

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

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

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, OCTOBER 15, 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 [October 1, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Circuit Court - Resolution to Authorize Entering into a Contract with [Graphic Sciences, Inc.](#) for the Transport, Storage and Retrieval of Circuit Court Files, and to Hire Temporary Employees to Assist in their Preparation
2. Sheriff's Office
  - a. Resolution to Authorize a Contract Extension with [Securus Technologies](#)
  - b. Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY2015 [Homeland Security Grant](#) Program Funds
3. 9-1-1 Central Dispatch Center
  - a. Resolution to Approve the Purchase and Service Agreement with [Rave Smart 911](#) and AT&T Mobility for the Smart 911 System to be Integrated with the Current 9-1-1 Computer Systems
  - b. Resolution to Honor Emergency Telecommunicator [Catherine Demers](#) of the Ingham County 9-1-1 Central Dispatch
4. Controller's Office
  - a. Resolution Authorizing [Adjustments](#) to the 2015 Ingham County Budget
  - b. Update on 9-1-1 Advisory Committee Meeting (*No Materials*)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE  
October 1, 2015  
Draft Minutes

Members Present: Tsernoglou, Crenshaw, Celentino, Hope, and Schafer

Members Absent: Koenig and Nolan

Others Present: John Neilsen, Lisa McCormick, Robin Stites, Henry Rojas, and others

The meeting was called to order by Chairperson Tsernoglou at 6:01 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the September 10, 2015 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE SEPTEMBER 10, 2015 LAW & COURTS COMMITTEE MEETINGS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Nolan.

Additions to Agenda

Substitute –

5. Board of Commissioners - Resolution Appointing John Dinon as Ingham County Animal Control Director

Limited Public Comment

None.

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

1. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court
2. Sheriff's Office
  - a. Resolution to Honor Sergeant Robert Ott of the Ingham County Sheriff's Office
  - b. Resolution to Honor Deputy Claude Thomas II of the Ingham County Sheriff's Office
3. Prosecuting Attorney's Office - Resolution to Accept the FY 2015/2016 Victim of Crime Act, Crime Victim Assistance Grant (VOCA) and Enter into a Subcontract with the Small Talk Children's Assessment Center

6. Controller's Office - Resolution to Authorize a Contract Amendment with the Michigan State University School of Human Resources and Labor Relations to Conduct Facilitation Services at the Ingham County 9-1-1 Central Dispatch Center

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Nolan.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Nolan.

4. Law & Courts Committee - Resolution Authorizing 2016 Agreements for Juvenile Justice Community Agencies

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING 2016 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES.

Commissioner Celentino reviewed the memo accompanying the resolution provided by John Neilsen, Chief Deputy Controller. He stated that in order to reduce the \$7,282 excess request of funds to the \$100,000 available allocation for the Juvenile Justice Community Agencies, 93% of the requested funds could be allocated to each respective agency. He further stated that a better option may be to allocate the same funding to each agency as 2015.

There was a discussion as to if it was necessary for the community agencies to address the committee.

Commissioner Crenshaw stated that allocating the same amount to each agency as last year would be fair and the best case scenario.

Chairperson Tsernoglou stated that the committee did not have any questions for the agencies and were satisfied with their requests.

Commissioner Celentino addressed the community agency representatives. He stated that not having the representatives speak to the committee did not mean that their services were not valued. He further stated that the services provided to the community, by these agencies, were very much appreciated.

Mr. Neilsen reviewed the allocation options for 2016.

Chairperson Tsernoglou asked why the 2015 funding allocation for Small Talk Children's Assessment Center was reduced to \$9,000, from the original appropriation of \$18,000.

Lisa McCormick, Small Talk Children's Assessment Center, stated that the original appropriation included funding for a position that was not filled.

Commissioner Celentino stated that there was a remaining balance of \$962 in funding available and that this money could be dispersed equally among the agencies.

Discussion.

Commissioner Crenshaw stated that the Resolution Services Center of Central Michigan requested \$27,500 for 2016 and in 2015 was allocated \$20,811; therefore the extra \$962 should be allotted to this agency.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CELENTINO, TO AMEND OPTION ONE TO INCLUDE THE REMAINING BALANCE OF \$962 TOWARD RESOLUTION SERVICES CENTER OF CENTRAL MICHIGAN'S 2016 ALLOCATION, BRINGING THEIR TOTAL TO \$21,773.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Nolan.

