

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
BRYAN CRENSHAW, CHAIR
VICTOR CELENTINO
PENELOPE TSENOGLOU
SARAH ANTHONY
TERI BANAS
RANDY SCHAFFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, JANUARY 14, 2016 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 [December 3, 2015](#)

Minutes Additions to the Agenda

Limited Public Comment

1. Board of Commissioners - Resolution to Continue the [Animal Control Shelter](#) Advisory Board and Reaffirming Responsibilities and Composition
2. Circuit Court - Resolution Authorizing a Five-Year Software Subscription and Service Agreement with [Courthouse Technologies, LTD](#) for a County-Wide Juror Management System and Software Support
3. Circuit Court/Friend of the Court - Resolution Authorizing the Disposal of [Oasis Center](#) Computer and Security Monitoring Equipment to End Violent Encounters (EVE)
4. Community Corrections Advisory Board (CCAB) - Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for Staff [Consultant Services for FY2016](#)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE
December 3, 2015
Draft Minutes

Members Present: Hope, Crenshaw, Koenig, Nolan, and Schafer

Members Absent: Celentino and Tsernoglou

Others Present: John Neilsen, Mo Winslow, Scott LeRoy, and Henry Rojas.

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

Approval of the November 12, 2015 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE NOVEMBER 12, 2015 LAW & COURTS COMMITTEE MEETING.

The minutes were amended as follows:

Commissioner Nolan suggested using the County Attorneys’ Office to locate ~~and file the all~~ contracts ~~since they were all on record~~.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Tsernoglou.

Additions to the Agenda

3. Board of Commissioners
 - a. Resolution Amending Resolution #08-085 Increasing the Size of the Ingham County Family Center Advisory Board by Adding an Ex-Officio Member
 - b. Resolution in Opposition to House Bills 4947 Through 4966

Limited Public Comment

None.

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

1. Ingham County Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with Westshore Services, Inc. for the Purpose of Adding and Upgrading Outdoor Warning Sirens in Ingham County

2. Probate Court
 - a. Resolution Authorizing Statements of Work with Imagesoft and Courtview for Batch Scanning Project
 - b. Resolution Authorizing Contracts with Attorneys for Service on Mental Illness and General Probate Matters
3. Board of Commissioners
 - a. Resolution Amending Resolution #08-085 Increasing the Size of the Ingham County Family Center Advisory Board by Adding an Ex-Officio Member
4. Circuit Court Family Division
 - a. Resolution Authorizing Entering into a Contract with Michigan State University for the MSU Adolescent Project

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Tsernoglou.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Tsernoglou.

3. Board of Commissioners
 - b. Resolution in Opposition to House Bills 4947 Through 4966

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION IN OPPOSITION TO HOUSE BILLS 4947 THROUGH 4966.

Commissioner Hope asked if there was any reason to oppose the bill.

Mo Winslow, 30th District Circuit Court- Family Division, answered that the financial impact would be significant. She stated that she would not have the space to house 17-year-olds. Caseloads would increase approximately 20%, and more juvenile officers would have to be hired.

There was a discussion regarding the 20% estimation.

Commissioner Nolan stated she would be voting no on the resolution because she felt it deserved further discussion.

There was a discussion regarding the specifics of the bill.

The resolution was amended as follows:

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to Governor Rick Snyder, the Ingham County State Legislative Delegation, ~~Representative Peter Lucido, sponsor of HB 4947, Representative Martin Howrylak, Sponsor of HB 4966~~, Chair of the House Criminal Justice Committee Kurt Heise, and the Michigan Association of Counties.

This was considered a friendly amendment.

There was a discussion of further amending the resolution.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION AS FOLLOWS:

~~WHEREAS, without additional state funding, Ingham County could not absorb the costs of programming for this population in the juvenile system.~~

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts this resolution in opposition to House Bills 4947 through 4966 as they are currently written; **without additional state funding, Ingham County can not support these bills as they could not absorb the costs of programming for this population in the juvenile system.**

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Tsernoglou.

THE MOTION, AS AMENDED, FAILED TO CARRY. **Yeas:** Schafer and Crenshaw **Nays:** Koenig, Nolan and Hope Absent: Commissioners Celentino and Tsernoglou.

4. Circuit Court Family Division
 - b. Third Quarter Report

Ms. Winslow and Scott LeRoy, 30th District Circuit Court- Family Division, presented the third quarter report.

There was a discussion regarding the third quarter report.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:41 p.m.

