6. Controllers/Administrators Office – Ingham County 2017 Juvenile Justice Community Agency Process (*Discussion*)

7. Board Referral – Letter from the State of Michigan Department of Health and Human Services Children's Services Agency Regarding the State Ward Chargeback Rates for Calendar Year 2017

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
September 29, 2016
Draft Minutes

Members Present: Crenshaw, Celentino, Anthony, Banas, Maiville, Schafer, and Tsernoglou

Members Absent: None

Others Present: John Neilsen, Lisa McCormick, Alex Brace, Greta Trice, Kathy Murray-Rice, Tom Krug, Kyla Carranco, Kathy Davis, Michael Botke, Robin Stites, Loria Sabin, and others.

The meeting was called to order by 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 September 15, 2016 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. ANTHONY TO APPROVE THE MINUTES OF THE SEPTEMBER 15, 2016 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Circuit Court
   a. Resolution to Accept the FY 2017 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Thee-Quarter Time SSSPP Case Management Coordinator Position, and Enter into Subcontracts
   b. Resolution to Accept the FY 2017 Michigan Mental Health Court Grant Program Operational Grant, Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court - Court Services Coordinator Position, and Enter into Subcontracts

2. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Continuation of the Ingham County Family Dependency Treatment Court

3. Facilities - Emergency PO to ICOMM to Replace the Two Reader Boards at the Sheriff's Office

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

4. Law & Courts Committee - Resolution Authorizing 2017 Agreements for Juvenile Justice Community Agencies

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING 2017 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES.

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2017 through December 31, 2017, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2017 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- Child and Family Charities – Nexus Program **$39,341.00**
- Child and Family Charities - Teen Court **$26,114.00**
- Resolution Services Center of Central Michigan **$32,500.00**
- Small Talk Children's Assessment Center **$10,011.45**

This was considered a friendly amendment.

Chairperson Crenshaw invited members of the community agencies to address the Board.

Greta Trice, Restorative Justice Executive Director, thanked the Committee for their support. She provided a packet with data and an article from the Detroit Free Press that referenced the data.

Commissioner Celentino thanked Ms. Trice for coming to the meeting. He stated that as an employee at a school using the Restorative Justice system he had witnessed the positive outcomes of the program first hand.

Commissioner Banas thanked Ms. Trice for her efforts.

Kathy Davis, Child and Family Services Nexus Program, thanked the Committee for their support.

Michael Botke, Director Teen Court, stated that he was excited that the Committee was putting more effort into the program. He asked if there was a process for applying for additional funds.

Chairperson Crenshaw asked staff if there was a process for requesting additional funds.

John Neilsen, Chief Deputy Controller, stated that there was no process, but that the County had already funded the requested amounts for programs.

Mr. Botke stated that there were other programs that could utilize the resources.

Commissioner Celentino stated that a process should be discussed. He further stated that he appreciated the work that Child and Family Services was doing for their kids. He asked if there was a possibility to expand the number of target schools.

Ms. Davis stated that she was the person who oversaw that part of the program. She further stated that there was no funding available to be able to increase the number of people in schools.

Commissioner Maiville asked if there was an issue with the funding given in 2015 and asked if services had to be cut in order to cope with the smaller amount given.

Ms. Davis stated that no programs or staff members were cut, however, wait times were increased.

Mr. Neilsen stated that if additional money were to be distributed there would have to be a fair and open process. He further stated that the reason there were additional funds available were due to a revised request from Small Talk. He also stated that this recommendation of funds would be presented at the next Finance Committee meeting and that, traditionally, presenters were not asked to come present again at that meeting.

Discussion.

Lisa McCormick, Chief Assistant Prosecutor, introduced Alex Brace as the Executive Director for Small Talk. She further stated that the reason their request was significantly lower than it had been in the past was due to receiving two full-time Crisis Counselors that were fully paid for through another program.

Discussion.

Commissioner Schafer stated that with additional resources available it would be important to look at other organizations as well.

Chairperson Crenshaw asked the Controller’s Office to look into the possibility of coming up with a process to award the remaining monies.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

5. Controllers/Administrators Office - Update on the 9-1-1 Center

Mr. Neilsen stated that it was clear that employees are under large amounts of stress due to the amount of overtime they were putting in at the center and that staff shortages are a concern. He further stated that efforts would continue to be double in order to relieve stress on employees.

Commissioner Celentino stated that he appreciated the comments from Mr. Neilsen. He further stated that updates should be considered. He asked for clarification regarding the meeting that Mr. Neilsen took part of.

Mr. Neilsen responded that it was a special meeting with Union Leadership that he requested and that the next Joint Labor Team (JLT) meeting would be October 11th.

Commissioner Celentino asked Mr. Neilsen if he had talked to the director regarding practices for remedying morale issues.

Mr. Neilsen responded that it was an ongoing process and that it would be a topic at the upcoming JLT meeting.

Commissioner Schafer stated losing employees to other counties that paid less was unconceivable.

Commissioner Maiville stated that he understood that progress was being made and was disappointed and frustrated that it was not. He asked for a time frame regarding resolving the issues.

Mr. Neilsen stated that he would not hazard a guess. He further stated that it was a possibility that four more vacancies would be filled soon.

Commissioner Maiville responded that new employees would remedy the overtime and staffing issues, however, there was also an issue regarding staff morale.

Commissioner Banas stated her appreciation for the conversations that were occurring. She further stated that she would like to see a management action plan.

Discussion.

Commissioner Tsernoglou stated that she felt that the County was failing the 9-1-1 Center. She further stated updates should come directly from the employees and not the director.

Commissioner Anthony motioned to instruct management to come up with a plan on or before December 31st regarding plans to fix the issues within one year.

MOVED BY COMM. ANTHONY, SUPPORT BY BANAS, TO INSTRUCT MANAGEMENT TO INSTRUCT THE 9-1-1 DIRECTOR TO PROVIDE A MANAGEMENT ACTION PLAN

ON OR BEFORE DECEMBER 31, 2016 REGARDING PLANS TO FIX THE ISSUES WITHIN ONE YEAR.

The motion was amended as follows:

MOVED BY COMM. ANTHONY, SUPPORTED BY BANAS, TO INSTRUCT MANAGEMENT TO INSTRUCT THE 9-1-1 DIRECTOR TO PROVIDE A MANAGEMENT ACTION PLAN ON OR BEFORE **NOVEMBER 30, 2016** REGARDING PLANS TO FIX THE ISSUES WITHIN ONE YEAR.

This was considered a friendly amendment.

Commissioner Schafer stated that he would rather not see a resolution and that the direction is very clear.

Commissioner Celentino stated that it was necessary to have a very firm directive to the 9-1-1 Director to come up with a plan. He asked if the Committee was comfortable with the Employee's Union or a representative of the Collective Bargaining Unit providing direction to the 9-1-1 Director regarding a plan.

Commissioner Anthony stated that she would reject any plan that did not have that directive.

Discussion.

Commissioner Banas stated that there seemed to be three key areas with issues: poor morale, poor staff retention, and poor engagement of new employees. She further stated that management solutions were needed regarding how management would provide better morale, retention, and engagement.

Commissioner Maiville stated that the written plan was necessary in order to move forward. He thanked the members present for the work they did and for representing the issue at meetings.

Commissioner Schafer stated that a written plan approving an action plan was in order. He stated that he would not support the resolution because it would put the 9-1-1 Center in a negative light.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. BANAS, TO APPOINT THE CHAIRPERSON OF THE LAW AND COURTS COMMITTEE AS AN EX-OFFICIO MEMBER OF THE JLT COMMITTEE.

Commissioner Schafer stated that he objected because the motion did not allow minority members of the committee to contribute.

