras for locations in which Drug Enforcement Administration Scheduled Narcotics are stored. Follow up conversations with staff revealed that operations may be better suited without the use of trustee labor due to the higher level of job quality displayed without the program and the overall lack of supervision necessary for the program. If the program were to be re-instituted, careful consideration of staffing to inmate ratios will be of highest priority.

  d. The Department has hired Katie Stewart as our new full time Kennel Operator and Ben Stewart as our new full time Licensing Officer. Katie has a diverse background in animal care/farming and will be an asset to the Department. Ben has a diverse background in wild/domestic animal management and customer service. He also will be an asset to the Department.

  e. The Department lost our Part-Time Dispatcher, Suzi Karls, to the State of Michigan as of May 22nd. Interviews are being conducted to fill this position as soon as possible.

  f. Animal Control Officers responded to a farm in rural Ingham County in reference to livestock in early 2015. Animal Control Officers attempted to work with the owner/operator and was unable to receive a level of compliance in line with the law. A warrant request was filed with the result of an arrest warrant being issued and Animal Control seizing over 20 head of cattle. The case is ongoing and the cattle are being temporarily housed at a local farm until final disposition from the courts.
g. The Department, in conjunction with the Michigan Humane Society, offered a $2,500 reward for the arrest and conviction of the individual/individuals responsible for a dog impounded with a severely imbedded collar from the West Lansing area. The Department was able to provide $500 of the total reward via donated funds. Animal Control investigators, based upon a tip received, were able to locate an individual who provided a confession to the act. A warrant request was subsequently requested and action is pending. Unfortunately, the dog was very aggressive with staff making him a safety risk and was humanely euthanized.

h. The Department has had multiple dogs traverse the Animal Shelter which have had aggression issues from the onset of possession or later on in sheltering (to include Foster homes). Some of these dogs were humanely euthanized due to concerns of staff/public safety which has been past practice. The Department continues to utilize temperament testing and re-testing as appropriate, reaches out to Rescue Organizations as appropriate, and continues to maintain a balance between animal welfare and public safety.

i. The Department attended the “Meet your Best Friend at the Zoo” event on May 15th and 16th. The event was held at the Detroit Zoo and was sponsored by the Michigan Humane Society. 13 dog and cat adoptions were realized and the Department was invited back to a corresponding event held in the fall. Volunteers and staff greatly enjoyed the opportunity to network and interact with the 40 other animal control agencies, rescue organizations and humane societies in attendance.

j. Animal Control Officers LeBombard and Good recently responded to a call in Mason which resulted in the saving and relocating of a mother and baby ducks. Officers LeBombard and Good exemplify the mission of the Department and are an example of excellence for us all to follow.

II. Statistics – May - 2015

a. Animals Intakes/Outcomes (Spreadsheet)

b. Animals currently in the shelter & foster as of May 26, 2015
1. Dogs – 43
2. Cats – 46
4. Petco/Pet Supplies Plus – 2
5. Foster – 45
6. Total – 136

c. Adoptions for March 2015 – 118
   April 2015 – 88

d. Licenses Sold for March 2015 – 1,121
   March 2014 – 1,120
   April 2015 – 1,129
   April 2014 – 1,268
III. Items for Discussion with the Animal Control Advisory Committee

a. Moved by Comm. Crenshaw, Supported by Comm. Celentino, to refer to the Animal Control Advisory Board for their review and recommendation on the issues of whether the Animal Control Shelter should strive to not euthanize animals for lack of space, including consideration of the Asilomar Accords and other generally accepted guidelines, and what would be an acceptable euthanization rate, if acceptable at all.

b. Moved by Comm. Tsernoglou, Supported by Comm. Hope, to review current procedures (including but not limited to procedures utilized to return lost animals to owners) at the Animal Control Shelter and provide recommendations for improvements to the Law & Courts Committee.

c. Moved by Comm. Celentino, Supported by Comm. Crenshaw, to refer the resolution to authorize the use of donated funds to supplement low/no cost adoption fees at special events sponsored by the Animal Control Department to the Animal Control Advisory Board for its review and recommendation.

d. Policy on Deceased Animal Pickup

e. Policy on Collecting Delinquent/Unpaid Redemption Payment Plans

f. Policy on Chemical Capture

g. Policy on Euthanasia

h. Policy on use of Oleocapsicum Resin Spray by Animal Control Officers

i. Policy on use of Bite Sticks by Animal Control Officers

j. Necessary Criteria for New Animal Shelter Land Acquisition

IV. Upcoming Events

a. Vaccination and License clinics will be held at the Outreach Center, 826 W. Saginaw from Noon until 4pm in July and August. The June clinic will be held at Potter Park Zoo on June 12th in conjunction with the “Adopt-a-Fest” event.