JANUARY 14, 2016 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. *Board of Commissioners - Resolution to Continue the Animal Control Shelter Advisory Board and Reaffirming Responsibilities and Composition*

This resolution authorizes the continuation of the Animal Control Shelter Advisory Board and reaffirms its responsibilities and composition as determined through a series of previous Board resolutions. This resolution will be of continuous effect. (see attached memo for details)

2. *Circuit Court - Resolution Authorizing a Five-Year Software Subscription and Service Agreement with Courthouse Technologies, LTD for a County-Wide Juror Management System and Software Support*

This resolution approves entering into a new five-year software subscription and service agreement with Courthouse Technologies, LTD in 2016 for a jury management system, interactive web response system, interactive voice response system, imaging system, and data cleansing and summons production/ mailing service at a rate of \$1.25 per questionnaire/summons for the first two years of the contract and \$1.50 per questionnaire/summons for the last three years of the contract. This will replace the current jury management system provided by Xerox Government Systems. Courthouse Technologies, LTD's proposal combined with ancillary costs of doing business, was viewed as being superior operationally and more cost effective than the proposal submitted by Xerox Government Systems, LLC. Funds are available in the Court Budget for 2016. (see attached memo for detail)

3. *Circuit Court/Friend of the Court - Resolution Authorizing the Disposal of Oasis Center Computer and Security Monitoring Equipment to End Violent Encounters (EVE)*

This resolution approves entering into a no cost agreement with End Violent Encounters (EVE, Inc.) for the use and disposal of surplus computer and security monitoring equipment formerly used at the Oasis Visitation and Exchange Center in exchange for their continued provision of services for the benefit of victims of domestic violence in Ingham County and the greater Lansing area. This grant equipment became surplus with the recent closure of Oasis Center Visitation and Exchange Center. The granting agency (the Office on Violence Against Women, U.S. Department of Justice) has approved this course of action to transfer the equipment to EVE, Inc. as it meets the criteria set forth by OVW for the disposal of surplus grant-funded equipment, and supports their organizational mission to benefit of victims of domestic violence. (see attached memo for detail)

4. *Community Corrections Advisory Board (CCAB) - Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for Staff Consultant Services for FY 2016*

This resolution approves the renewal of a contract with Westaff to provide contract services for the CCAB Staff Consultant position for FY2016. This position is a 30 hour per week position. CCAB Staff Consultant services are supplemented by State of Michigan – Office of Community Alternatives and City of Lansing grant funds that total \$9,809 resulting in an actual cost to the County of \$36,282. The total cost of the Staff Consultant contract will not exceed \$46,091. Funds are available in the 2016 Community Corrections budget. (see attached memo for detail)

Agenda Item 1

January 6, 2016

TO: Law & Courts Committee
FROM: Becky Bennett, Board Coordinator
RE: Animal Control Shelter Advisory Board

After reviewing the Resolution Creating the Animal Control Shelter Advisory Board and the various resolutions amending the responsibilities and composition of the Board, it was discovered there was a sunset date for the Advisory Board.

This resolution continues the Animal Control Shelter Advisory Board and reaffirms its responsibilities and composition as determined through previous Board resolutions.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTINUE THE ANIMAL CONTROL SHELTER ADVISORY BOARD
AND REAFFIRMING RESPONSIBILITIES AND COMPOSITION**

WHEREAS, Resolution #03-165 created an Animal Control Shelter Advisory Board; and

WHEREAS, since its establishment, Resolutions #03-197, #07-57 and #15-358 have amended the responsibilities and composition of the Animal Control Shelter Advisory Board; and

WHEREAS, Resolution #03-165 stated that Resolution #03-165 would automatically expire unless extended by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby extends Resolution #03-165 and the Animal Control Shelter Advisory Board until such time that the Board of Commissioners determine it is no longer necessary.

BE IT FURTHER RESOLVED, that the task and responsibilities of the Advisory Board will remain as follows:

- Consider concerns about the shelter policies and operations as referred to them by the Law & Courts Committee and Animal Control Director.
- Work with the public, rescue organizations, and Board of Commissioners to recommend ways that will make the shelter more efficient, user-friendly, and promote adoptions.
- Develop ways to promote adoption of animals at the shelter.
- Seek funds from outside agencies, including grants, for the improvement of the Shelter.
- Develop recommendations to the Board of Commissioners regarding the Ingham County Animal Control's mission, and services for which there is a need.
- Research and review successful programs which could serve as models for improvements in our County, and invite participation at its meetings of other persons with useful expertise and experience.
- Regularly review the operations of the Ingham County Animal Control and make suggestions to the Law & Courts Committee for changes as needed.
- Continue efforts to increase and encourage participation by volunteers at the shelter.