Chairperson Tsernoglou stated that the committee had decided on option number one and asked Mr. Neilsen to read the final numbers aloud for clarification.

Mr. Neilsen stated the following results for the 2016 individual agency allocation:

- Child and Family Charities – Nexus Program           **\$37,287**
- Child and Family Charities - Teen Court               **\$23,902**
- Resolution Services Center of Central Michigan       **\$21,773**
- Small Talk Children's Assessment Center               **\$17,038**

Chairperson Tsernoglou thanked the Juvenile Justice Community Agencies in attendance.

5.     Board of Commissioners - Resolution Appointing John Dinon as Ingham County Animal Control Director

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION APPOINTING JOHN DINON AS INGHAM COUNTY ANIMAL CONTROL DIRECTOR.

Mr. Neilsen presented the details of the resolution appointing John Dinon as the new Animal Control Director.

Commissioner Schafer stated that he supported the resolution and encouraged the Board of Commissioners to support the new director. He further stated that he wished Mr. Dinon good luck.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Nolan.

7.     Board Referral - Letter from the State of Michigan Department of Health and Human Services Regarding the State Ward Chargeback Rates for Calendar Year 2016

There was no action taken on this item.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:20 p.m.

## OCTOBER 15, 2015 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

#### The Chief Deputy Controller is recommending approval of the following Resolutions/Actions:

1. Circuit Court - Resolution to Authorize Entering into a Contract with Graphic Sciences, Inc. for the Transport, Storage and Retrieval of Circuit Court Files, and to Hire Temporary Employees to Assist in their Preparation

This resolution will authorize entering into a contract with Graphic Sciences, Inc. in an amount not to exceed \$18,856, for supplies and packing of Circuit Court files, to enter into a contract with Graphic Sciences, Inc. not to exceed \$20,341 per year to store and retrieve Circuit Court files, and to hire temporary employees at a cost not to exceed \$7,670 to assist in the preparation of the files prior to their transport and storage by Graphic Sciences, Inc.. Funds were budgeted in the 2016 budget for this purpose however it has been determined it would be in the best interests of all parties to expedite this process as soon as possible before inclement weather sets in. ( see attached memo for details)

2. Sheriff's Office
  - a. Resolution to Authorize a Contract Extension with Securus Technologies

This resolution will authorize an extension of the Communications Services Contract with Securus from January 31, 2018 until January 31, 2023. the Board of Commissioners recently approved Securus Amendment number Five to allow the inmates the ability to initiate communication with the Sheriff's Office personnel through the ConnectUs Service Platform and provides for, Ingham County to receive an increased monthly commission payment from fifty percent (50%) for these services to fifty five percent (55%) effective the date of the agreement. Ingham County will not incur any additional cost for the implementation of this new application in return for this contract extension as recommended by the Sheriff's Office. (see attached memo for details)

- b. Sheriff's Office/ Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY2015 Homeland Security Grant Program Funds

This resolution will authorize entering into a contract with the State of Michigan, to be the fiduciary agent for the FY2015 Department of Homeland Security, Homeland Security Grant Program, and the acceptance \$ 1,019,708 for the time period of September 1, 2015 to May 31, 2018. Up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained by Ingham County for management and administration (M&A) purposes associated with the SHSP Award. Ingham County in the second year of being the fiduciary for this grant program would be responsible for subcontracting out the funds to the Region 1 participating entities, grant reporting, procurement of goods and services in some cases and other grant related functions. (see attached memo for details)

3. 9-1-1 Central Dispatch Center

- a. *Resolution to Approve the Purchase and Service Agreement with Rave Smart 911 and AT&T Mobility for the Smart 911 System to be Integrated with the Current 9-1-1 Computer Systems*