b. The "Adopt-a-Fest" will be on June 12th and 13th at the Potter Park Zoo.

c. 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 September 18th and 19th, 2015.
### March 2014 and 2015 Stats

#### March 2014 Dog Totals

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APRIL 24, 2015

INGHAM COUNTY ANIMAL CONTROL
AGENCY EVALUATION
ON-SITE EXIT REPORT
INTRODUCTION

• Purpose of Evaluation
• NACA Evaluation Team
  – George W. Harding, IV
  – Julie Holmes-Taylor
  – Lesa Murray
• Goals of Exit Report
  – Immediate Problems and Needs of Agency
  – Resources Available
  – Positive Roles and Influences
OBSERVED STRENGTHS

- Outreach Center and Programs
- Dedication of Staff
- Veterinary Services
- Commitment to People and Animals in the Community
- Strong Desire for Knowledge and Training
Weaknesses

- Lack of Written Policy and Procedure (SOP)
- Linear Chain of Command
- Lack of Accountability
- No Clear Understanding of Job Duties or Expectations
- Facility
  - Management of Animals within Facility
  - Clutter
  - Signage and Consistency
  - Flow of Customers
  - Flow of Animals Through Facility
  - Design Flaws and Risks
- Roadblocks to Adoption
- Lack of Mission Statement and Agency Goals
OPPORTUNITIES

• The New Director and Vision
• Streamline Efficiency and Productivity within Shelter
  – Utilize Software to Reduce Paperwork and Redundancy
  – Flow of Animals to Reduce Stress and Disease
  – Streamline Cleaning Procedures
• Utilize Staff Willingness
• Teambuilding
  – Meetings and Brainstorming
  – Employee Goal Setting
  – Morale Building Activities
• Grow into Role Model for Other Agencies
• Source of Pride and Service to the Community
THREATS

• Lack of Communication, Direction and Feedback
• Liability and Potential Litigation
  – Trustees Handling Animals and Access to Potential Contraband
  – Maintaining Unadoptable Animals in Shelter
  – Volunteer Access to Animals
  – Chemical Immobilization of Animals in Field
• No Performance Reviews
• Loss of Resources
  – Money
  – Volunteers
  – Staff
  – Institutional Knowledge
• Lack of Professional Standardized Training
Quick Hits

- Clearly Define and Reorganize Chain of Command
- Clearly Define Job Duties and Expectations
- Training
  - Management and Leadership Training
  - Staff
    - Conflict Resolution, Customer Service, Position Specific Training
- Increase Communications with Staff
  - Provide regular, clear and consistent communication
  - Establish Staff Meetings
    - Weekly, Monthly, Quarterly
  - Communication Log
- Implement Policy and Procedures to Address High Priority Issues and Ensure Compliance
  - Trustees, Animal Handling, Euthanasia, Chemical Immobilization, Management of Animals, Streamline Cleaning Procedures
SUMMARY

During the on-site evaluation process, it was readily evident that Ingham County Animal Control personnel are wholly invested in providing the best service possible to the community. Without exception, employees express a loyalty to the organization, and show a desire to learn best practices within their respective roles.

The path to providing best practice Animal Control services to the community begins with clear and consistent communication from all levels of management. We believe that the Director is fully aware of the difficulty in correcting issues within the organization and, if given proper direction and time to implement changes, he will serve as a catalyst for change within the organization.

The organization as a whole is an asset to the community. They strive to serve the public to resolve difficult animal issues and provide education. Public perception of the organization, even without a defined mission statement, remains positive and supportive.

In conclusion, the problems observed are not insurmountable. With proper direction and support from management, the employees of Ingham County Animal Control will surely thrive and become a model agency within the Animal Control community.
Mr. Andy Seltz  
Ingham County Animal Control  
600 Curtis Street  
Mason, Michigan 48864

RE: Warning Letter; WO case file no. 99701

Dear Mr. Selz:

The Michigan Department of Agriculture and Rural Development (MDARD) Animal Industry Division (AID) recently completed an investigation based upon complaints of inadequate care to include medical care of animals at the shelter and while in foster care. Two specific animals, a puppy and a cat were named in the complaint.