Commissioner Maiville asked if the person being added would incur labor issues.

Mr. Neilsen stated that collective bargaining was not discussed at JLT meetings and that all members are bound by confidentiality, but may return to the Law and Courts Committee with broad spectrum comments.

Commissioner Celentino asked for clarification regarding the purpose of having a member of the Law and Courts Committee present at the JLT meetings.

Commissioner Anthony stated that she supported that it should be the chairperson.

The motion was amended as follows:

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. BANAS, TO APPOINT THE CHAIRPERSON **OR DESIGNEE** OF THE LAW AND COURTS COMMITTEE AN EX-OFFICIO MEMBER OF THE JLT COMMITTEE.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Chairperson Crenshaw asked Mr. Neilsen to send the meeting calendar of the JLT meeting schedule to the Law and Courts Committee.

Mr. Neilsen replied he could send the schedule as it was available.

Commissioner Banas asked if the JLT meetings were open to anyone.

Mr. Neilsen replied that hereunto they were not open.

Chairperson Crenshaw asked Mr. Neilsen to request the 9-1-1 Director to provide five to ten minute biweekly updates at the Law and Courts Committee meetings.

Announcements

Chairperson Crenshaw stated that he applied to serve on the Judiciary and Public Safety Committee and that he was approved.

Public Comment

Kathy Murray-Rice, 9-1-1 Dispatcher, addressed the Committee regarding the 9-1-1 Center. She appreciated the rapidness and aggressiveness by the Committee regarding the discussion.

Chairperson Crenshaw stated that he appreciated Ms. Murray-Rice’s comments.

Tom Krug, Capitol City Labor Program, stated that he supported the idea of having the chairperson or designee on the JLT Committee. He further stated that he appreciated the Committee’s concerns.

Kyla Carranco, 9-1-1 Dispatcher, addressed the Committee regarding the 9-1-1 Center and thanked the Committee for the quick response to their concerns. She further stated that the negative reputation of the Ingham County 9-1-1 Center was already evident to other counties.

Adjournment

The meeting was adjourned at 7:21 p.m.

OCTOBER 13, 2016 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. Animal Control - Resolution to Reorganize and Expand Ingham County Animal Control Staff

This resolution will authorize an Animal Control Department reorganization. Several new Animal Control Special Millage funded positions were added to the 2017 budget. This reorganization will modify that by adding a new MCF position and deletes a clerk/dispatcher positon. It will also modernize the office staff by updating job titles. These changes are also consistent with recommendations from the NACA study.

While it is anticipated that the new Animal Control Special Millage will cover the costs effective 2017 for all the new positions the Director has committed to fund raise for any shortages in the revenue during the duration of the millage (see attached memo and material for details).

2. Circuit Court /Family Division – Resolution Honoring the 2015/2016 Ingham Academy Basketball Team

This is an honorary resolution for the Ingham Academy Basketball Team because they placed Runner Up in the 2015/2016 MAAA State of Michigan Tournament.

3a. 55th District Court – Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MMHCGP), and Enter into Subcontracts.

This resolution will authorize accepting a Grant Award Contract in the amount of up to $135,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO). This contract is for the time period of October 1, 2016 through September 30, 2017 and continues the 55th District Court Sobriety Court for another round of grant funding.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2017 Ingham County budget.

The resolution also authorizes $141,907.40 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of $276,907.40.

The resolution also authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $12,288
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed $65,577

Funds for this program were anticipated and are in the 2016/2017 budgets (see attached memo for details).

3b. 55th District Court – Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts

This resolution will authorize accepting a Grant Award Contract in the amount of up to $380,000 in grant funds administered by the State Court Administrative Office (SCAO). This continuation grant will allow the 55th District Court Michigan Mental Health Court Grant Program to continue for the time period of October 1, 2016 through September 30, 2017.

The resolution also authorizes $48,660.40 Ingham County In-Kind funding and acknowledges $19,641 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed $448,301.40.

Additionally, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of $1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) and/or Phoenix Recovery & Testing – not to exceed a total of $39,898.60
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed $257,063 ($237,422 grant funding + $19,641 CMHA-CEI Local In-Kind Contributions)

Funds for this program were anticipated and are in the 2016/2017 budgets (see attached memo for details).

4a. Sheriff's Office – Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

This resolution will authorize a not to exceed $58,240 contract between the Ingham County Sheriff's Office and the Michigan State University Department of Psychiatry to provide psychiatric services at the Ingham County Jail.

Effective May 27, 2016, funding and staffing for psychiatric assessments and treatment plans offered by the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) was no longer available at the Ingham County Jail.

The 55th District Court and the Michigan State University Department of Psychiatry have already developed a successful and mutually beneficial relationship in the evolution of the 55th District Court Mental Health Court, and MSU will extend this arrangement to contract with the Ingham County Jail to provide psychiatric services to inmates in need of such care.

The Michigan State University Department of Psychiatry will assign one senior-level resident psychiatrist to provide psychiatric services to inmates at the Ingham County Jail for up to eight hours weekly. The services of one attending psychiatrist to supervise the resident psychiatrist or provide psychiatric services to inmates at the Ingham County Jail in the absence of a resident will be contracted for up to eight hours weekly at the rate of $140 an hour for a total budget not to exceed $58,240 for the time period of November 1, 2016 through October 31, 2017.

The funds are to come from the Health Services Millage funds and the services must be in adherence to the Millage criteria.

- "providing basic health care services," including "access to doctor visits, generic medications, and essential care such as preventative testing and treatment for cancer, diabetes, heart disease and other serious illnesses;"
- "to Ingham County residents;"
- "who are not eligible for Medicaid under the Federal Affordable Care Act;"
- "whose individual income is less than $28,000;" and
- "who do not have medical insurance."

4b. *<u>Sheriff's Office</u> – 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 FY 2016 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 FY 2016 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of $1,018,829 for the time period of September 1, 2016 to August 31, 2019.

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 $1,018,829 for FY 2016 HSGP. At least $254,707 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A maximum of $509,414 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 total amount of grant funds available to Ingham County agencies is $53,488 from the State Homeland Security Program (SHSP), $17,829 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of $71,317 (see attached memo for details).

5a. *<u>9-1-1 Center</u> – Resolution Authorizing Purchasing Scheduling Software/Services for the 911 Center*

This resolution authorizes the expenditure of $8,035.20 from the 911 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Schedule Express Software and Services. The purchase of an automated scheduling system will improve operations and reduce errors in scheduling procedures (see attached memo for details).

5b. *<u>9-1-1 Center</u> – Resolution to Establish Additional Special Part Time On-Call 911 Central Dispatch Center Background Investigator Positions*

This resolution authorizes up to an additional three (3) special part time 911 Central Dispatch Background Investigator positions at no additional costs to the County. With the current staffing level shortages, we will be hiring a large number of new employees to fill currently open positions as well as future positions as necessary.

The 911 Center requires a law enforcement level background investigation be completed on each new employee, and currently there are three special part time 9-1-1 Central Dispatch Background Investigator positions authorized to provide this function.

The addition of three (3) special part time 9-1-1 Background Investigators would not result in any additional cost to complete the background investigations but it would speed up the process and allow candidates to receive job offers more quickly (see attached memo for details).

5c. *9-1-1 Center – Resolution Authorizing a Contract with Van Belkum to Upgrade the NICE 911 Recorder System for the Ingham County 911 Center*

This resolution authorizes a contract/purchase order with Van Belkum for the purchase and installation of a NICE 9-1-1 Recorder System upgrade at a cost of $27,295.00 with a Project Contingency fund of $705.00 for a total project cost not to exceed $28,000 from the 9-1-1 2016 budget.