BE IT FURTHER RESOLVED, that this Advisory Board will consist of eight members, as follows:

Two (2) members of the Board of Commissioners, with one (1) seat designated for a member of the Law & Courts Committee and the remaining six (6) members shall include representation from:

- Academic Animal Research
- Rescue Organizations or the Humane Society
- Shelter Volunteers
- Department of Agriculture
- Professional Veterinarians

Agenda Item 2

To: Law & Courts and Finance Committees
From: Rhonda K. Swayze
Date: January 5, 2016
Re: Juror Management System and Software Agreement

Ingham County currently provides jury management services to the 30th Circuit Court and the 54A, 54B and 55th District Courts through a software license agreement with Xerox Government Systems. This agreement, scheduled to expire in August, 2017, provided Ingham County Jury Administration an opportunity to explore upgrades to the jury management system that would minimize inconvenience to citizens serving as jurors and maximize jury staff resources.

Ingham County Jury Administration reviewed and summarized the services and costs outlined in the upgrade proposals submitted by the two leading stand-alone juror management systems in the State of Michigan: Xerox Government Systems and Courthouse Technologies. This information was shared with the Jury Board, the Courts, and the Board of Commissioners through the 2016 budget process. The recommendation from all parties was to pursue entering into an agreement with Courthouse Technologies (CHT).

Even though we are currently under contract with Xerox Government Services and that contract does not expire until August 31, 2017, this resolution requests approval to enter into a five-year software subscription and service agreement with CHT in 2016, which will allow us to run parallel systems during the transition period.

CHT's jury management, interactive web response, interactive voice response, imaging system, and data cleansing and summons production/ mailing services are provided on a subscription basis at a cost of \$1.25 per summons/questionnaire for the first two years and \$1.50 per summons/questionnaire for the last three years (this includes .25 per summons/questionnaire for text messaging service which is being offered for free the first two years of the agreement). The subscription agreement offers the County more service at less cost than the upgrade proposed by Xerox Government Systems.

CHT is a General Services Administration Schedule 70 contract #GS-35F-0536X awarded vendor that already serves courts in Berrien, St. Clair, Saginaw, Washtenaw, Macomb, Cass, St. Joseph, Calhoun, Van Buren, Otesgo and Kent counties and has implementation agreements pending in a number of other Michigan counties.

We respectfully request that the Ingham County Board of Commissioners approves entering into a five-year software subscription and service agreement with Courthouse Technologies.

cc: Hon. Joyce Draganchuk
Shauna Dunnings
Ingham County Jury Board
Hon. Janelle A. Lawless

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A FIVE-YEAR SOFTWARE SUBSCRIPTION AND SERVICE AGREEMENT WITH COURTHOUSE TECHNOLOGIES, LTD FOR A COUNTY-WIDE JUROR MANAGEMENT SYSTEM AND SOFTWARE SUPPORT

WHEREAS, Ingham County Jury Administration provides jury management services, as authorized by MCL 600.1300 et seq., for the 30th Circuit Court (Lansing and Mason locations), 54A District Court (City of Lansing), 54B District Court (City of East Lansing), and 55th District Court (Mason); and

WHEREAS, Ingham County Jury Administration has been providing jury management services through a software license agreement with Xerox Government Systems, LLC, f/k/a ACS Government Systems, Inc., which is due to expire on August 31, 2017; and

WHEREAS, Ingham County Jury Administration, the Jury Board and the Courts recognized an opportunity to research juror management system upgrades that would minimize inconvenience to citizens serving as jurors and broaden citizen participation through the use of technological advancements; and

WHEREAS, Xerox Government Systems, LLC and Courthouse Technologies, LTD, identified as having the leading stand-alone juror management systems in the State of Michigan, submitted proposals for software products to Ingham County Jury Administration for review; and

WHEREAS, Ingham County Jury Administration reviewed and summarized the services and costs attributed to the proposals submitted by Xerox Government Systems, LLC and Courthouse Technologies, LTD and shared this information with the Jury Board, representatives of the Courts and the Board of Commissioners through the 2016 budget process; and

WHEREAS, Courthouse Technologies, LTD is a General Services Administration Schedule 70 contract #GS-35F-0536X awarded vendor who currently provides jury management services for courts in Macomb, Washtenaw, Berrien, Kent, St. Clair, Saginaw, Cass, St. Joseph, Calhoun, Van Buren and Otsego counties and is in negotiation with courts in Crawford, Tuscola, Ottawa, and Shiawassee counties; and