Our investigation revealed that the aforementioned cat which was received into the shelter on or about January 15, 2014, had received medical treatment prior to adoption on March 4, 2014, and a "vet exam" two days prior to his adoption which annotated the cat was lethargic, dehydrated, not eating, diarrhea, and medicated. Without being present at the time of adoption, we cannot confirm nor deny that treatments were appropriate and/or adequate for its health needs.

Our investigation also revealed that the aforementioned puppy, "Runt/Peanut" was ill when placed in foster, and transferred to four (4) different foster homes without permission from the shelter’s foster program coordinator. The foster care program had inadequate protocols in place for approving and securing medical treatment of shelter animals in foster homes. At the time of this incident, the foster program coordinator was not allowed to authorize "Runt/Peanut" to receive treatment, and the puppy was allowed to suffer while foster care giver(s) waited to receive permission to take it to a veterinarian.

We also conducted a shelter inspection at the time of the investigation. Our inspection revealed that there were shelter animals currently receiving treatment for illness at the shelter, and no animals were noted that appeared to need treatment that were not receiving it. However there were issues with repairing and securing kennels to include sealing untreated surfaces. Regulation 151 Rule 21(1) requires the facility to be maintained in good repair to protect the shelter animals from injury be it via physical deficiencies or via exposure to pathogens. Rule 24(1) provides that the animal’s primary enclosure, such as your kennels, be structurally sound and maintained in good repair to protect the shelter animals from injury and to contain them.
Mr. Andy Seltz  
Ingham County Animal Control  
April 6, 2015  
Page 2

The Michigan Penal Code, Act 328 of 1931, MCL 750.50.1(a)&(k), and MCL 750.50.2(a) provide that an owner, possessor, or person having the charge or custody of an animal shall not fail to provide an animal with adequate care, which means the provision of...veterinary medical attention in order to maintain an animal in a state of good health. This section further clarifies a state of good health means freedom from disease and illness, and in a condition of proper body weight and temperature for the age and species of the animal, unless the animal is undergoing appropriate treatment.

At a minimum, shelters are required to seek veterinary services whenever a health hazard arises pursuant to Regulation 151, Rule 36(2), and we expect shelters to work with their veterinarian(s) whenever an animal is ill or injured.

Be advised that based on the information, there was sufficient evidence to indicate that violations occurred. The Pet Shops, Dog Pounds and Animal Shelters, 1969 Public Act No. 287, as amended, provides for imposition of administrative fines of not more than $1,000.00 for each violation of the act and the rules promulgated thereunder, registration revocation after notice and an opportunity for an evidentiary hearing under the 1969 Administrative Procedures Act, 1969 Public Act No. 306, MCL 24.201 to 24.328. Both Act 287 and Act 328 of 1931 provide for criminal prosecution as a misdemeanor.

It is my understanding that as part of the investigation, the shelter has implemented new protocols for their foster care program that include giving the foster program coordinator authority to authorize medical treatment and afterhours on call coverage. This letter will serve to terminate our investigation into this matter. However, you are warned that subsequent violations of this nature will be cause for further regulatory action. We trust that you have and will continue to review your protocols and procedures and initiate the necessary precautions to ensure the safety and health of shelter animals in compliance with state laws and regulations.

Sincerely,

Pollyanne McKillop  
Animal Shelter Regulatory Program Manager

PM/am

cc: Susan Baer, DVM, MDARD Field Veterinarian  
    Jorda Livermore, DVM, MDARD Field Veterinarian  
    File
ANIMAL SHELTER INSPECTION

Date of Inspection: 1/23/2015

Full Legal Name of the Shelter: Ingham County Animal Control

Shelter Manager: "Trudy" New?

Physical Address: 600 Curtis Rd

City: Mason

State: MI

Zip Code: 48854

County: Ingham

Mailing Address (if different) New?