The current Van Belkum/NICE 911 Recorder System was purchased in 2011 and needs to be upgraded with new hardware and software.

Funds are available in the 9-1-1 Center's 2016 capital improvement budget for this purpose (see attached memo for details).

5d. *9-1-1 Center – Report on Operations by Lance Langdon*

Report on 9-1-1 Center operations.

6. *Controller's Office - Ingham County 2017 Juvenile Justice Community Agency Process (Discussion)*

Agenda Item 1

TO: Board of Commissioners Law &Courts, County Services and Finance Committees

FROM: John Dinon, Animal Control Director

DATE: 4 October 2016

SUBJECT: Customer Service Staff Reorganization
For the meeting agendas of October 13, 18 and 19, 2016

BACKGROUND

Ingham County Animal Control was approved funding for several new positions in the 2017 budget as a result of the passage of the Animal Control millage.

Change part time (1/2 time) clerk/dispatcher to full time (1 Jan 2017)
Change part time (1/2 time) animal care specialist to full time (1 Jan 2017)
Add one full time animal care specialist (1 Feb 2017)

Add three full time clerk/dispatchers (1 Apr 2017)
Fund existing Volunteer coordinator from millage instead of donations

This resolution will authorize an Animal Control Department reorganization. This reorganization proposes to add a new MCF position and deletes one previously approved new clerk/dispatcher positon. It will also modernize the office staff by updating job titles. These changes are also consistent with recommendations from the NACA study.

- Add an MCF position - "Customer Service and Community Outreach Manager"
- Delete one full time UAW clerk/dispatcher
- Change "Redemption Clerk/Dispatcher" title to "Customer Service Specialist"
- Change Office Coordinator title to "Customer Service Lead" -"Lead" is consistent with Animal Care and ACO titles.

ALTERNATIVES

Staff could be hired using the old job titles and an additional hourly position could be hired instead of adding the manager position, but ICAC management feels strongly that the new titles and manager are in the best interest of the department. These changes are also consistent with recommendations from the NACA study.

FINANCIAL IMPACT

Millage funding in 2017 will be more than adequate to fund all of the costs related to new shelter construction and this reorganization. Depending on actual funds generated by the millage, costs of building and financing the shelter, and the actual pay grades of the new employees, there may be a gap between millage funds and costs of the new employees in 2018 and beyond. Since the new manager position will have significant fundraising responsibility, the department is confident that if any funding gaps occur the difference will be made up with raised money.

OTHER CONSIDERATIONS

There are no statutory requirements related to this reorganization. However, the voters of Ingham County did approve the Animal Control millage with the understanding it would fund construction and operation of a new facility and enhanced services including expanded hours.

The UAW and CCLP have both been advised of this reorganization and have raised no objections.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this reorganization.

County of Ingham

HUMAN RESOURCES DEPARTMENT
5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517. 887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396

TO: John Dinon, Director, Ingham County Animal Control

FROM: Joan Clous, Human Resources Specialist

DATE: 9/28/16

RE: Support for New Classification: Customer Service and Community Outreach Manager

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Per your request, Human Resources has created a new classification titled Customer Service and Community Outreach Manager. .

After analysis, the classification has a community of interest with the MCF and is appropriately compensated at a MCF 8 salary range ($51,145.49 - $61,391.37).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4374).

Agenda Item 1

INGHAM COUNTY
JOB DESCRIPTION

CUSTOMER SERVICE AND COMMUNITY OUTREACH MANAGER
ANIMAL CONTROL

General Summary:

Under the supervision of the Animal Control Director and Deputy Director, manages the office and customer service team – Office Lead (Office Coordinator) and Customer Service Specialists (clerk/dispatchers) and Volunteer Assistant. Oversees customer service and clerical functions including adoptions, intakes, redemptions, licensing, dispatch, volunteer management, payroll, accounts payable and receivable, record keeping etc. Assists Director with donor relations and interaction with Animal Shelter Fund. Plans and coordinates fundraisers and other ICAC events. Formulates and implements a comprehensive communication strategy to promote ICAC and its programs including print, broadcast and social media.

Essential Functions:

1. Serves as the manager of the customer service staff including responding to procedural questions and assisting and instructing other employees. Resolve client problems as referred by other staff. Prepares staff work schedules including daily shifts, vacations, holidays, etc. and ensures adequate staffing for all shifts, including coverage for unscheduled absences Performs personnel management functions, including interviewing, selecting and training staff. Evaluates and reviews work assignment and staff performance. Addresses employee relation issues including promotions and terminations.

2. Works closely with the Director on donor relations and management, including the ICAC Shelter Fund and Fundraising committee. Plans and implements fundraising events, fundraising letters, newsletters and other donor solicitation. Researches, applies for and administers grants. Maintains donor records.

3. Plans and implements other events including in-shelter and mobile adoption events, promotional events, community outreach and educational events.

4. Formulates and implements a comprehensive communication strategy to promote ICAC and its programs. Initiates and maintains positive media relations on behalf of the ICAC. Writes brochures, newsletters, press releases and related documents for distribution to staff, news media, local and state agencies and education institutions. Develops campaigns for all media venues including print, broadcast and social media outlets. Serves as the spokesperson for the Department as needed.

5. Manages the ICAC Outreach Center including coordination of interns and volunteers and OC programs including vaccine clinics, food bank, dog house program and other community outreach. Develops and implements new community outreach initiatives and programs at the OC and other venues.

6. Assists the director with budget preparation. Monitors and reports budget performance for customer service and other work groups in the department.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of two years college coursework in management, communications, public relations, etc. or equivalent experience is required.

Experience: A minimum of 2 years of experience in an administrative, development or public relations role is required.

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

The work environment rotates between an office, the animal shelter and off-site locations for volunteer/public relation tasks. Regular exposure to the odors, noises and diseases of animals. Exposure to animal urine and feces as well as animal parasites such as fleas, ticks and mites. Exposure to the risk of animal bites. Exposure to cleaning products and their fumes.

Prettenhofer, Rachel

From: Auer, Sally
Sent: Wednesday, September 07, 2016 3:43 PM
To: Dinon, John
Subject: RE: changes at ICAC

Yes, John, we had a meeting of the minds. Thanks for the open communications.

No act of kindness,
no matter how small,
is ever wasted.
Aesop

In Solidarity

Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular

From: Dinon, John
Sent: Wednesday, September 07, 2016 3:35 PM
To: Auer, Sally
Subject: changes at ICAC

Sally,

I just wanted to send a quick email summarizing today's phone conversation.

First, I am sorry that some incorrect information was communicated to you. I am trying to get staff input into the changes that are going to happen in our department as a result of the millage passing, but I guess I need to be more clear about communicating what is brainstorming or possible scenarios versus when final decisions have been made.

Our current plan for the UAW positions at ICAC is to refill the volunteer assistant position which will be vacant due to Ashley Shaffier's resignation (effective 30 Sep 16). This position will be funded with millage money going forward, it was funded with donations in the past (I forgot to tell you this when we spoke). We will also be adding 2.5 clerk/dispatcher positions – changing our current ½ time position to full time and adding two additional full time clerk/dispatchers. All of these changes/additions will be done using existing job descriptions. We are also going to add some additional, non-UAW positions with millage money. As we discussed, I'm don't believe this is technically a reorganization – just an expansion.

I hope this clarifies current plans at ICAC. If this changes, I will be sure to be in touch. Please email me to confirm that we ended today's conversation with the same understanding of the planned changes for UAW staff at ICAC.

Thanks!

