

CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW & COURTS COMMITTEE  
KARA HOPE, CHAIR  
TERI BANAS  
VICTOR CELENTINO  
CAROL KOENIG  
BRYAN CRENSHAW  
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, AUGUST 10, 2017 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 [July 12, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Authorize the Sheriff's Office to Renew a Contract with Lansing Mason Area [Ambulance Service](#) for Mobile Emergency Care, Transport Service, and Adding Blood Draw Services
  - b. Resolution to Authorize [Donations](#) to the Ingham County Sheriff's Office "Sheriff's Inmate Initiatives" in the Form of Goods, Services, and Money
  - c. Resolution to Authorize the Purchase of a [Finger and Palm Print Computer Software](#) Application and Equipment through IDNetworks for the Ingham County Sheriff's Office to Use to Capture Finger and Palm Prints for State of Michigan and AFIS/FBI Submission as Required by Law
2. Friend of the Court
  - a. Resolution to Authorize a New Contract with MGT of America Consulting LLC, for the Preparation of the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program ([CRP Application](#)) and Other Services
  - b. Resolution Honoring [Vicki Peterson](#)
3. Circuit Court – Resolution to Amend Subcontracts Included in the FY 2017 Michigan Mental Health Court Grant Program [Operational Grant](#)
4. Animal Control – Resolution to Accept a [PetSmart Charities Grant](#)
5. 9-1-1 Center
  - a. Resolution to Authorize a Contract with Priority Dispatch for Continued Support for Emergency Medical Dispatch ([ProQA](#)) for the Ingham County 9-1-1 Central Dispatch Center
  - b. Resolution to Honor Emergency Telecommunicator [James Huff](#) of the Ingham County 9-1-1 Central Dispatch

6. Human Resources – Resolution Approving Implementation of [Everbridge Alert System](#) with Capital City Labor Program Inc. – Corrections Non-Supervisory Unit
7. Law & Courts Committee – Programming Options and Cost Estimates: [Community Corrections and Pretrial Services](#) (*Discussion*)

Announcements  
Public Comment  
Adjournment

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

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

LAW & COURTS COMMITTEE  
July 12, 2017  
Draft Minutes

Members Present: Hope, Banas, Celentino, Crenshaw, Koenig, Maiville, and Schafer

Members Absent: None.

Others Present: Jason Ferguson, Teri Morton, and Liz Kane.

The meeting was called to order by Chairperson Hope 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 June 15, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE JUNE 15, 2017 LAW AND COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Removed –

1. Sheriff's Office
  - a. Resolution to Authorize the Ingham County Sheriff's Office Garden Initiative to Accept Donations in the Form of Goods, Services, and Money

Limited Public Comment

None.

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

1. Sheriff's Office
  - b. Resolution to Authorize a Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies
2. Prosecutor's Office – Resolution Honoring Sally Auer
3. Controller's Office
  - b. Resolution Authorizing Adjustments to the 2017 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY.

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

3. Controller's Office
  - a. Resolution to Adopt the 2018 Juvenile Justice Community Agency Process Calendar

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO AMEND THE RESOLUTION TO INCLUDE THE AMOUNT OF \$100,000 TO FUND THE JUVENILE JUSTICE COMMUNITY AGENCY PROCESS.

The resolution was amended as follows:

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2018 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of **\$100,000** for this purpose.

This was considered a friendly amendment.

THE RESOLUTION, AS AMENDED, PASSED UNANIMOUSLY.

4. Board Referral – Report from Maner Costerisan Regarding the Annual Accounting for the Ingham County 9-1-1 Service District for the Years Ended December 31, 2016 and 2015

Chairperson Hope stated the report was on the agenda for the Committee members to read if they wished.

#### Announcements

Commissioner Maiville stated he did not believe the Committee had heard any updates from the 9-1-1 Center lately.

Teri Morton, Deputy Controller, stated they could invite the 9-1-1 Center Director to speak to the Committee at the August meeting if the Committee wished. She further stated the JLT (Joint Leadership Committee) had not met in a while because of scheduling issues, but they would be meeting Tuesday, July 18, 2017.

Chairperson Hope stated the 9-1-1 Center Director could possibly come to the next meeting, once they established what the agenda would look like.