City (Mailing): City (Mailing):

State: MI

Zip Code:

Name: Shannon Northcutt Legal Name of the Business/Practice/Client (if applicable):

Address: On Site

City: City:

State: MI

Phone:

Fax:

Email:

Requires re-inspection: No [ ] Yes [X]

IF YES, Inspection will be conducted on or after:

(Month) / (Day) / (Year)

RE-INSPECTION INSTRUCTIONS OR 12-MONTHLY ANNUAL

SCOPE OF INSPECTION

☑ BUILDINGS ☑ PRIMARY ENCLOSURES ☑ ANIMAL CARE ☑ STAFFING ☑ RECORDS ☑ VEHICLES ☑ OTHER:

ISSUE(S) OF CONCERN

Issues of concern are listed below. Refer to the reverse of this page for the details of the requirements. All items must be corrected by the next inspection unless annotated with a specific due date:

8a. Medicate kennels {well removed to make 1 long run from 2}

8b. Corrals filled + sealed

8c. Ward 3: Biohazard link needs to be tied down in kennel, 36" remove or cover old water spicket in all

8g. Bad surgical fence - seal wood (at back between wall and dividers

Disregard: Clinical practice protocol for checking animal health at shelter and they appear to be sufficient for health and safety of animals

Prosper used in the medical room for "Peanut" and "Frosty"
### COMPANION ANIMAL SHELTER REQUIREMENTS

LISTED BELOW ARE MANY OF THE COMPANION ANIMAL AND SHELTER REQUIREMENTS. UNSATISFACTORY FINDINGS & THEIR CORRESPONDING REQUIRED CORRECTIVE MEASURES ARE LISTED ON THE FRONT OF THIS FORM.