WHEREAS, Courthouse Technologies, LTD has provided Ingham Jury Administration with a proposed five year software subscription and service agreement, to begin in 2016 that includes a jury management system, interactive web response system, interactive voice response system, imaging system, and data cleansing and summons production/mailing service at a rate of \$1.25 per questionnaire/summons for the first two years of the contract and \$1.50 per questionnaire/summons for the last three years of the contract for an average of \$1.40 per questionnaire/summons; and

WHEREAS, the subscription rate offered by Courthouse Technologies, LTD, combined with ancillary costs of doing business, averages \$60,000 a year less over a five year period than the proposal, combined with ancillary costs of doing business, submitted by Xerox Government Systems, LLC; and

WHEREAS, Ingham County Jury Administration, the Jury Board, through unanimous vote at the March 25, 2015 Jury Board meeting, and the Courts believe Courthouse Technologies, LTD is the more capable of the two companies of delivering a jury management system upgrade that minimizes inconvenience to citizens serving as jurors, broadens citizen participation, and maximizes the efficiency of jury staffing resources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a five-year software subscription and service agreement with Courthouse Technologies, LDT in 2016 for a jury management system, interactive web response system, interactive voice response system, imaging system, and data cleansing and summons production/ mailing service at a rate of \$1.25 per questionnaire/summons for the first two years of the contract and \$1.50 per questionnaire/summons for the last three years of the contract.

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

TO: LAW & COURTS AND FINANCE COMMITTEES

FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FOC

RE: DISPOSAL OF SURPLUS SECURITY MONITORING AND COMPUTER EQUIPMENT USED AT OASIS VISITATION AND EXCHANGE CENTER TO END VIOLENCE ENCOUNTERS (EVE, INC.)

DATE: JANUARY 4, 2016

CC: SHAUNA DUNNINGS, COURT ADMINISTRATOR; ROBERT HOTCHKISS, ASSISTANT FOC; ERIN ROBERTS, EXECUTIVE DIRECTOR, EVE, INC.

In 2008 the Office on Violence against Women, U.S. Department of Justice awarded to Ingham County a \$350,745 “Safe Haven” grant, for purposes of providing supervised visitation and safe exchange services. These grant funds were used to purchase a security monitoring system for the Oasis Visitation and Exchange Center from Vidcom Solutions in 2012 for \$22,261.89 (as authorized by Resolution #12-201), and a computer and peripheral equipment at the end of 2012 for \$2,049.84.

On September 23, 2015, notification was sent by the Department of Justice indicating the Oasis Visitation and Exchange Center was not selected for additional/continued funding. Therefore, at their October 16, 2015 meeting the Oasis Center Board of Directors voted to close the center as of December 31, 2015. The last day of business operations for the center was December 18.

On November 2 Suheyla Lasky, the Grants Financial Analyst for OVW/DOJ, advised that per their financial guide any surplus/leftover equipment should be used in activities currently or previously supported by a Federal agency, and that first preference for other use should be given to programs or projects supported by DOJ/OVW. At the final November 18 board meeting of the Oasis Center Board of Directors Erin Roberts, the Executive Director for End Violent Encounters (EVE, Inc.), indicated an interest in procuring the security monitoring and computer equipment at the Oasis Center.

As it would appear that EVE most closely meets the criteria set forth by DOJ/OVW for the disposal of this equipment, I recommend passage of the attached resolution and drafting an agreement with EVE, Inc. authorizing their usage/disposal of the equipment in return for their continued provision of services for the benefit of victims of domestic violence in Ingham County and the greater Lansing area.

Thank you for your consideration. A representative of Friend of the Court will be in attendance at the Law & Courts and Finance Committee meetings to answer any questions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE DISPOSAL OF OASIS CENTER COMPUTER
AND SECURITY MONITORING EQUIPMENT TO END VIOLENT ENCOUNTERS (EVE)**

WHEREAS, in 2008 the Office on Violence Against Women, U.S. Department of Justice awarded to Ingham County a \$350,745 “Safe Haven” grant, for purposes of providing supervised visitation and safe visitation exchange services; and

WHEREAS, these grant funds were used to purchase a security monitoring system from Vidcom Solutions for the Oasis Center Visitation and Exchange Center for \$22,261.89 as authorized by Resolution #12-201; and

WHEREAS, these grant funds were also used to purchase a computer and related peripheral equipment for \$2,049.84 in 2012; and

WHEREAS, the Oasis Visitation and Exchange Center was closed due to lack of additional available grant funds on December 31, 2015; and

WHEREAS, the Office of Violence on Women, U.S. Department of Justice financial guide states that when no longer needed for the original program or project, equipment may be used in other activities currently or previously supported by a Federal agency; and