This resolution will authorize a contract/purchase order to purchase the Rave Smart 911 system from AT&T Mobility at a cost not to exceed \$16,875.00 from the 9-1-1 Emergency Telephone Dispatch Services – 911 Fund balance. In addition, the resolution also authorizes a yearly maintenance agreement with Rave Smart 911 and AT&T Mobility at a cost not to exceed \$16,875.00 through 2019. The “basic” Smart 911 system allows businesses to develop profiles and the “standard” Smart 911 system allows anyone that wishes to, to develop a personal, family or business profile that is tied to their individual phone number(s) at no cost. Rave Mobility will, as a part of this purchase assist with marketing and getting the message out to the public about the programs/service in order to have people sign up. Information will be updated every 6 months so the information provided is as accurate as possible. Our 9-1-1 staff would not be responsible for updating the information. The Ingham County 911 Central Dispatch Center, with the purchase of the system and maintenance, would then have access to the profiles that have been provided when a user calls 9-1-1. This profile information would provide the 9-1-1 Emergency Telecommunicator with important information about medical conditions, environmental hazards, emergency access codes, or any other information users provide to assist Public Safety Responders in helping the individual with their emergency needs. Smart 911 was requested as a capital improvement for 2016, it is being requested this year to take advantage of the pricing available in 2015 through the State 9-1-1 Office. (see attached memo for details)

- b. *Resolution to Honor Emergency Telecommunicator Catherine Demers of the Ingham County 9-1-1 Central Dispatch*

This resolution honors Catherine Demers for her 13 years of service to the Ingham County 9-1-1 Central Dispatch.

4. Controllers Office

- a. *Resolution Authorizing Adjustments to the 2015 Ingham County Budget*

This resolution would authorize the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2015. The total decrease to the General Fund is \$33,172. (see attached memo for details)

- b. *Update on 9-1-1 Advisory Committee Meeting. (No materials)*

## Agenda Item 1

To: Law & Courts and Finance Committees

From: Shauna Dunnings

Date: October 7, 2015

Re: Contract with Graphic Sciences, Inc.  
Transport, Storage and Retrieval of Circuit Court Files

The Circuit Court has approximately 5,677 linear filing feet of Circuit Court files stored in the Annex and Hilliard buildings in Mason. The infrastructure of the Annex building has deteriorated causing the files to be exposed to elements detrimental to the preservation and safekeeping of the files. The Facilities Director, Circuit Court Administrator and Ingham County Clerk had been looking for alternative storage locations for the files currently stored in the Annex and had jointly determined that contracting with Graphic Sciences, Inc. would provide the Court with a secure environment within which to store the Circuit Court files.

In the 2016 budget, the Circuit Court requested and was granted additional operating expenses to address the records storage matter. However, it is the belief of the Facilities Director, Circuit Court Administrator and Ingham County Clerk that it is not prudent to wait until 2016 to begin transferring records to Graphic Sciences, Inc.

The attached resolution requests the authority to enter into a contract with Graphic Sciences, Inc. with a term beginning in 2015 for supplies and packing, storage and retrieval of Circuit Court records. It also requests transfer of \$26,526 of the money approved in the 2016 budget for this project to the 2015 budget for temporary employee assistance to prepare the Circuit Court files for transport (\$7,670) and for supplies and packing services provided by Graphic Sciences, Inc. (\$18,856).

cc: Barb Byrum  
Hon. Janelle A. Lawless  
Richard Terrill



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH GRAPHIC SCIENCES, INC. FOR THE TRANSPORT, STORAGE AND RETRIEVAL OF CIRCUIT COURT FILES, AND TO HIRE TEMPORARY EMPLOYEES TO ASSIST IN THEIR PREPARATION**

WHEREAS, approximately 5,677 linear filing feet of Circuit Court files are currently stored in the Annex and Hilliard buildings in Mason; and

WHEREAS, the infrastructure of the Annex building has deteriorated to the extent that the Facilities Director has recommended storing Circuit Court files in another location; and

WHEREAS, at this time the Facilities Director is not able to locate space in existing county facilities to accommodate the Circuit Court files stored in the Annex building; and

WHEREAS, it has been determined jointly by the Facilities Director, Circuit Court Administrator and Ingham County Clerk that contracting with Graphic Sciences to store the Circuit Court files is the best solution to store the files in a secure environment; and

WHEREAS, because Graphic Sciences, Inc. is a current State of Michigan contractor, the Purchasing Director has confirmed that Graphic Sciences, Inc. is exempt from the county's purchasing policy requiring an RFP or other competitive bidding; and

WHEREAS, Graphic Sciences, Inc. has estimated the supplies and packing of the Circuit Court files to cost approximately \$18,856; and

WHEREAS, Graphic Sciences, Inc. has estimated the cost to store files will be \$1,632.10 per month, and the cost to retrieve the stored files will be \$6.30 per file; and

WHEREAS, money has been approved in the Ingham County Circuit Court 2016 budget as follows:

101-13001-704000 Salaries & Wages - Temporary	\$ 7,670
101-13001-726010 Supplies File Storage Supplies	\$10,776
101-13001-818000 Contractual Services Record Storage and Retrieval	\$28,421

WHEREAS, it has been determined that it would not be prudent to wait until 2016 to implement this project.