<table>
<thead>
<tr>
<th>RECORD KEEPING/TRANSPORTATION/STAFF</th>
<th>BUILDINGS/PRIMARY ENCLOSURES/ANIMAL CARE**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. INTAKE RECORDS</strong> <a href="#">R285.151.13</a></td>
<td><strong>8. PRIMARY ENCLOSURES</strong></td>
</tr>
<tr>
<td>a. Date of acquisition.</td>
<td>a. Surfaces are constructed of nonabsorbent material that is readily sanitized. [R285.151.22(4)]</td>
</tr>
<tr>
<td>b. Location where animal found if brought in as a stray.</td>
<td>b. Floors are constructed to prevent injury to feet &amp; legs of the animals housed therein. [R285.151.23(4)]</td>
</tr>
<tr>
<td>c. Name &amp; address of person surrendering animal, if animal is owner surrender.</td>
<td>c. Dogs &amp; cats are able to remain dry &amp; clean; there is no accumulation of fecal material, urine, spilled food, &amp;/or water. [R285.151.23(1) &amp; R285.151.32]</td>
</tr>
<tr>
<td>d. Name &amp; address of shelter if animal is a transfer from another registered shelter (also see #4 below).</td>
<td>d. Enclosures are in good repair &amp; protect animals from injury. [R285.151.25(1)]</td>
</tr>
<tr>
<td>e. Description of animal including; color, breed, sex, approximate age, &amp; weight.</td>
<td>e. Enclosures are large enough to allow each dog &amp; cat to turn about freely, easily stand, sit, &amp; lie in a comfortable, normal position &amp; so that the animal has sufficient access to food &amp; water. [R285.151.25(2)]</td>
</tr>
<tr>
<td>f. Method of disposition (euthanasia, return to owner, adoption, lateral transfers).</td>
<td>f. For cats, adequate litter in appropriate litter box(es)* shall be provided for each cat. [R285.151.25(4)]. If more than 1 cat is housed in an enclosure, a resting perch for each cat must be provided. [R285.151.25(2)]</td>
</tr>
<tr>
<td>g. Name &amp; address of receiving shelter or adopter, or name of owner if returned to owner.</td>
<td>g. The number of animals sharing an enclosure shall not exceed a number which would prevent proper sanitation. [R285.151.25(6)]</td>
</tr>
<tr>
<td><strong>3. ADOPTIONS/TRANSFERS</strong> [R287.339a]</td>
<td>h. Animals of different species shall not be housed in the same primary enclosure. [R285.151.34]</td>
</tr>
<tr>
<td>a. Must have contracts for all adoptions; exceptions are transfers to current MDARD-registered shelters, law enforcement agencies, or service dog organizations. [R287.339a(4)].</td>
<td>i. Female animals in estrus shall not be housed with sexually intact male animals. [R285.151.25(7)]</td>
</tr>
<tr>
<td>b. Includes statutory minimum $25.00 refundable deposit. [R287.339a(4)(6)].</td>
<td>j. Puppies/kittens shall not be housed with adult dogs/cats other than their dams. [R285.151.34]</td>
</tr>
<tr>
<td>c. Contains language regarding liquidated damages of the greater of $100.00 or actual reasonable costs. [R287.339a(8)].</td>
<td><strong>9. FOOD &amp; WATER</strong></td>
</tr>
<tr>
<td>d. For transfers, prior to the animal’s release, shelter must have written acceptance statement &amp; afterwards, shelter must receive written statement that includes animal description, acknowledgment of its receipt, &amp; date. [R287.339a(7)].</td>
<td>a. Dogs &amp; cats in enclosures have convenient access to clean food &amp; water. [R285.151.25(3)]</td>
</tr>
<tr>
<td><strong>4. CHANGES IN INFORMATION</strong></td>
<td>b. Animals are fed at least once a day except as otherwise required for age, size &amp; species. Food shall be of sufficient nutritive value for the age, size, &amp; species. [R285.151.31(1)]</td>
</tr>
<tr>
<td>a. Primary veterinarian. [R285.151.36]</td>
<td>c. Food shall be free of contamination.</td>
</tr>
<tr>
<td>b. Animal control officer(s), if applicable.*</td>
<td>d. If water is not available at all times, water shall be made available for at least one hour two times per day.</td>
</tr>
<tr>
<td>c. Shelter manager.*</td>
<td><strong>10. CLEANING PRIMARY ENCLOSURES</strong> [R285.161.32]</td>
</tr>
<tr>
<td>d. Phone number(s).*</td>
<td>a. Excreta shall be removed from primary enclosures as often as necessary to prevent contamination of the dogs or cats housed in them.</td>
</tr>
<tr>
<td>e. Shelter Name. (requires new shelter registration)</td>
<td>b. Animals shall be removed from primary enclosures whenever hosing or flushing methods are used to clean the primary enclosure.</td>
</tr>
<tr>
<td>f. Mailing address.*</td>
<td><strong>11. BUILDINGS/GROUNDS</strong> [R285.151.21]</td>
</tr>
<tr>
<td><strong>5. VETERINARY SERVICES</strong> [R285.151.38]</td>
<td>a. Structurally sound &amp; maintained in good repair to prevent injury to animals.</td>
</tr>
<tr>
<td>a. Veterinary services shall be available &amp; the name of at least one licensed veterinarian associated with the shelter shall be on the shelter’s registration.</td>
<td>b. Interior building surfaces constructed of a nonabsorbent material that may be readily sanitized.</td>
</tr>
<tr>
<td>b. The shelter shall use the services of a licensed veterinarian whenever a health hazard arises.</td>
<td>c. Premises shall remain free of the accumulation of debris [R285.151.33(3)].</td>
</tr>
<tr>
<td>c. MDARD shall be promptly notified of any change in veterinary service(s).</td>
<td><strong>12. DRAINAGE</strong> [R285.151.22(5)]</td>
</tr>
<tr>
<td><strong>6. TRANSPORT VEHICLES</strong> [R285.151.41]</td>
<td>a. A suitable method shall be provided to elimate excess water from the facility.</td>
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<tr>
<td>a. Vehicle is mechanically sound &amp; shall not be overcrowded.</td>
<td>b. Drains shall be properly constructed &amp; shall be kept in good repair to avoid foul odors.</td>
</tr>
<tr>
<td>b. Vehicle is equipped to provide fresh air to all animals being transported.</td>
<td>c. Closed drainage system equipped with traps to prevent backup on the floor of the facility.</td>
</tr>
<tr>
<td>c. Interior of animal cargo space is to be kept clean.</td>
<td><strong>13. HEATING/VENTILATION/LIGHTING</strong></td>
</tr>
<tr>
<td>d. Animals transported in the same primary enclosure(s) shall be of the same species &amp; maintained in compatible groups.</td>
<td>a. Sufficiently heated; ambient temperature not &lt; 55°. (Similarly not too warm) [R285.151.23(1)]</td>
</tr>
<tr>
<td>e. Puppies/kittens shall not be transported in the same enclosure with adult animals except for their dams.</td>
<td>b. Facility shall be adequately ventilated; provided with fresh air, via windows, doors, vents, or air conditioning &amp; shall minimize drafts, odors, &amp; moisture condensation. [R285.151.23(1) &amp; (2)]</td>
</tr>
<tr>
<td><strong>7. STAFFING</strong> [R285.151.35]</td>
<td>c. The number of animals sharing an enclosure shall not exceed a number which would prevent proper ventilation. [R285.151.25(4)]</td>
</tr>
<tr>
<td>a. Sufficient number of employees shall be used to maintain the prescribed level of husbandry</td>
<td>d. Facility shall have ample light, of good quality, by natural &amp;/or artificial means, to permit routine inspection &amp; cleaning during the entire working period.</td>
</tr>
<tr>
<td><strong>14. OUTDOOR HOUSING &amp; PERIMETER FENCING</strong> [R285.151.26(2)]</td>
<td>Outdoor facilities shall be fenced around the perimeter so animals cannot escape &amp; other animals cannot gain entrance.</td>
</tr>
<tr>
<td>a. An effective program for the control of insect, ectoparasites, &amp; avian/mammalian pests shall be established &amp; maintained.</td>
<td><strong>15. INSECT &amp; PEST CONTROL</strong></td>
</tr>
</tbody>
</table>