John Dinon
Director, Ingham County Animal Control
600 Curtis Street
Mason, MI 48854
(517) 676-8362
jdinon@ingham.org

Prettenhofer, Rachel

From: Tom Krug <tkrug@cclp.us>
Sent: Tuesday, October 04, 2016 1:28 PM
To: Dinon, John
Subject: Re: reorg

Capitol City Labor Program Inc . supports the improvement of personnel at the Ingham County Animal control as part of the reorganization of the Department.

On Tue, Oct 4, 2016 at 9:18 AM, Dinon, John <JDinon@ingham.org> wrote:

Tom,

At the Law and Courts Committee meeting on September 15, you and I briefly discussed the new positions that will be created as a result of the passage of the Animal Control millage. To refresh your memory, on the CCLP side, we are making our ½ time animal care specialist into a full time position effective January 1, 2017 and adding an additional full time animal care specialist position effective ~February 1, 2017.

We are doing some more significant changes to the UAW staff including the creation of a new classification. Because of this, the staff changes are being done as a formal reorganization per BOC policy.

Can you please send me an email affirming that the CCLP is OK with the reorg – that is, OK with the creation of 1.5 FTE new CCLP positions? The deadline for me to submit the reorg packet is today at 5:00 and I'd like to include correspondence from both unions. I apologize for the short notice.