THEREFORE BE IT RESOLVED, that the Ingham County Circuit Court is hereby authorized to enter into a contract with Graphic Sciences, Inc. in an amount not to exceed \$18,856, for supplies and packing of Circuit Court files.

BE IT FURTHER RESOLVED, that the Ingham County Circuit Court is hereby authorized to enter into a contract with Graphic Sciences, Inc. not to exceed \$20,341 per year to store and retrieve Circuit Court files.

BE IT FURTHER RESOLVED, that the Ingham County Circuit Court is hereby authorized to spend \$7,670 to hire temporary employees to assist in the preparation of the files prior to their transport and storage by Graphic Sciences, Inc.

BE IT FURTHER RESOLVED, that the 2015 budgeted use of fund balance in the general fund be increased by \$26,526 for the purpose of hiring temporary employees to assist in the preparation of files (\$7,670), and to pay Graphic Sciences, Inc. for supplies and packing of the Circuit Court files (\$18,856).

BE IT FURTHER RESOVLED, that the 2016 budgeted use of fund balance in the general fund be decreased by \$26,526 with an offsetting reduction to the Circuit Court's operating budget as detailed above.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2015 and 2016 budgets necessary to properly budget and account for these expenditures.

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

**Agenda Item 2a**

To: Law and Courts and Finance Committees  
From: Sam L. Davis, Major  
Date: October 2, 2015  
Re: Amendment Communications Service Agreement

Please be advised that the Sheriff's Office would like to enter into an agreement with SECURUS TECHNOLOGIES, INC. to extend the current contract until January 31, 2023, in order to provide the inmate ConnectUs Platform Service at no additional cost to the County.

SECURUS TECHNOLOGIES, INC. is providing this **comprehensive inmate communications and services platform that allows for the consolidation of assorted inmate activities in a single, unified interface with a customized mix of applications.** ConnectUs allows inmates to use multiple applications at the same time and automatically prioritize scheduled communication to take precedence on non-scheduled events.

It is in the best interest of the inmates and our operational needs to enter into this agreement with SECURUS to increase efficiencies and to provide the inmate with direct accountability for their own phone call ordering services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING CONTRACT AMENDMENT FIVE WITH  
SECURUS TECHNOLOGIES FOR THE CONNECTUS INMATE SERVICE PLATFORM**

**RESOLUTION # 15 – 330**

WHEREAS, Ingham County currently contracts with Securus Technologies to provide a video visitation system all inmates in Ingham County; and

WHEREAS, the Sheriff's Office recommends that the County authorize a contract amendment with Securus Technologies to enhance these services by providing the ConnectUS service platform; and

WHEREAS, ConnectUs is a secure, comprehensive inmate communications and services platform that allows for the consolidation of assorted inmate activities in a single, unified interface with a customized mix of applications; and

WHEREAS, ConnectUs allows inmates to use multiple applications at the same time and automatically prioritize scheduled communication to take precedence on non-scheduled events.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes contract amendment number five with Securus Technologies to provide Inmate Debit and a variety of other services effective the date of the passage of this resolution.

BE IT FURTHER RESOLVED, that unless otherwise agreed by Ingham County and Securus Technologies, Ingham County will receive an increased monthly commission payment from fifty percent (50%) for these services to fifty five percent (55 %) effective the date of the agreement.