Commissioner Banas stated she would also like to have an update on overtime levels at the 9-1-1 Center, and to see if they had had any success in filling the vacant positions or improving the overall employee morale.

Ms. Morton stated she would evaluate the agenda and invite the 9-1-1 Center Director to either the August or September Committee meeting.

Chairperson Hope stated the 9-1-1 Center could also submit a memo to the Committee if they wanted to save time.

Commissioner Koenig stated she would also like to get an update at some point on the radios at the 9-1-1 Center, as it was an important financial consideration for the County. She further stated she would like to know where they were in the budgeting process for radios, so they could figure out where to get the money before the issue arose again.

Ms. Morton stated she understood the Law & Courts Committee had decided to have a separate millage in 2018 for the 9-1-1 Center, and it was still on the calendar to follow that timeline.

Commissioner Koenig stated the Committee needed to be strategic and take into account what else they would like to put up for a millage in 2018, so they did not have too many millages on the same ballot.

Commissioner Crenshaw stated the Ingham Academy graduation would be held on July 26, 2017. He further stated the Garden Gala would be held on July 27, 2017.

Commissioner Maiville asked if there was an update about overtime at the Sheriff's Office and the Ingham County Jail.

#### Public Comment

Jason Ferguson, Sheriff's Office, stated the current overtime numbers were released earlier that day, and the Sheriff's Office had seen an increase of 800 hours in additional vacation time expended and had saved \$11,000 in overtime costs compared to 2016.

Commissioner Banas asked if those numbers were year-to-date.

Mr. Ferguson stated he was not sure what parameters the Sheriff had used, but he believed it compared 2016 totals to 2017 totals, since the Sheriff's Office had been able to implement scheduling changes earlier this year.

Chairperson Hope asked the Sheriff's Office to send the Committee an email regarding the parameters the Sheriff used.

Commissioner Banas asked how the savings and vacation hours translated to employee morale.

Mr. Ferguson stated the change had been awesome, because the deputies now had a work/life balance, which Sheriff Scott Wriggelsworth thought was very important. He further stated the Sheriff was also improving morale for the Sheriff's Office on other fronts, which was great for the employees.

Commissioner Celentino stated he noticed the savings were also reflected in the budgetary adjustment resolution the Committee had passed.

### Adjournment

The meeting was adjourned at 6:09 p.m.

## AUGUST 10, 2017 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

#### The Deputy Controller recommends approval of the following resolutions:

- 1a. Sheriff's Office – Resolution Authorizing the Sheriff's Office to Renew a Contract with Lansing Mason Area Ambulance Service for Mobile Emergency Care and Transport Service and Adding Blood Draw Services*

This resolution will authorize the Ingham County Sheriff's Office to contract with Lansing Mason Area Ambulance Service for mobile emergency care and transports of inmates as well as blood draw services on Operating While Impaired investigations.

Resolution #16-529 authorized a contract for mobile emergency care and transport of inmates at the County Jail with Lansing Mason Area Ambulance Service for the period of January 1<sup>st</sup>, 2017 through December 21<sup>st</sup>, 2018. The Sheriff's Office would like to pursue this contract renewal with Lansing Mason Area Ambulance Service but is also seeking to add blood draws to the contract in the interest of reducing expenses and liability. Blood draws for Operating While Impaired investigations can be administered at the County Jail instead of taking an intoxicated inmate out of the secure facility to a hospital. A request for proposal was conducted to which Lansing Mason Area Ambulance Service was the sole respondent.

The cost of a blood draw under the current practice is \$236. Under contract with Lansing Mason Area Ambulance, the cost would be reduced to \$125 for the remainder of 2017 and all of 2018 with an increase to \$150 in 2019 and 2020.

The current total contract sum for this agreement is \$22,500 with only mobile emergency care and transport included. The addition of the blood draw service would require this amount to increase to \$32,500 based on the four year average of 67 draws per year (at \$150 each). See attached memo for details.