Violations of Act 287, PA 1998 as amended, & the rules promulgated thereunder provide for registration suspension &/or revocation, & administrative fines of up to $1,000.00 for each violation. Any person who violates the provisions of Act 287, PA 1998 as amended, & the rules promulgated thereunder is guilty of a misdemeanor.

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* required by MDARD as part of registrant’s responsibility

** adequate care, neglect, sanitary conditions, shelter, health, & water are also regulated in Chapter IX of the Michigan Penal Code, MCL 750.50 regarding animal care for those having care/custody of them.
Downtown goes QUACK to save ducklings

May 14, 2015 9:47 am

Two weeks ago the Ingham County Animal Control received a phone call that several ducklings had fallen into a sewer located southwest of the Ingham County Courthouse. Animal Control responded quickly to the call and arrived downtown to find a frantic mother duck and a magnitude of help from the mason community.
The individuals at the scene ranged from downtown store owners, mason homeowners, Mason City Police, to even employees from the courthouse. Ingham County Animal Control kept the situation under control and made sure the ducklings were safe during the rescue process. The Mason Police Department was also very proactive during the mission, as they directed traffic and also brought the massive net that was used to retrieve the ducklings.

Witnesses stated that during the retrieval, the ducklings’ mother was very shook up over the situation and paced anxiously around the courthouse lawn. Drivers began to drive at a much slower pace as a precaution, just in case the mother duck decided to venture onto the busy city roads. Community members did their part by calming the mother down and keeping her safely on the lawn. Fortunately, after a couple hours, all of the ducklings were safely rescued and reunited with their mother.

“I would like to give a major shout-out to the Mason Police Department during the rescue. They provided the large net to help get the ducklings out of the sewer, and they did an excellent job directing traffic,” stated Deputy Animal Control Officer, Jodi LeBombard. The Ingham County Animal Control was also very impressed on how the community quickly banded together to help save the mother and ducklings. This situation is an excellent example of the great community we live in.

During an interview with Deputy LeBombard, she stated that they do not normally get phone calls like the duck case. However, the fact that no day is ever the same is one reason why she enjoys her job most. “My main goal is ultimately to keep animals safe,” stated LeBombard. Seeing an animal happy or hearing rescue stories like the duck case is what makes my job so rewarding.

After the rescue, Deputy LeBombard and other Animal Control officers brought the mother and ducklings to a nearby pond.
May 8, 2015

Honorable Richard Garcia
Ingham County Courthouse
400 Ingham County Building
303 West Kalamazoo Street
Lansing, MI 48933

Dear Judge Garcia:

Enclosed is the Program Compliance Report completed by the Child Care Fund Monitoring Unit (CCFMU). The fiscal review will be completed at a later date by the Office of Quality Assurance and Internal Control (OQAIC). The program review was conducted on April 15 and 16, 2015.

Thank you for the cooperation extended during the review process.

Sincerely,

Noel Thelen, CCFMU Analyst, DHHS

cc: CCF Program/Fiscal File
   Maureen Winslow, Deputy Court Administrator, Ingham County Court
   Victor Celentino, Ingham County Commissioner
   Carol Kehoe, Director, Ingham County DHHS
   Kim Etheridge, OQAIC Auditor, DHHS
Michigan Department of Health and Human Services
Child Care Fund Monitoring Unit

Compliance Report

I. Identifying Information:

County/Tribe Name: Ingham
Administrative Unit: Court
Contractor Address: 400 Ingham County Building
                      303 West Kalamazoo Street
                      Lansing, MI 48933
Location of Review: 400 Ingham County Building
                      303 West Kalamazoo Street
                      Lansing, MI 48933

II. Purpose of the Report:

The purpose of the report is to record the findings from the Child Care Fund Monitoring Unit (CCFMU) compliance review for programs funded by the Ingham County Child Care Fund.