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

**LAW & COURTS: Yeas:** Tsernoglou, Crenshaw, Koenig, Celentino, Schafer  
**Nays:** None **Absent:** Nolan, Hope **Approved 8/13/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tsernoglou, Case Naeyaert  
**Nays:** None **Absent:** Tennis, McGrain, Schafer **Approved 8/19/15**

Introduced by Law & Courts and Finance Committees to the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH SECURUS TECHNOLOGIES**

WHEREAS, the Sheriff's Office has a responsibility to provide correctional services at the highest possible standards; and

WHEREAS, the Sheriff's Office has the responsibility to provide for a safe and secure environment for the staff and the inmates; and

WHEREAS, the Board of Commissioners recently approved Securus Amendment number Five to allow the inmates the ability to initiate communication with the Sheriff's Office personnel through the ConnectUs Service Platform; and

WHEREAS, Securus Amendment number Five provides for, Ingham County to receive an increased monthly commission payment from fifty percent (50%) for these services to fifty five percent (55%) effective the date of the agreement; and

WHEREAS, Ingham County will not incur any additional cost for the implementation of this new application by extending the current contract with Securus Technologies from January 31, 2018 until January 31, 2023 in order to avail the office of this technology.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Sheriff's Office recommendation and authorizes an extension of the Communications Services Contract with Securus from January 31, 2018 until January 31, 2023.

BE IT FURTHER RESOLVED, that the amended contract would be effective from the date of passage of this resolution through January 31, 2023.

BE IT FURTHER RESOLVED, that Ingham County at its option, may extend the term of this Agreement and all its terms and conditions for one (1) additional year to January 31, 2024, by providing written notice of its exercise of such option no less than one hundred twenty (120) days prior to January 31, 2023.

## Agenda Item 2b

TO: Law & Courts Committee  
Finance Committee

FROM: Sergeant Jeff Weiss, Ingham County Office of Homeland Security and  
Emergency Management

DATE: October 2, 2015

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF  
MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR  
MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPT THE  
FY2015 HOMELAND SECURITY GRANT PROGRAM FUNDS.

The FY 2015 Homeland Security Grant Program (HSGP) is a primary funding mechanism that plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland Security Planning Board through the County of Ingham. The amount of funding being awarded to Region 1 is \$1,019,708. The FY2015 HSGP covers eligible costs from September 1, 2015 to May 31, 2018. At least \$254,927 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A Maximum of \$509,854 of award funds may be used for personnel and personnel-related activities. A maximum of up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained and used solely for management and administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by the County of Ingham for M&A purposes.

The County of Ingham may only fund projects which directly support one of the FY2015 HSGP grant investments. The State of Michigan shall make final determination on how funds awarded under the grant agreement are allocated and/or spent, from projects reviewed and approved by the Region 1 Planning Board and submitted to the State of Michigan by the County of Ingham.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF MICHIGAN MAKING  
INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY  
REGION 1 AND ACCEPT THE FY2015 HOMELAND SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2015 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the total amount of grant funds available to Ingham County agencies is \$59,806 from the State Homeland Security Program (SHSP), \$19,935 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$79,741; and

WHEREAS, the SHSP is a core assistance program that provides funds to build capabilities at the state, local, tribal, and territorial levels, to enhance national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents; and

WHEREAS, there are a number of projects benefiting Ingham County agencies, presently approved or pending approval by the State of Michigan; and

WHEREAS, the total Grant Award for Michigan Homeland Security Region 1 for FY2015 is \$1,019,708; and

WHEREAS, Ingham County will be the fiduciary agent for these grant funds for Michigan Homeland Security Region 1.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan, to be the fiduciary agent for the FY2015 Department of Homeland Security, Homeland Security Grant Program, and the acceptance \$1,019,708 for the time period of September 1, 2015 to May 31, 2018.

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

## Agenda Item 3a

To: Ingham County Law & Courts and Finance Committee's  
From: Lance Langdon, Director 9-1-1  
Date: October 7, 2015  
Re: Resolution requesting funding and contract for Smart 911

A program has been developed by Rave Mobility that allows the public to go online and set up a profile with information that would assist in the event they needed to call for emergency assistance. The system has been given the support of the State 9-1-1 office and they have arranged for any PSAP to be provided the "Basic" Smart 911 system at no cost. As you might guess the features of the basic free system are limited and as a result this request is for their full featured "Standard" system. This opens up many features and individual access to the profiles rather than just businesses.

Many PSAP's have implemented the system. Our neighboring PSAP in Eaton County has had the system in place for some time. We did consider the system when they did but the costs at that time was much greater and with major CAD and EMD projects that were underway we did not want to add an additional project.