- 1b. Sheriff's Office – Resolution to Authorize Donations to the Ingham County Sheriff's Office "Sheriff's Inmate Initiative" in the Form of Goods, Services, and Money*

This resolution will authorize the acceptance of donations for the Sheriff's Inmate Initiative program. The Sheriff's Office Correctional and Educational Staff have instituted a program that will help inmates learn agricultural skills and give them opportunity to give back to the community. The Ingham County Sheriff's Office plans on developing additional programs to help inmates further develop their life and family skills. See attached memo for details.

- 1c. Sheriff's Office – Resolution to Authorize the Purchase of a Finger and Palm Print Computer Software Application and Equipment Through IDNetworks for the Ingham County Sheriff's Office to Use to Capture Finger and Palm Prints for State Of Michigan and AFIS/FBI Submission as Required by Law*

This resolution will authorize the purchase of application software and equipment from IDNetworks for a total cost not to exceed \$48,260, to be funded from the Inmate Commissary fund. The recurring annual software maintenance of \$6,491 starting the second year of service with IDNetworks will be budgeted in the coming years.

The Ingham County Sheriff's Office is working on the transition from its current records management system to a new one and will be required to update its finger and palm printing computer software application and equipment to interface with the system. IDNetworks computer software application and equipment interfaces with the Livescan system to transmit finger and palm prints to the State of Michigan and AFIS (Automated Fingerprint Identification System)/FBI. The IDNetworks computer and software application will replace the current application by Morpho Trust. IDNetworks holds the State of Michigan contract for utilizing the Live Scan system and is a participant under the State of Michigan MiDeal program.

2a. *Friend of the Court – Resolution to Authorize a New Contract with MGT of America Consulting LLC, for the Preparation of the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program (CRP) Application and Other Services*

The Ingham County Friend of the Court and Ingham County Prosecuting Attorney receive Title IV-D funding to administer the child support program. The application and billing for this funding is complex and requires specialized knowledge. Since 2010 MGT has provided accurate and timely services to Ingham County for the application and billing of IV-D funding.

This resolution will approve contracts with MGT for services from October 1, 2017 through September 30, 2022, from funds within the Ingham County Friend of the Court and Ingham County Prosecuting Attorney budgets to prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly CRP billing invoices, and the depreciation schedule for equipment purchased in excess of \$5,000 for CRP billing and to provide an automated time log processing service to assist in compiling and providing the information necessary for the monthly Friend of the Court CRP billing.

The cost will be \$12,000 per year total for the Friend of the Court and the Prosecuting Attorney for fiscal years 2018 and 2019. For fiscal years 2020, 2021, and 2022, the rate for these services shall be \$13,600 total per year. The cost for the time log processing will be \$1.40 per timesheet, at a cost not to exceed \$7,500 per year.

See attached memo for details.

3. *Circuit Court – Resolution to Amend Subcontracts Included in the FY 2017 Michigan Mental Health Court Grant Program Operational Grant*

This resolution will authorize amendments to subcontracts as part of the 2017 Michigan Mental Health Court Grant Program Operational Grant originally authorized by Resolution 16-429. These changes are being recommended by the Circuit Court due to the identification of new vendors and the correlating need to reallocate funds.

Current subcontracts will be collectively increased as follows, from \$36,327 to \$45,015:

- Drug testing services to be provided by A.D.A.M.
- Representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO
- Substance abuse assessments to be provided by Wellness, Inx; and transitional housing to be provided by RISE Recovery Community

Additional subcontracts are authorized as follows, not to exceed \$2,820 in total:

- treatment services to be provided by PPRS, PAR Rehab, and PATS
- transitional housing to be provided by Endeavor House and Pinnacle

4. Animal Control – Resolution to Accept PetSmart Charities Grant

This resolution will authorize the acceptance of a \$4,600 grant from PetSmart Charities. The grant will reimburse the Ingham County Animal Control Department for expenses related to the seizure and subsequent surrender of 92 cats and 2 dogs seized under a search warrant for animal cruelty/neglect. The grant will offset costs for medical care, feed, and sheltering supplies. There is no match requirement.

5a. 911 Dispatch Center – Resolution to Authorize a Contract with Priority Dispatch for Continued Support for Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center

Resolution 14-081 approved the purchase of software for the Emergency Medical Dispatch ProQA program from Priority Dispatch. This program requires a yearly maintenance cost for updates and fixes to the software. Upon payment of the 2017 maintenance, it was discovered that the contract had expired.