III. Methodology:

Dates of On-site Review: 4/15/15 and 4/16/15
Staff Conducting Program Review: Noel Thelen, CCFMU Analyst
Period of Review: 10/1/14-4/16/15, random sample
Entrance Conference Date: 4/15/15
Staff Present at the Entrance Conference:
Noel Thelen, CCFMU Analyst
Maureen Winslow, Deputy Court Administrator

The entrance conference discussion included purpose, scope, schedule, previous non-compliance findings, number of files being evaluated, and staff availability during the review.

The Following Areas were Reviewed for CCFMU Compliance:

A. General Review

1. Caseload list of all employees involved in CCFMU programs.

   a. Ensure no more than 20 youth are on a caseload at any given time for 100% funded CCF employees. Youth to staff ratio should reflect staff partially funded by the CCF.

2. Youth Case Lists
a. Determine case files to be reviewed.

1. Five minimum for programs with budgeted amounts up to $50,000.
2. Ten minimum for programs with budgeted amounts over $50,000.
3. More case files may be reviewed based on monitor's discretion.

b. Review youth cases placed out-of-state for compliance with the Interstate Compact Office.

3. Contracts

a. Review all contracts between the Administrative Unit and contracted staff or service providers as indicated on the Annual Plan and Budget (APB).

B. Case File Reviews – In-Home Care

1. For each case, document the following:

a. County being reviewed
b. Program
c. Date of birth
d. Case number
e. Gender
f. Date of review
g. Document the following are in each case file (when applicable):

1. Face sheet (youth’s name, DOB, address, gender, contact information, parent/guardian/custodian(s) information [when applicable]).

2. Complaint or Petition

   a. Verify date and offense

3. Additional petitions (if applicable)

   a. Verify date(s) and allegation(s)

4. Court orders (at Adjudication, Disposition or Preliminary Hearing) into In-Home Care Program and/or parent and youth signed agreement to receive services.

   a. Verify date of court order and/or the date that the parent and youth signed the agreement.

5. Family/youth assessment
6. Treatment plan
   a. Verify treatment goals, objectives and action steps in the plan.

7. Updated progress report(s) if youth is in care longer than six months.
   a. Verify date of last written report.

8. Case Contacts
   a. Verify face-to-face meetings are held at least once a week.
   b. Verify month checked number of face-to-face contacts and total (face-to-face, collateral and phone calls) contacts for the given month.

9. Date of discharge from the program.
   a. Note conditions at program discharge (for example: did or did not achieve program goals, aged-out, maximum benefits.).
   b. Ensure closing paperwork from the program is included.

10. Living arrangements of youth at time of discharge from program.

11. Additional pertinent information regarding the youth and/or why services were necessary or appropriate.

IV. Findings:

In-Home Care Programs

MSU Adolescent Project
Sexual Offenders
In-Home Detention
Juvenile Assessment Center
Intensive Neglect
Evening Reporting
Community Programs
Truancy
Ingham Academy
Aftercare
Intensive Probation

In-Home Care Case File Review

MSU Adolescent Project:

Ten (10) cases were reviewed out of fifty-two (52) to ensure compliance with the Child Care Fund (CCF) rules, policies, and handbook.

- The number of youth served was within the projected number reported on the APB.
- The elements of the program meet the service focus requirements to:
a. Provide services as an alternative to placement.

b. Reduce the days in out-of-home care.

- The areas of impact are to work with youth in the home to reduce the number of days in detention.

- The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Sexual Offenders:

Ten (10) cases were reviewed out of twenty (20) to ensure compliance with the CCF rules, policies, and handbook.

- The number of youth served was within the projected number reported on the APB.

- The elements of the program meet the service focus requirements to:
  
a. Provide services as an alternative to placement.

  b. Reduce the days in out-of-home care.

- The areas of impact are to work with youth in the home to reduce the number of days in residential treatment.

- The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

In-Home Detention:

Ten (10) cases were reviewed out of seventy-five (75) to ensure compliance with the CCF rules, policies, and handbook.

- The number of youth served was within the projected number reported on the APB.

- The elements of the program meet the service focus requirements to:
  
a. Provide services as an alternative to placement.

  b. Reduce the days in out-of-home care.

- The areas of impact are to work with youth in the home to reduce the number of days in detention and residential treatment.

- The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.
Juvenile Assessment Center:

Ten (10) cases were reviewed out of fifty-one (51) to ensure compliance with the CCF rules, policies, and handbook.