The Smart 911 system can provide a great deal of information that can greatly assist 911 staff and first responders with emergency situations. Some information that if added to a profile could be; Medical information about heart conditions, medications, disability information, special medical needs or equipment being used, how to access a home or building in an emergency situation. It can provide photos of family members with dementia, autism or other conditions that might result in their becoming confused and getting lost. It could also have information on what language the caller speaks or that they are hard of hearing or unable to speak, or other information that they wish to provide.

It also can be used to list chemicals or hazards in businesses or buildings that might be hazardous to first responders responding to an emergency at that location.

The cost of this system is borne by the PSAP's. We would have 5 licenses for our call taking positions, with 13 back up licenses so that it could be accessed at any of our other dispatch positions. The public only has to go online to set up their profile and it is free to them. A very important part for us here at the Center, is that Smart 911 also takes care of keeping the information up to date. They require that the profile be updated every 6 months so that information provided is as accurate as possible, the individual not our 9-1-1 staff, would be responsible for updating this information.

We will also work with our Public Safety agency's to use this system to replace their old business card files that they would have to go out and get information from their businesses to obtain after hours or other emergency contact information for each one. Instead they can work to get businesses to go online and manage their emergency information.



Rave Mobility will also as part of this purchase assist with marketing and getting the message out to the public about the programs/service so that we can get people to sign up and have needed information at our fingertips when the emergency 9-1-1 comes in. This program is on the AT&T State of Michigan Contract #071B4300006 WSCA#1907.

While Smart 911 was put in as a capital improvement for 2016, it is being requested this year to take advantage of the pricing available in 2015 through the State 9-1-1 Office. With this not being a budgeted item in 2015, I am requesting funds from the 9-1-1 Fund Balance be used to purchase this program, and the 2016 budgeted funds would then be used for the year 2 maintenance/support costs.

I would respectfully request that you approve the purchase of the system and maintenance costs for our citizens to have access to this program.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE AND SERVICE AGREEMENT WITH  
RAVE SMART 911 AND AT&T MOBILITY FOR THE SMART 911 SYSTEM TO BE  
INTERGRATED WITH THE CURRENT 9-1-1 COMPUTER SYSTEMS**

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened June 27, 2012; and

WHEREAS, The State of Michigan 9-1-1 Office has partnered with Rave Mobility to provide their Basic SMART 911 system at no cost to the PSAP's across the state for 2015; and

WHEREAS, the BASIC SMART 911 system allows businesses to develop profiles and the STANDARD Smart 911 allows anyone that wishes to, to develop a personal, family or business profile that is tied to their individual phone number(s) at no cost; and

WHEREAS, the Ingham County 9-1-1 Central Dispatch Center with the purchase of the system and maintenance, would have access to the profiles that have been provided when a user calls 9-1-1; and

WHEREAS, the profile information would provide the 9-1-1 Emergency Telecommunicator with important information about medical conditions, environmental hazards, emergency access codes, or any other information the users provide, to assist Public Safety Responders in helping the individual with their emergency needs; and

WHEREAS, the Ingham County IT Director has a contract in place with AT&T Mobility for services, which is the provider/partner with Rave Mobility for this system; and

WHEREAS, the Ingham County 9-1-1 Central Dispatch Center has submitted with its 2016 budget a capital improvement request which would cover the year 2 maintenance/support costs of the system.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract/purchase order to purchase the Rave Smart 911 system from AT&T Mobility at a cost not to exceed \$16,875.00 from the 9-1-1 Emergency Telephone Dispatch Services - 911 Fund balance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a yearly maintenance agreement with Rave Smart 911 and AT&T Mobility at a cost not to exceed \$16,875.00 through 2019.

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

## **Agenda Item 3b**

To: Law and Courts Committee  
From: Lance Langdon, Director 9-1-1  
Date: October 8, 2015  
Re: Resolution honoring ET Catherine Demers

Cathy Demers was hired by Lansing 9-1-1 in July of 2002. She became a valued member of their training team, tactical dispatcher team, and Trauma team, and has continued to serve in these functions with her move to the consolidated Ingham County 9-1-1 Center.

Cathy is always positive, supportive and helpful with her co-workers and trainees. She has been our unofficial photographer making posters of the photos she takes of center staff, working to make it a fun place to be and work.