This resolution will authorize a contract with Priority Dispatch for continued support for Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center for the 5 year period of April 1, 2017 through March 31, 2022 not to exceed \$45,632. By prepaying for the 5 year period, the cost will be reduced by 20%.

See attached memo for details.

6. Human Resources – Resolution Approving Implementation of Everbridge Alert System with Capital City Labor Program Inc. – Corrections Non-Supervisory Unit

This Letter of Understanding (LOU) with the Capitol City Lodge Labor Program Inc. is an updated version of the expired LOU for the Code Red Alert System that had been in place since 2015. The updated LOU through December 31, 2018 maintains the same response process but names the new Everbridge Alert System. In 2015, the Sheriff's Office identified an issue regarding unscheduled overtime and providing adequate coverage. At that time, the parties met and determined this could be addressed through the Code Red Alert System and an LOU was created to provide an unscheduled overtime response process. This alert system has worked well since its inception. See attached memo for details.

**HONORARY RESOLUTIONS:**

2b. Friend of the Court – Resolution Honoring Vicki Peterson

5b. 911 Dispatch Center – Resolution to Honor Emergency Telecommunicator James Huff of the Ingham County 9-1-1 Central Dispatch

**DISCUSSION ITEM:**

7. Law and Courts Committee – Programming Options and Cost Estimates: Community Corrections and Pretrial Services

**Agenda Item 1a**

TO: Law & Courts Committee  
Finance Committee

FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff's Office

DATE: July 14<sup>th</sup> 2017

RE: A CONTRACT RENEWAL WITH THE LANSING MASON AREA  
AMBULANCE SERVICE

Resolution #16-529, in part, authorized a contract for mobile emergency care and transport of inmates at the County Jail with Lansing Mason Area Ambulance Service. This was for the period of January 1<sup>st</sup>, 2017 through December 21<sup>st</sup>, 2018. The Director of Purchasing for Ingham County conducted an RFP (#129-17) on the next contract for these services and received a sole respondent in Lansing Mason Area Ambulance Service.

The Sheriff's Office would like to pursue this contract renewal with Lansing Mason Area Ambulance Service but seeks to add an additional service (blood draws) to the contract in the interest of reducing expenses and liability.

Blood draws for Operating While Impaired investigations can be administered at the County Jail instead of taking an intoxicated, often insolent or combative inmate out of the secure facility to a hospital. The cost of a blood draw under this practice is \$236. Under contract with Lansing Mason Area Ambulance, the cost would be reduced to \$125 for the remainder of 2017 and all of 2018 with an increase to \$150 in 2019 and 2020.

The current total contract sum for this agreement is \$22,500 with only mobile emergency care and transport included. The addition of the blood draw service would require this amount to increase to \$32,500 based on the four year average of 67 draws per year (at \$150 each).

**Agenda Item 1a**

TO: Undersheriff Bouck  
Chief Deputy Ferguson

FROM: James Hudgins, Director of Purchasing

DATE: June 16, 2017

RE: Memorandum of performance for RFP No. 129-17: Ambulance and Blood Drawing Services

---

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a three-year agreement to provide ambulance and blood drawing services for inmates of the Ingham County Sheriff's Office.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department's website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	8	4
Vendors responding	1	1

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	Ambulance Only	Blood Draw Only
Archy's & Son Inc. dba Lansing Mason Ambulance	Yes, Mason	Year 1 - \$125.00	Year 1 - \$125.00
		Year 2 - \$150.00	Year 2 - \$150.00
		Year 3 - \$175.00	Year 3 - \$175.00

*You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE SHERIFF'S OFFICE TO RENEW A CONTRACT WITH LANSING MASON AREA AMBULANCE SERVICE FOR MOBILE EMERGENCY CARE AND TRANSPORT SERVICE AND ADDING BLOOD DRAW SERVICES**

WHEREAS, the Ingham County Purchasing Director conducted a request for proposal (RFP# 129-17) on the current contract for services and Lansing Mason Area Ambulance Service was the sole respondent; and