Thanks,

JD

John Dinon

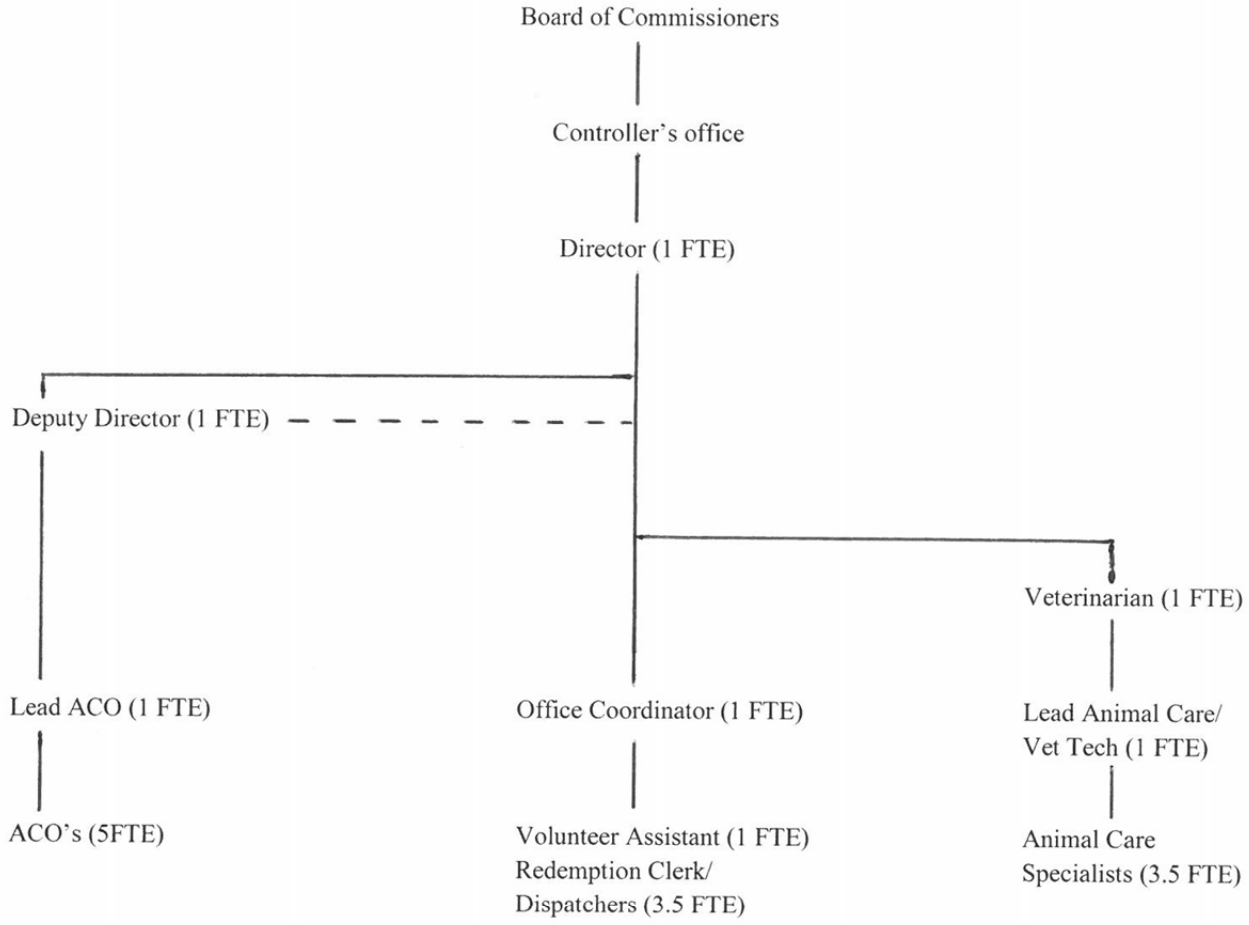
Director, Ingham County Animal Control

600 Curtis Street

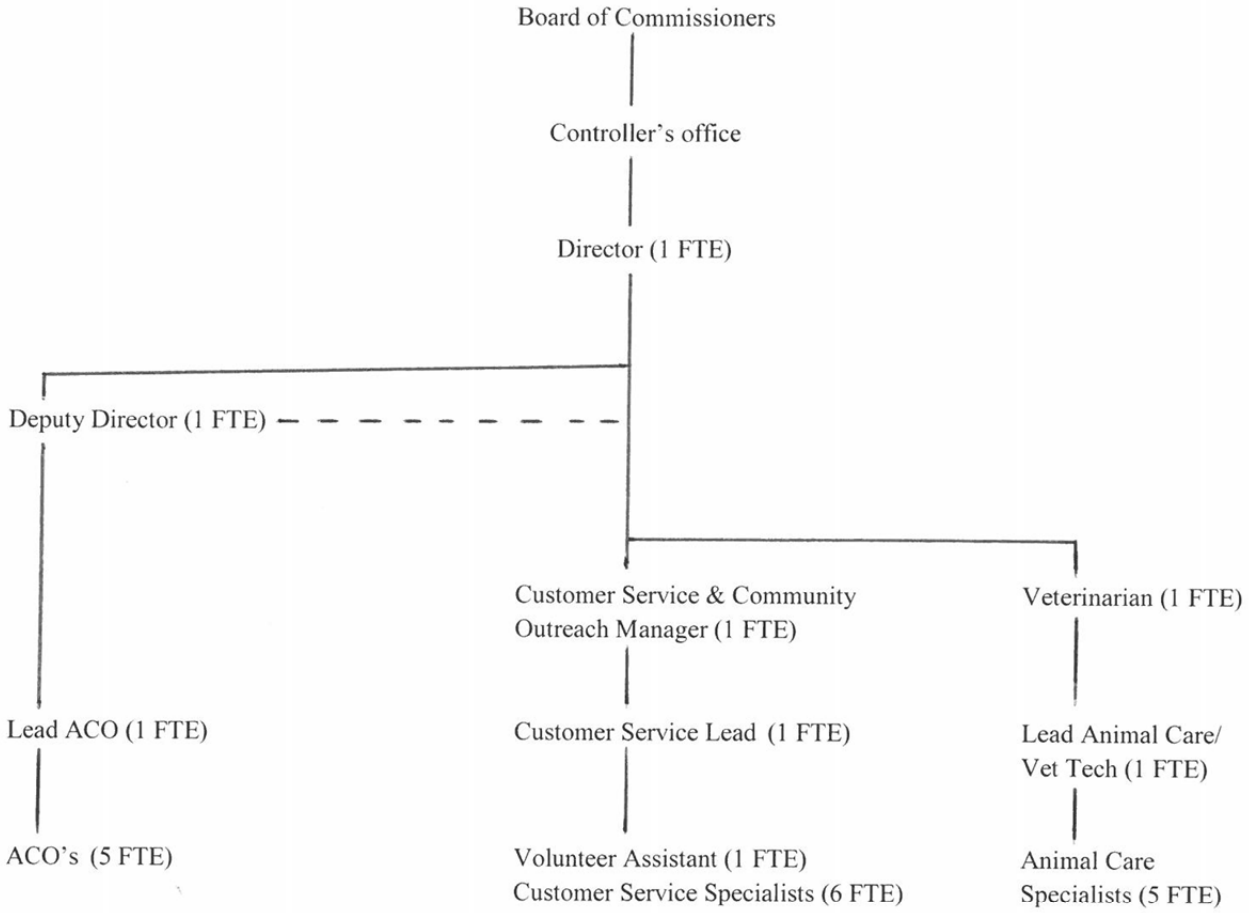
Mason, MI 48854

(517) 676-8362

Ingham County Animal Control – Current Org Chart



Ingham County Animal Control – Post Reorg Org Chart



Proposed ICAC Reorg - September 2016
Financial Analysis

	2017 costs*	Budget Office**	Top Step Staff Costs
anticipated millage income/yr	1,638,500	1,638,500	1,638,500
shelter construction and finance	1,296,000	1,296,000	1,296,000
difference	342,500	342,500	342,500
1/2 animal care specialist	26,576	26,576	31,839
1/2 clerk/dispatcher	30,165	30,165	41,488
1 animal care specialist	55,458	60,500	73,564
2 clerk dispatchers	81,772	109,138	122,924
volunteer assistant	60,000	63,453	64,326
customer service manager	87,953	87,953	101,888
total	341,924	377,785	436,029
staff costs	341,924	377,785	436,029
available millage funding	342,500	342,500	342,500
difference	(576)	35,285	93,529

* accounts for positions being filled at various times during 2017
** based on current and starting step levels of current/new employees

Agenda Item 1

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE AND EXPAND
INGHAM COUNTY ANIMAL CONTROL STAFF

WHEREAS, the citizens of Ingham County approved the millage to construct and operate a new facility and enhance department operations; and

WHEREAS, the Ingham County Animal Control Department will receive funds generated by the Animal Control millage beginning in 2017; and

WHEREAS, ICAC employees and the Capital City Labor Program (CCLP) and United Auto Workers (UAW) agree that the proposed reorganization would benefit ICAC operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization to create a new Customer Service and Community Outreach Manager Position and to delete one Redemption Clerk/Dispatcher Position

BE IT FURTHER RESOLVED, the reorganization will change the job title “Office Coordinator” to “Customer Service Lead” and change the job title “Redemption Clerk/Dispatcher” to “Customer Service Specialist,”

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments and change of job titles to the Positon Allocation List for the Ingham County Animal Control 2017 budget.

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

Agenda Item 2

MEMORANDUM

TO: Law and Courts Committee

FROM: Maureen Winslow, Deputy Court Administrator

DATE: October 5, 2016

RE: **Resolution Honoring the 2015/2016 Ingham Academy Basketball Team**

This memo accompanies a resolution requesting the Board to honor the 2015/2016 Ingham Academy Basketball Team. The Ingham Academy is a day treatment program with an emphasis on education, as well as providing life skills for delinquent youth under the jurisdiction of the Ingham County Circuit Court Family Division. With the assistance of Michigan State University's Youth Advancement through Athletics program, the Ingham Academy has formed a basketball team every year.

In the 2015/2016 basketball season, the Ingham Academy team, coached by Redel Hartley, was a part of the Michigan Alternative Athletic Association and participated in this association's state tournament. The Ingham Academy team completed the tournament, and won the title of Runner Up in the state, a wonderful achievement.

Agenda Item 2

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING THE 2015/2016 INGHAM ACADEMY BASKETBALL TEAM

WHEREAS, the Ingham Academy, a day treatment program, provides educational support to court adjudicated youth who have been unsuccessful in their home school; and

WHEREAS, the Ingham Academy uses athletics as one part of its comprehensive approach to improving students likelihood of academic and social success; and

WHEREAS, the Ingham Academy partners with Michigan State University's Youth Advancement Through Athletics (YATA) to incorporate mentoring, structured leisure activities, community service and introduces students to career opportunities; and

WHEREAS, the Ingham Academy Basketball Team is a member of the Michigan Alternative Athletic Association (MAAA) whose purpose is to promote athletic and intellectual activities among students from Alternative, Residential and Secondary Schools that will foster productive, healthy members and future leaders in the State of Michigan; and

WHEREAS, the Michigan Alternative Athletic Association hosts a state tournament at the end of each basketball season; and

WHEREAS, the Ingham Academy Basketball Team, coached by Redel Hartley, was State Runner Up in the 2015/2016 MAAA tournament.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners honors the 2015/2016 Ingham Academy Basketball Team as Runner Up in the 2015/2016 MAAA State of Michigan Tournament.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners recognizes the efforts put forth by the Michigan State University's Youth Advancement through Athletics in this accomplishment.

Agenda Item 3a

Resolution Memo

To: Ingham County Law & Courts and Finance Committees

From: Da'Neese Wells

Date: 10/4/16

Subject: Sobriety Court Resolution for Fiscal Year 2017

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept $135,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We've found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2017 Ingham County budget.

The resolution also authorizes $141,907.40 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of $276,907.40.

The resolution also authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $12,288
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed $65,577

Thank you for your consideration.

Agenda Item 3a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND ENTER INTO SUBCONTRACTS

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, continuation of the Sobriety Court will require continuing to employ two probation officers to provide staffing for the program; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO - Michigan Drug Court Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrators Office grant including the SCAO-MDCGP grant in the amount of $135,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups and individuals to the Ingham County 55th District Court Sobriety Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for any future possible donations to the 55th District Court Sobriety Court Program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of $276,907.40 to include SCAO/MDCGP grant funds in the amount of $135,000, Ingham County In-Kind matching funds of $141,907.40 with no local hard cash matching funds, and future possible donations from the Ingham County Sobriety Court Foundation, all of which are required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, grant-funded Sobriety Court program direct service subcontracts for the following services in the following amounts:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $12,288
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed $65,577

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2016 and 2017 55th District Court budget and Position Allocation List.

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

Agenda Item 3b

Resolution Memo

To: Ingham County Law & Courts and Finance Committees

From: Da'Neese Wells

Date: 10/4/16

Subject: Mental Health Court Resolution for Fiscal Year 2017

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept $380,000 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. This position has already been approved in the 2017 Ingham County budget.

The resolution also authorizes $48,660.40 Ingham County In-Kind funding and acknowledges $19,641 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed $448,301.40.

Additionally, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of $1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) and/or Phoenix Recovery & Testing – not to exceed a total of $39,898.60
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed $257,063 ($237,422 grant funding + $19,641 CMHA-CEI Local In-Kind Contributions)

Thank you for your consideration.

Agenda Item 3b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM (SCAO-MMHCGP), CONTINUE A PROBATION OFFICER POSITION, AND ENTER INTO SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety and more efficient public sector spending; and

WHEREAS, the 55th District Court and CMHA-CEI have received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of $380,000 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-Michigan Mental Health Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed $448,301.40 to include SCAO/MMHCGP grant funds in the amount of $380,000, Ingham County In-Kind matching funds not to exceed $48,660.40 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed $19,641 for the time period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, grant funded Mental Health Court program direct service subcontracts for the following services in the following amounts:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of $1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) and/or Phoenix Recovery & Testing – not to exceed a total of $39,898.60

3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed $257,063 ($237,422 grant funding + $19,641 CMHA-CEI Local In-Kind Contributions)

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2016 and 2017 55th District Court budget and Position Allocation List.