WHEREAS, the Office of Violence on Women, U.S. Department of Justice financial guide further states that first preference for other use shall be given to other programs or projects supported by OVW; and

WHEREAS, as an Oasis Visitation and Exchange Center subcontractor and collaborator, End Violent Encounters (EVE, Inc.) meets the criteria set forth by OVW for the disposal of surplus grant-funded equipment; and

WHEREAS, EVE, Inc. has indicated they have use for the surplus grant-funded equipment from Oasis Visitation and Exchange Center.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with EVE, Inc., for the use and disposal of surplus computer and security monitoring equipment formerly used at the Oasis Visitation and Exchange Center, in exchange for their continued provision of services for the benefit of victims of domestic violence in Ingham County and the greater Lansing area.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign such agreement upon the recommendation of the County Controller and approval as to form by the County Attorney.

Agenda Item 4

TO: Law & Courts and Finance Committees
FROM: Mary Sabaj, Community Corrections Manager
DATE: January 5, 2016
RE: CCAB Staff Consultant Services for FY 2016

This Resolution approves entering a contract with the current vendor, Westaff, to provide contract services for the CCAB Staff Consultant position for FY2015. This position is a 30 hour per week position with 3 weeks of unpaid vacation and no paid holidays. The hourly rate reflects a 1.5% increase for Staff Consultant Services with 63% of the .48/hour increase going to Westaff for payroll services.

The calculation for the contract is as follows:

Total hours less unpaid vacation time and holidays = 1,416
2015 hourly pay rate of \$32.07 + 1.5% = \$32.55/hour (.48/hour increase)

2015 Westaff Rate of \$6.82 hour +.30 = **\$7.12**

2015 Consultant Rate of \$25.25/hour +.18 = **\$25.43**

2016: Westaff Rate of \$7.12 + Consultant Rate of \$25.43 = \$32.55/hour

2016: \$32.55 x 1,416 = \$46,091

2016: Westaff Total: \$10,081 + Consultant Total: \$36,009 = \$46,091

CCAB Staff Consultant services are supplemented by State of Michigan – Office of Community Alternatives and City of Lansing grant funds that total \$9,809 resulting in an actual cost to the County of \$36,282.

The total cost of the Staff Consultant contract will not exceed \$46,091. Funds were approved in the 2016 Community Corrections budget.

The CCAB Staff Consultant position directly provides Gatekeeper Services for all PA511 funded residential services assisting with all residential placements for Circuit Court and District Court sentenced offenders incarcerated in the Ingham County Jail. Gatekeeper Services save jail bed days by ensuring that inmates are transferred out of the jail and into community programs as soon as they are eligible to be moved and by preventing the return to jail of inmates who are later determined not eligible for program services or have other issues not handled prior to transfer. This is accomplished by providing a centralized point for reviewing program eligibility criteria and approving inmate transfer upfront and through a system of monitoring, tracking and communication between the gatekeeper, jail, probation and program staff.

The CCAB Staff Consultant also manages the State COMPAS database for PA511 programs and collects, maintains and distributes a variety of criminal justice system data. This data makes it possible to more effectively manage local corrections resources. CCAB Staff Consultant services provide the CCAB Manager with assistance to carry out daily operations of the Community Corrections Office. Staff Consultant services also makes possible the undertaking of projects designed to enhance and monitor all CCAB funded services and treatment programs.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS ADVISORY BOARD (CCAB)
TO CONTINUE A CONTRACT FOR STAFF CONSULTANT SERVICES FOR FY2016**

WHEREAS, the Ingham County Commissioners authorized funds in the FY2016 budget to continue a contract for CCAB staff consultant services; and

WHEREAS, the current contract period authorized services through December of 2015; and

WHEREAS, the CCAB Staff Consultant position is three-quarter time for a total of 1,416 hours annually at the 2016 hourly rate of \$32.55 per hour with no paid holidays and three weeks of unpaid vacation time resulting in a total cost of \$46,091 for 2016; and

WHEREAS, State of Michigan – Office of Community Alternatives and City of Lansing grant funds also reduce the cost of Staff Consultant services to the County by \$9,809 resulting in an actual cost to the County of \$36,282 for 2016; and

WHEREAS, Westaff agrees to provide payroll services for this Staff Consultant position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby approve entering a contract with Westaff for CCAB Staff Consultant services from January 1, 2016 through December 31, 2016 in an amount not to exceed \$46,091.

BE IT FURTHER RESOLVED, that the contract funds will come from the 2016 approved Community Corrections budget.

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