WHEREAS, Lansing Mason Area Ambulance Service holds the current contract with the Sheriff's Office for the medical treatment and transport of inmates at the County Jail; and

WHEREAS, the Sheriff's Office seeks to reduce liabilities and expenses by adding blood draw services to the contract for Operating While Impaired investigations; and

WHEREAS, the Ingham County Sheriff's Office has conducted an average of 67 blood draws per year over the last 4 years as part of Operating While Impaired (OWI) investigations; and

WHEREAS, the current practice of the Ingham County Sheriff's Office is to transport arrested subjects to the hospital (Sparrow or McLaren) for the blood draw process at a cost of \$236 per draw; and

WHEREAS, the transport of arrested subjects out of the jail and back into public areas requires additional personnel time, gas, mileage, and increased liability; and

WHEREAS, the medical section of the Ingham County Jail and/or the back of an ambulance is a legally accepted medical environment for the process of drawing blood; and

WHEREAS, the Lansing Mason Area Ambulance Service has a contract with the Mason Police Department to diminish the personnel time, gas, mileage, and liabilities involved with the blood draw process being conducted off site and has offered such service and contract to the Sheriff's Office; and

WHEREAS, the Lansing Mason Area Ambulance Service will contract with the Ingham County Sheriff's Office to reduce the per draw rate of \$236 to \$125 for the remainder of 2017 and all of 2018 (\$150 2019) (\$150 2020) and will conduct this service at the Ingham County Jail which will significantly reduce personnel time, gas, mileage, and the related liabilities for the Sheriff's Office.

THEREFORE BE IT RESOLVED, that the Ingham County Sheriff's Office will be authorized to contract with Lansing Mason Area Ambulance Service for mobile emergency care and transports of inmates as well as blood draw services on Operating While Impaired investigations.

BE IT FURTHER RESOLVED, that Lansing Mason Area Ambulance Service has agreed to rates that would be consistent for all stated contracted services at the following amounts: \$125 in 2018, \$150 in 2019, \$150 in 2020.

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

**Agenda Item 1b**

TO: Law & Courts Committee  
Finance Committee

FROM: Major Davis, Corrections Division

DATE: July 19, 2017

RE: **RESOLUTION TO AUTHORIZE DONATIONS TO THE INGHAM COUNTY SHERIFF'S OFFICE "SHERIFF'S INMATE INITIATIVES" IN THE FORM OF GOODS, SERVICES, AND MONEY**

This resolution is to authorize donations to the Ingham County Sheriff's Office "Sheriff's Inmate Initiatives" in the form of goods, services, and money.

In June 2017, the Ingham County Sheriff's Office instituted a garden program. The Sheriff's Office Correctional and Educational staff has developed a program that helps inmates learn agricultural skills as well as giving them opportunity to give back something to the community. There is strong evidence pointing to the importance of education in reducing recidivism. The Ingham County Sheriff's Office plans on developing additional programs to help inmates further develop their life and family skills. Correctional facilities across the country have instituted similar programs for decades with positive effects within the facility and throughout the community. The Ingham County Sheriff's Office anticipates working with local partners to assist the inmates by continuing to develop and enhance these programs.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE DONATIONS TO THE INGHAM COUNTY SHERIFF'S OFFICE  
"SHERIFF'S INMATE INITIATIVES" IN THE FORM OF GOODS, SERVICES, AND MONEY**

WHEREAS, the Ingham County Sheriff's Office is responsible for providing education and helping reduce the recidivism rate of inmates within Ingham County; and

WHEREAS, on June 26, 2017, Ingham County Sheriff's Correctional and Education staff implemented the Ingham County Sheriff's Office Garden Initiative; and

WHEREAS, the Ingham County Sheriff's Office is planning on instituting further programs including "Connections in Corrections" to assist inmates in developing life and family building skills; and

WHEREAS, the Ingham County Sheriff's Office is likely to develop similar programs/initiatives under the title of "Sheriff's Inmate Initiatives"; and

WHEREAS, the Ingham County Sheriff's Office currently does not have money budgeted for these programs/initiatives that will be developed under the "Sheriff's Inmate Initiatives"; and

WHEREAS, all donations to the Ingham County Sheriff's Office "Sheriff's Inmate Initiatives" shall be utilized within the programs developed.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff's Office to accept donations to support the "Sheriff's Inmate Initiatives".