- The number of youth served was within the projected number reported on the APB.
- The elements of the program meet the service focus requirements to:
  a. Provide services as an alternative to placement.
  b. Reduce the days in out-of-home care.
- The areas of impact are to work with youth in the home to reduce adjudications and the number of days in detention.
- The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Intensive Neglect:

Ten (10) cases were reviewed out of one hundred and seventy-three (173) to ensure compliance with the CCF rules, policies, and handbook.

- The number of youth served was within the projected number reported on the APB.
- The elements of the program meet the service focus requirements to:
  a. Provide services as an alternative to placement.
  b. Reduce the days in out-of-home care.
- The areas of impact are to work with youth in the home or in placement to reduce the number of days in foster care and residential treatment.
- The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Evening Reporting:

Ten (10) cases were reviewed out of thirty-five (35) to ensure compliance with the CCF rules, policies, and handbook.

- The number of youth served was within the projected number reported on the APB.
- The elements of the program meet the service focus requirements to:
  a. Provide services as an alternative to placement.
  b. Reduce the days in out-of-home care.
The areas of impact are to work with youth in the home to reduce the number of days in detention and residential treatment.

The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Community Programs:

Ten (10) cases were reviewed out of fifty-two (52) to ensure compliance with the CCF rules, policies, and handbook.

- The number of youth served was within the projected number reported on the APB.
- The elements of the program meet the service focus requirements to:
  - a. Provide services as an alternative to placement.
  - b. Reduce the days in out-of-home care.
- The areas of impact are to work with youth in the home to reduce the number of days in foster care, detention, and residential treatment.
- The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Truancy:

Ten (10) cases were reviewed out of sixty-seven (67) to ensure compliance with the CCF rules, policies, and handbook.

- The number of youth served was within the projected number reported on the APB.
- The elements of the program meet the service focus requirements to:
  - a. Provide services as an alternative to placement.
  - b. Reduce the days in out-of-home care.
- The areas of impact are to work with youth in the home or in placement to reduce the number of days in detention and residential treatment.
- The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Ingham Academy:

Ten (10) cases were reviewed out of ninety (90) to ensure compliance with the CCF rules, policies, and handbook.
The number of youth served was within the projected number reported on the APB.

The elements of the program meet the service focus requirements to:

a. Provide services as an alternative to placement.

b. Reduce the days in out-of-home care.

The areas of impact are to work with youth in the home to reduce the number of days in residential treatment.

The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Aftercare:

Ten (10) cases were reviewed out of nineteen (19) to ensure compliance with the CCF rules, policies, and handbook.

The number of youth served was within the projected number reported on the APB.

The elements of the program meet the service focus requirements to:

a. Provide services as an alternative to placement.

b. Reduce the days in out-of-home care.

The areas of impact are to work with youth in the home or in placement to reduce the number of days in residential treatment.

The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Intensive Probation:

Ten (10) cases were reviewed out of thirty (30) to ensure compliance with the CCF rules, policies, and handbook.

The number of youth served was within the projected number reported on the APB.

The elements of the program meet the service focus requirements to:

a. Provide services as an alternative to placement.

b. Reduce the days in out-of-home care.

The areas of impact are to work with youth in the home or in placement to reduce the number of days in foster care, residential treatment, and State Wards committed.
- The documentation within each of the program files (complaints, referrals, current orders, assessments, updated reports, contact sheets, and closing criteria) meets the In-Home Care requirements for record keeping.

Exit Conference Date: 4/16/2015

Staff Present at the Exit Conference:

Noel Thelen, CCFMU Analyst
Maureen Winslow, Deputy Court Administrator
Sara Deprez, Juvenile Services Director
Scott Leroy, Juvenile Programs Director
Lisa Theis, Senior Juvenile Court Officer

Exit Conference–Findings from the Current Review:

In-Home Care findings were discussed with no areas of non-compliance to report at this time.

V. **Areas Found to be in Non-Compliance with CCF Rules and Regulations:**

None

VI. **Corrections Required:**

None

Thank you for the cooperation extended by you and your staff in completing the Compliance Review. Feel free to contact me at (517) 373-8225 if you have questions.

Noel Thelen, CCFMU Analyst
Child Care Fund Monitoring Unit
Date: 5/8/15

Magdalen Thomas 5/8/15

Magdalen Thomas, CCFMU Manager
Child Care Fund Monitoring Unit
Date: 5/8/15