Cathy started her 9-1-1 career at a later time in her life than most, and is now looking forward to time traveling with her husband in retirement, after over 13 years serving the citizens of Ingham County.

I would request the attached resolution be approved honoring Cathy for her dedication and service to us all as she retires on October 22, 2015.

Introduced by the Law & Courts Committee:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR EMERGENCY TELECOMMUNICATOR CATHERINE DEMERS  
OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH**

WHEREAS, Catherine Demers was hired by the Lansing 9-1-1 Center as an Emergency Telecommunicator in July of 2002; and

WHEREAS, Catherine Demers continued her employment with the consolidated Ingham County 9-1-1 Center in June of 2012; and

WHEREAS, Catherine Demers has served as a Communications Training Officer both at the Lansing 9-1-1 Center and the Ingham County 9-1-1 Center, assisted in the training of new employees, and became a very positive role model for each of them; and

WHEREAS, Catherine Demers has served as a Tactical Dispatcher, assisting the police departments emergency response teams in high risk situations; and

WHEREAS, Catherine Demers has served as a member of the Lansing trauma team and as a member of the Ingham 9-1-1 critical incident stress debriefing team; and

WHEREAS, throughout her career, Catherine Demers has been a very positive dedicated employee and well respected by her peers and supervisors; and

WHEREAS, after over 13 years of dedicated service to the citizens of Ingham County, Catherine Demers is retiring on October 22<sup>nd</sup>, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Emergency Telecommunicator Catherine Demers, for her 13 years of dedicated service to the citizens of Ingham County and wishes her continued success in all of her future endeavors.

MEMORANDUM

October 5, 2015

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Third Quarter 2015 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2015. The total decrease to the General Fund is \$33,172.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The biggest revenue adjustment in the general fund is a decrease of \$33,172 in secondary road patrol grant revenue based on the award letter from the State of Michigan. The biggest expense adjustment is a decrease of \$52,006 in the appropriation to the Health Department. This decrease will balance the transfers out from the general fund to the transfers in to the Health Fund. As grant adjustments are made throughout the year by resolution, there are minor changes in the necessary general fund appropriation. This adjustment will recognize those changes.

Outside the general fund, a significant adjustment is made to recognize the \$1.5 million insurance refund received by the County from its liability insurance carrier. This revenue has enabled the county to suspend liability chargebacks to departments as one of its short term budget balancing strategies for 2016.

Also included is an update of contingency fund spending so far this year. Based on items going before the Board this round and last, the current contingency amount is projected at \$94,874. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$317,183.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

**2015 CONTINGENCY**

Adopted Contingency Amount	\$317,183
R14-483: Digital Aerial Imagery	(15,000)
R14-494: District Court Enforcement/Court Officer	(33,876)
R15-104: Oasis Supervised Visitation and Safe Exchange Center	(40,000)
R15-229: Assessment/Study Sheriff, LPD, 55 <sup>th</sup> and 54A District Courts	(127,985)
Proposed: 911 Center Facilitation Services	(6,500)
Proposed: 3 <sup>rd</sup> Quarter Adjustment	1,052
<b>Current Contingency Amount</b>	<b>\$94,874</b>

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2015 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2015 Budget on October 28, 2014 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2015 BUDGET 10/1/15</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,437,459	(\$33,172)	\$80,404,287
245	Public Improvements	716,644	5,030	721,674
664	Mach. & Equip. Revolving	1,353,160	5,051	1,358,211
667	Liability Insurance	626,079	855,000	1,481,079

## GENERAL FUND REVENUES

	2015 Budget – <u>10/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	43,759,737		43,759,737
Property Tax Adjustments	(300,000)		(300,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	2,630,338		2,630,338
Court Equity Fund	1,450,000		1,450,000
Use of Fund Balance	2,934,943		2,934,943
<b>Department Generated Revenue</b>			
Animal Control	713,492		713,492
Circuit Court - Family Division	1,103,831		1,103,831
Circuit Court - Friend of the Court	512,000		512,000
Circuit Crt - General Trial	2,320,737		2,320,737
Controller	3,170		3,170
Cooperative Extension	6,219		6,219
County Clerk	644,210		644,210
District Court	2,705,823		2,705,823
Drain Commissioner/Drain Tax	363,758		363,758
Economic Development	55,188		55,188
Elections	143,533		143,533
Homeland Security/Emgncy Ops	61,961		61,961