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

Agenda Item 4a

Resolution Memo

To: Ingham County Human Services, Law & Courts, and Finance Committees

From: Sheriff Gene Wriggelsworth

Date: 10/4/16

Subject: Ingham County Jail/MSU Department of Psychiatry Resolution for Fiscal Year 2017

Attached please find a resolution requesting authorization to utilize Health Services Millage funds not to exceed $58,240 for a contract between the Ingham County Sheriff's Office and the Michigan State University Department of Psychiatry to provide psychiatric services to any inmate at the Ingham County Jail.

Effective May 27, 2016, funding and staffing for psychiatric assessments and treatment plans offered by the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) was no longer available at the Ingham County Jail. These services are integral to maintaining inmate and staff safety, and in protecting inmates' Eighth Amendment rights against cruel and unusual punishment.

The 55th District Court and the Michigan State University Department of Psychiatry have already developed a successful and mutually beneficial relationship in the evolution of the 55th District Court Mental Health Court, and MSU will extend this arrangement to contract with the Ingham County Jail to provide psychiatric services to any inmate in need of such care.

The Michigan State University Department of Psychiatry will assign one senior-level resident psychiatrist to provide psychiatric services to any inmate at the Ingham County Jail for up to eight hours weekly and contract the services of one attending psychiatrist to supervise the resident psychiatrist, or provide psychiatric services to any inmate at the Ingham County Jail in the absence of a resident, for up to eight hours weekly at the rate of $140 an hour for a total budget not to exceed $58,240 for the time period of November 1, 2016 through October 31, 2017.

Thank you for your consideration.

Agenda Item 4a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE MICHIGAN STATE UNIVERSITY SCHOOL OF PSYCHIATRY TO PROVIDE PSYCHIATRIC SERVICES FOR INMATES AT THE INGHAM COUNTY JAIL

WHEREAS, since May 27, 2016 there have been no psychiatric assessments and treatment plans offered by the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) at the Ingham County Jail; and

WHEREAS, the Ingham County Jail recognizes the need to appropriately address the psychiatric needs of all inmates in the interest of maintaining inmate and staff safety, and in protecting inmates' Eighth Amendment rights against cruel and unusual punishment; and

WHEREAS, the United State Supreme Court has ruled on numerous occasions that the failure to provide appropriate mental health and medical care may constitute a violation of the Eighth Amendment (*Estelle v Gamble*, 429 U.S. 97 (1976) (deliberate indifference to prisoners' serious medical needs constitutes cruel and unusual punishment); see, e.g., *Hunt v Uphoff*, 199 F.3d 1220 (10th Cir. 1999) (prison officials violated Eighth Amendment by providing such inadequate medical treatment for inmate's diabetes and hypertension that inmate consequently suffered heart attack); *LaFaut v Smith*, 834 F.2d 389 (4th Cir. 1987) (prison officials violated Eighth Amendment by failing to provide disabled inmate with needed physical therapy and adequate access to facilities); *Madrid v Gomez*, 889 F. Supp. 1146, 1265-66 (N.D. Ca. 1995) (continued confinement of mentally ill inmates in the facility's security housing unit violated the Eighth Amendment); and

WHEREAS, the 55th District Court and the Michigan State University Department of Psychiatry have already developed a successful and mutually beneficial relationship in the evolution of the 55th District Court Mental Health Court; and

WHEREAS, the Michigan State University Department of Psychiatry currently assigns one senior-level resident psychiatrist to provide psychiatric services to the 55th District Court Mental Health Court for up to twelve hours weekly and contracts the services of one attending psychiatrist to supervise the resident psychiatrist or provide psychiatric services in the absence of a resident, for up to four hours weekly at the rate of $140 an hour; and

WHEREAS, the Michigan State University Department of Psychiatry has agreed to extend this arrangement to contract with the Ingham County Jail to assign one senior-level resident psychiatrist to provide psychiatric services to any inmate at the Ingham County Jail for up to eight hours weekly and contract the services of one attending psychiatrist to supervise the resident psychiatrist, or provide psychiatric services to any inmate at the Ingham County Jail in the absence of a resident, for up to eight hours weekly at the rate of $140 an hour; and

WHEREAS, the Health Services Millage funding has been identified to fund this contract; and

WHEREAS, the inmates of the Ingham County jail are eligible for services funded by the Health Services Millage because they reside within Ingham County, have no access to private or third party paid services, and are ineligible for Medicaid, all by virtue of their status as inmates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the Michigan State University Department of Psychiatry to assign one senior-level resident psychiatrist to provide psychiatric services to any inmate at the Ingham County Jail for up to eight hours weekly and contract the services of one attending psychiatrist to supervise the resident psychiatrist, or provide psychiatric services to any inmate at the Ingham County Jail in the absence of a resident, for up to eight hours weekly at the rate of $140 an hour for a total budget not to exceed $58,240 for the time period of November 1, 2016 through October 31, 2017.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2016 and 2017 Sheriff's Office budget.

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

Agenda Item 4b

TO: LE Committee
Finance Committee

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

DATE: October 5, 2016

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 FY2016 HOMELAND SECURITY GRANT PROGRAM FUNDS.

The FY 2016 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 $1,018,829. The FY2016 HSGP covers eligible costs from September 1, 2016 to August 31, 2019. At least $254,707 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A Maximum of $509,414 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 FY2016 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.

Agenda Item 4b

Introduced by the Law & Courts and Finance Committees

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 FY2016 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 FY2016 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 $53,488 from the State Homeland Security Program (SHSP) and $17,829 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of $71,317; 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 FY2016 is $1,018,829; 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 FY2016 Department of Homeland Security, Homeland Security Grant Program, and the acceptance $1,018,829 for the time period of September 1, 2016 to August 31, 2019.

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 5a

TO: Ingham County Board of Commissioners, Law and Courts Committee

FROM: Lance Langdon, 9-1-1 Director

DATE: October 3, 2016

SUBJECT: Request to purchase Schedule Express Program
For the meeting agenda of October 13, 2016.

BACKGROUND

With the ongoing staffing challenges in our 9-1-1 Center, we have identified problems that result from keeping of paper schedules that are managed by several different supervisors. Supervisors spend a very large amount of time each week working on and adjusting work schedules and overtime needs that result in a great deal of stress on both the staff and supervisors. As a result staff members from COAM and CCLP as well as through our JLT meetings have requested we purchase an automated scheduling system.

ALTERNATIVES

If we continue with paper schedules, staff will continue to be unhappy with the day to day problems of keeping a schedule with the many daily changes that affect their time off and work load. The Committee has heard from the CCLP, issues over scheduling difficulties and this program will address these problems. The 9-1-1 Supervisors who work with our schedule struggle to keep up with tracking time off requests, trade shift requests, FMLA leave, and getting proper staffing assigned or ordered to meet the needs of the operation.

FINANCIAL IMPACT

This project is currently not in the 2016 budget and, as a result, funding for this project is being requested from 9-1-1 Fund Balance. Additionally it is a yearly contract that was not included in the proposed 2017 budget presented to the Commissioners for approval. In talking with Mr. Musick Company President, they have not had a cost increase but instead report a drop in the price of their program over the last several years as they have increased the volume of customers. He does expect this to continue moving forward. He also advised that they have been working to get GSA pricing status for the product, and the pricing we have been given is the GSA pricing that they have proposed.