Equalization/Tax Mapping	10,100		10,100
Facilities	194,123		194,123
Financial Services	48,052		48,052
Health Department	150,000		150,000
Human Resources	80,822		80,822
Probate Court	277,178		277,178
Prosecuting Attorney	562,839		562,839
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	103,370		103,370
Sheriff	6,519,726	(33,172)	6,486,554
Treasurer	4,495,667		4,495,667
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,193		378,193
<b>Total General Fund Revenues</b>	<b>80,437,459</b>	<b>(33,172)</b>	<b>80,404,287</b>

#### GENERAL FUND EXPENDITURES

	2015 Budget - <u>10/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Board of Commissioners	562,811		562,811
Circuit Court - General Trial	8,497,344		8,497,344
District Court	2,989,425		2,989,425
Circuit Court - Friend of the Court	1,466,807		1,466,807
Jury Board	1,106		1,106
Probate Court	1,492,746		1,492,746
Circuit Court - Family Division	5,378,555		5,378,555
Jury Selection	105,341		105,341
Elections	262,840		262,840
Financial Services	714,639		714,639
County Attorney	441,158	11,369	452,527

County Clerk	875,542		875,542
Controller	1,038,457	6,413	1,044,870
Equalization/Tax Services	722,623		722,623
Human Resources	959,121		959,121
Prosecuting Attorney	6,200,465		6,200,465
Purchasing	205,860		205,860
Facilities	2,057,758		2,057,758
Register of Deeds	731,057		731,057
Remonumentation Grant	103,370		103,370
Treasurer	597,315		597,315
Drain Commissioner	925,480		925,480
Economic Development	129,994		129,994
Community Agencies	200,000		200,000
Ingham Conservation District	8,029		8,029
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	111,480		111,480
Jail Maintenance	204,750		204,750
Sheriff	20,448,462		20,448,462
Tri-County Metro Squad	75,000		75,000
Community Corrections	143,887		143,887
Animal Control	1,598,597		1,598,597
Homeland Sec./Emergency Ops.	206,621		206,621
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,083,175	(52,006)	5,031,169
Community Health Centers	3,055,748		3,055,748

Jail Medical	1,909,597		1,909,597
Medical Examiner	334,575		334,575
Substance Abuse	1,319,484		1,319,484
Community Mental Health	1,813,468		1,813,468
Department of Human Services	2,016,850		2,016,850
Tri-County Aging	76,225		76,225
Veterans Affairs	523,960		523,960
Cooperative Extension	483,420		483,420
Library Legacy Costs	88,163		88,163
Parks and Recreation	1,631,550		1,631,550
Contingency Reserves	100,322	1,052	101,374
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,019,732		2,019,732
<b>Total General Fund Expenditures</b>	<b>80,437,459</b>	<b>(33,172)</b>	<b>80,404,287</b>

### General Fund Revenues

Sheriff                                      Decrease Secondary Road Patrol revenue from \$248,002 to \$214,830, or \$33,172, based on award letter from State of Michigan Department of State Police.

### General Fund Expenditures

Circuit Court                              Transfer \$8,042 from contractual services to temporary wages to provide coverage for employees on paid medical leave.

County Attorney                              Increase County Attorney contract budget to reflect 2.5% increase authorized by Resolution 15-140 (\$11,369).

Controller                                      Increase consultants account \$6,413 for independent bond counsel authorized by Resolution 15-95.

Health Department                      Decrease transfer to Health Department \$52,006 due to various grant adjustments.

Contingency                                Increase contingency account \$1,052 to balance general fund budget.

**Non-General Fund Adjustments**

Public Improvements                      Set up budget for jail heating exchange project (\$12,530). Project (F245)    to be funded by a \$7,500 transfer from the annex card system project and a \$5,030 increase in use of fund balance.

Mach./Equip. Revolving                      Increase CIP upgrade funds to purchase laptop and replacement (F664)    CPU for Parks (\$2,051), replacement laptop for Health Department (\$1,382), and two replacement CPUs for Human Resources (\$1,618).

Liability Insurance                              Adjust liability insurance fund to recognize insurance refund of (F667)    \$1.5 million. Expenses will also increase \$855,000, for a net addition to fund balance of \$645,000.