OTHER CONSIDERATIONS

With our struggle in maintaining staffing levels, adding this program will assist in eliminating scheduling errors, reducing the number of hours spent doing scheduling, while providing real time updates to all scheduling issues. This program works on our work PC's, personal computers and smart phones to allow staff to check their schedules regularly, and make requests for time off and volunteer for overtime assignments, while also assisting supervisors to fill staffing needs through the same program. It also automates our pay sheet process as work hours and shifts are all recorded electronically.
A demonstration of this software program was presented to the admin and supervisory staff last week with all members being extremely impressed with the capabilities and features of the program.

We did review and consider two other programs; Schedule Anywhere ($2232.00) and Ecore ($2559.00) but neither of these programs came close to meeting our needs here in the center. The Schedule Express program has been specifically designed to work with public safety organizations and is designed and marketed for public safety use.

RECOMMENDATION

Based on the recommendation of staff and my personal review of the program, I respectfully recommend the attached resolution to support the purchase of this Program and Services from Informer Systems Inc.

Agenda Item 5a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PURCHASING SCHEDULING SOFTWARE/SERVICES FOR THE 911 CENTER

WHEREAS, the Ingham County Board of Commissioners operates the 911 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County 9-1-1 staff members from both the Supervisory and Non-supervisory units have requested that the 9-1-1 Center purchase an automated scheduling system to improve and reduce errors in scheduling procedures; and

WHEREAS, The Ingham County 9-1-1 Joint Leadership Team has also recommended a move to an automated scheduling system; and

WHEREAS, the 9-1-1 Director has obtained a quote from Informer Systems for their Schedule Express program that includes initial configuration, training, support and upgrades with a current annual cost of $8,035.20; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services 911 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of $8,035.20 from the 911 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Schedule Express Software and Services.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

Agenda Item 5b

TO: Ingham County Board of Commissioners, Law and Courts Committee

FROM: Lance Langdon, 9-1-1 Director

DATE: October 4, 2016

SUBJECT: Request to hire (3) three additional 9-1-1 Central Dispatch Background Investigators
For the meeting agenda of October 13, 2016.

BACKGROUND

With the ongoing staffing challenges in our 9-1-1 Center, we have identified an area in our hiring process that causes additional time to the application/hiring process that we would like to eliminate. With working to fill our openings, we have been constantly reviewing our process looking to reduce the time it takes from receiving the applications to bringing a new employee on board.

With resolution #12-437 we did hire 3 special part time employees to complete our background investigations. As these investigators are on a special part time status, they are not always available when an investigation is needed. We have also had times when the investigators available, would be assigned several backgrounds to complete, and results in greater time being added to this phase of the hiring process.

ALTERNATIVES

Continuing with the current number of investigators, results in about 4-6 weeks needed to get an applicant pool through this part of the process. The additional investigators should result in the same work being done in 1-2 weeks, decreasing the time taken.

FINANCIAL IMPACT

There should be no additional costs to add these special part time employees. Each investigation has been averaging about 25 man/work hours; the needed investigations would just be spread between more investigators.

OTHER CONSIDERATIONS

With our struggle in maintaining staffing levels, has resulted in changes to how we do business by making a new entry level position of 9-1-1 Call Taker. We have been working to fill our open positions since we first opened, and staff has been forced to work hundreds of hours of overtime while we keep working to bring new people on board. In reviewing what we can do to increase the efficiency of the process, the length of time it takes to get our backgrounds done has been identified as an area that needs improvement. The sooner we can find, process and hire staff, and move them into our training process, the sooner the stress of the staffing shortage can be reduced on staff.

RECOMMENDATION

Based on the information presented, I respectfully recommend the attached resolution to support the authorization and hiring of an additional (3) three special part time 9-1-1 Background Investigators.

Agenda Item 5b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH ADDITIONAL SPECIAL PART TIME ON CALL 911 CENTRAL DISPATCH CENTER BACKGROUND INVESTIGATOR POSITIONS

WHEREAS, that the Ingham County Board of Commissioners has established the Ingham County 911 Central Dispatch Center; and

WHEREAS, the current staffing level requires the hiring of a large number of new employees to fill currently open positions as well as future positions that become available; and

WHEREAS, the 911 Center requires a law enforcement level background investigation be completed on each new employee, and currently has three special part time 9-1-1 Central Dispatch Background Investigator positions, established under resolution #12-437; and

WHEREAS, the 911 Centers three (3) special part time 9-1-1 Central Dispatch Background Investigators are not always available for various reasons or the number of background investigations each investigator is assigned lengthens the background processing of applicants; and

WHEREAS, there is not a continuous need for a full time staff member to fill the needs of 911 Background investigator, but the application process would benefit from additional investigators to complete the background investigations reducing the processing time of our applicants; and

WHEREAS, the addition of special part time 9-1-1 Background Investigators would not result in any additional cost to complete the background investigations; and

WHEREAS, there are many current or retired police officers that can perform these investigations as they are needed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes up to an additional three (3) special part time 911 Central Dispatch Background Investigator positions.

BE IT FURTHER RESOLVED, that the rate of compensation will continue at a rate of $25.00 per hour for the position.

Agenda Item 5c

TO: Ingham County Board of Commissioners, Law and Courts Committee

FROM: Lance Langdon, 9-1-1 Director

DATE: October 4, 2016

SUBJECT: Request to purchase NICE recorder system upgrade
For the meeting agenda of October 13, 2016.

BACKGROUND

The 9-1-1 recording system is in operation 24x7 – 365 days per year, capturing the 9-1-1 telephone and Ingham County public safety radio system broadcasts at the 9-1-1 Center. Originally put in service in the Lansing 9-1-1 Center the system was moved here to the Ingham County Central Dispatch Center. The system is in need of some upgrades in both hardware and software to assure that the system keeps functioning and is brought to the latest versions of software where able. This upgrade also will assist us by bringing the new quality assurance software and abilities that the current version of the system does not have.
This upgrade has been planned for and has been budgeted in the center's 2016 CIP budget.

ALTERNATIVES

The upgrade of the software and server will allow for us to be confident the system will continue to operate and provide improved functionality of the system. The initial purchase price of the system was over $161,000.00 in 2011 and this upgrade at a cost not to exceed $28,000.00 would save us a great deal of cost of having to replace the system.

FINANCIAL IMPACT

This project is currently in the 2016 CIP budget. As a result there would not be an adverse effect on the current budget or fund balance.

OTHER CONSIDERATIONS

This system is used a great deal by all levels of center staff, providing information to staff processing calls, departments needing information as evidences for court cases, to the public when a FOIA request is made for the information, and center staff in the evaluation of employee's performance.

RECOMMENDATION

Based on the presented, I respectfully recommend the attached resolution to support the purchase of this upgrade of hardware and software from Vanbelkum.

Agenda Item 5c

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH VAN BELKUM TO UPGRADE THE NICE 911 RECORDER SYSTEM FOR THE INGHAM COUNTY 911 CENTER

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency 911 dispatch system; and

WHEREAS, the Lansing and East Lansing 911 Centers identified the need to replace the malfunctioning 911 Recorder Systems with a NextGen 911 technology recorder authorized and approved under Resolution #11-125 in April of 2011; and

WHEREAS, the Van Belkum/NICE 911 Recorder System needs to be upgraded with new hardware and software; and

WHEREAS, the Van Belkum/NICE 911 Recorder System solution was originally installed within the Lansing 911 Center initially and then migrated to the new Ingham County Consolidated 911 Center; and

WHEREAS, the Ingham County Board of Commissioners has approved funding for an upgrade as a capital improvement project within the 9-1-1 Center's 2016 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract/purchase order be issued with Van Belkum for the purchase and installation of a NICE 9-1-1 Recorder System upgrade at a cost of $ 27,295.00, with a Project Contingency fund of $705.00 for a total project cost not to exceed $28,000, from the 9-1-1 2016 budget.

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

Agenda Item 5d

To: Ingham County Board of Commissioners Law and Courts Committee

From: Lance Langdon, Director 9-1-1

Date: October 5, 2016

Subject: 9-1-1 Center Update

I have prepared this update on 9-1-1 operations as you requested at the last meeting. I want to stress that the staff at the 9-1-1 Center are answering calls and dispatching our police, fire, and EMS partners; they work to keep everyone safe. Because of staffing shortages they are here on what should be their days off, caring for our community and answering their calls for help. It takes unique people to do their job; I am very proud of them and the job they do each and every day.

The priority is to fill the vacancies as quickly as possible while working to retain current staff. Due to the resignation of two (2) employees this week that challenge has increased. Because of this there are now eleven (11) open positions, which brings more stress because the staff faces more overtime to effectively cover the Center.

We continue to evaluate our hiring and training process to make it as efficient and effective as possible. One major change was to add the position of Call Taker which was negotiated with the CCLP union. Adding this new position will allow us to have verified staff members on the floor in a greatly reduced length of time. The first Call Taker only position will be filled as of October 26th. Two others will be starting as dispatchers the same day. They were hired as dispatchers to allow additional staffing as we approach the holidays and to reduce needed overtime coverage. In about four weeks we can train them in the LEIN position where they can then continue working in that position to help with staffing.

The addition of the Call Taker would also change our pay scales. The JLT discussed the need to come up with ways to help retain those we hire. When at the bargaining table, we reduced the time to reach top pay from seven (7) years to four (4) years and added a career step at the ten (10) year mark. Because of these changes, Call Takers start at a lower wage and have the ability to go through a promotion process to become a dispatcher. The following is a time frame of the most recent testing processes:

Video test	Oral Board	Start Date
October 4th	October 10th	TBD
September 6-7th	September 19th	Projected October 31-Nov 7th
July 15th	July 25-26th	September 26th

A change that would make the process shorter is in background investigations. While we cannot reduce the work that goes into the backgrounds, we can shorten the time it takes by increasing the number of investigators so the work is completed in less time. Therefore, I have proposed adding three (3) new background investigators. There would be no additional cost because the same number of backgrounds would be done but by more people.

On the operations side we have submitted our questionnaires to the cell carriers and have been in contact with TCS to move forward with Text to 9-1-1. Based on the requirements the carrier's clocks have started; they have six months to deploy the 9-1-1 Center.

Our next JLT meeting is scheduled for October 11th. We have also started meeting bi-weekly with the CCLP division representatives to discuss their concerns in a timely manner and to increase communications.

Staff members from the JLT, CCLP and COAM have requested that we move to an electronic scheduling system. Many problems reported by employees revolve around staffing and scheduling issues. We have looked primarily at three systems that are used by centers around the state. As a result I have submitted a request to move us to an automated system designed specifically for public safety and the unique issues that are part of these types of schedules.

Agenda Item 6

To: Ingham County Law & Courts Committee

From: John Neilsen, Chief Deputy Controller

Date: October 2, 2016

Re: Ingham County 2017 Juvenile Justice Community Agency Process

Commissioners:

At the last Law & Courts meeting on September 29, 2016 the Committee followed their 2017 JJM process and made a recommendation to award funds.

The BOC increased their annual appropriation from $100,000 in 2016 to $125,000 in 2017 or an increase of twenty five per cent.

Four Community Agencies requested JJM funding this fiscal year. Those same agencies also received funding in 2016, and their requested amounts for FY 2017 are listed below:

Child and Family Charities - Nexus	$39,341
Child and Family Charities - Teen Court	$26,114
Resolution Services Center of Central Michigan	$32,500
Small Talk Children's Assessment Center	$10,011.45
	$107,966.45

With a 25% increase over the 2016 appropriation and the revised request from Small Talk, the 2017 requests were recommended to be funded in their entirety with a surplus of $17,033.55.

The Committee then asked me to look into the possibility of coming up with some possible options and process to award the remaining surplus monies which total $17,033.55

The Juvenile Justice Community Agency Process is a discretionary program and is a small part of the approximately $4.1 million raised through this special millage in 2016. Most of the Juvenile Justice programming is through the Circuit Courts Family Division budget, and is matched by Child Care Funding where eligible.

Options:

1. The Commissioners could ask the four agencies to submit additional requests to be funded from the remaining funds. (The BOC already advertised the process and invited agencies to submit applications, see attached Press Release)

2. The Commissioners could declare the 2017 JJM process over and not spend the money. The funds would go back into this Special millage fund balance to be spent on eligible projects in the future. The BOC funded the four agencies at their full request.

My recommendation would be the second option.

PRESS RELEASE

COUNTY OF INGHAM

P.O. Box 319 • Mason, Michigan 48854 • (517) 676-7206 • Fax: (517) 676-7306
www.co.ingham.org

FOR IMMEDIATE RELEASE

Date: *July 27, 2016*

Contact: *Kara Hope, Chairperson*
Ingham County Board of Commissioners - (517) 676-7200

Bryan Crenshaw, Chairperson
Ingham County Board of Commissioners Law & Courts Committee
(517) 676-7200

John L. Neilsen
Ingham County Chief Deputy Controller - (517) 676-7206

TITLE: *Ingham County Announces FY2017 Juvenile Justice Community Agency Grant Application Process*

Mason, Michigan

Ingham County announces that the 2017 Juvenile Justice Community Agency grant application process has begun. Ingham County will provide financial support to community agencies that are primarily non-profit organizations.

"Thanks to Ingham County voters who approved the countywide juvenile justice millage in 2002 and renewed it in 2006 and 2012, Ingham County has made great strides in helping our at-risk kids to get back on the right track," said Kara Hope, Chairperson of the Board of Commissioners. "This grant partnership with local organizations is an important and fundamental part of our strategy."

The Board of Commissioners reserves a small portion of the Juvenile Justice Millage proceeds ($125,000 in 2017) to further the goals and objectives of the County's Juvenile Justice Millage. The grant awards are from January 1, 2017 through December 31, 2017.

"It's our plan to use these Juvenile Justice Community Agency Grant funds to provide services to at-risk county youth outside the formal judicial process to help reduce the Court's formal dockets," said Bryan Crenshaw, Chairperson of the Board of Commissioners' Law & Courts Committee.

The 2017 Juvenile Justice Community Agency grant process will support the Board of Commissioners' intent of seeking proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth, with the intent to reduce the involvement of youth in the formal adjudication process.

Priority consideration will be given to those proposals which most appropriately meet the adopted Ingham County Continuum of Care Model as well as those proposals that leverage other sources of funds.

The Juvenile Justice Community Agency Grant process will begin with an application for the agency to fill out that is due by August 22, 2016 at 5:00pm. The applications are reviewed by County staff and legal counsel to make sure they meet the County objectives and legal restrictions on public funds. This Juvenile Justice Community Agency Grant allocation process will be reviewed by the Board of Commissioners' Law & Courts and Finance Committees and on to the full Ingham County Board of Commissioners for approval through a County resolution. In 2016, $100,000 was made available to local organizations and agencies in support of the Board of Commissioners' resolution to continue the Juvenile Justice Community Agency Process.

Eligible organizations may obtain further information on requesting 2017 Juvenile Justice Millage Community Agency Applications by contacting Chief Deputy Controller, John Neilsen at (517) 676-7211 or Rachel Prettenhofer at (517) 676-7206 or by visiting the County's website at http://co.ingham.org/. You may also e-mail controller@ingham.org for additional information.

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