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2017 Sheriff's Office 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 1c**

TO: Law & Courts Committee  
Finance Committee

FROM: Sheriff Scott Wriggelsworth, Ingham County Sheriff's Office

DATE: July 26, 2017

RE: RESOLUTION TO ALLOW THE PURCHASE OF A FINGER AND PALM PRINT COMPUTER APPLICATION AND EQUIPMENT THROUGH IDNETWORKS FOR THE INGHAM COUNTY SHERIFF'S OFFICE TO USE TO CAPTURE FINGER AND PALM PRINTS FOR STATE OF MICHIGAN AND AFIS/FBI SUBMISSION AS REQUIRED BY LAW

This resolution is for the approval to purchase a fingerprint application using Inmate Commissary funds.

The Sheriff's Office requests the approval for the Ingham County Purchasing Department to purchase from IDNetworks a finger and palm printing equipment and computer application for the Sheriff's Office to submit fingerprints to the State of Michigan and AFIS (Automated Fingerprint Identification System)/FBI as required by State Law.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF A FINGER AND PALM PRINT COMPUTER SOFTWARE APPLICATION AND EQUIPMENT THROUGH IDNETWORKS FOR THE INGHAM COUNTY SHERIFF'S OFFICE TO USE TO CAPTURE FINGER AND PALM PRINTS FOR STATE OF MICHIGAN AND AFIS/FBI SUBMISSION AS REQUIRED BY LAW**

WHEREAS, the Ingham County Sheriff's Office is mandated by State and Federal Law to fingerprint arrested and jailed individuals while incarcerated and upon release; and

WHEREAS, the Ingham County Sheriff's Office is transitioning from its current records management system to a new records management system and will be required to update its finger and palm printing computer software application and equipment to interface with the new records management system; and

WHEREAS, IDNetworks computer software application and equipment interfaces with Livescan system to transmit finger and palm prints to the State of Michigan and AFIS/FBI; and

WHEREAS, the IDNetworks computer and software application will replace the current computer and software application by Morpho Trust; and

WHEREAS, the Sheriff's Office will utilize the current Morpho Trust scanners to help offset the cost of the change-over; and

WHEREAS, the recurring annual software maintenance of \$6,491.00 starting the second year of service with IDNetworks will be budgeted in the coming years; and

WHEREAS, IDNetworks holds the State of Michigan contract for utilizing the Live Scan system; and

WHEREAS, IDNetworks is a participant under the State of Michigan (SOM) MiDeal (Contract #071B6600022) program; and

WHEREAS, the total expenditure for this proposal is not to exceed \$48,260.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Purchasing Department to purchase on behalf of the Ingham County Sheriff's Office the application software and equipment from IDNetworks using the MiDeal (Contract #071B6600022) program for a total cost not to exceed \$48,260.00.

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the Inmate Commissary Fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments to the 2017 budget consistent with this resolution.

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.

**M E M O R A N D U M**

**TO: LAW & COURTS AND FINANCE COMMITTEES**

**FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FOC  
LISA MCCORMICK, CHIEF ASSISTANT PROSECUTOR**

**RE: RE-AUTHORIZATION OF FRIEND OF THE COURT AND  
PROSECUTOR CONTRACTS WITH MGT OF AMERICA  
CONSULTING, LLC, FOR THE PREPARATION OF THE IV-D  
COOPERATIVE REIMBURSEMENT PROGRAM (CRP)  
APPLICATION AND OTHER SERVICES**

**DATE: JULY 20, 2017**

---

Currently the Friend of the Court and the Family Support Unit of the Prosecuting Attorney receive 66% reimbursement for most of their expenditures through the federal Cooperative Reimbursement Program (CRP), authorized by Title IV-D of the Social Security Act. Taken together, the Ingham County FOC and PA receive over \$4 million annually in CRP reimbursement, which is administered by the Michigan Office of Child Support.

The application for CRP funding (now done every five years) and the monthly preparation and submission of reimbursement requests to the Michigan Office of Child Support through the Electronic Grant Management System (EGrAMS) are extremely complex, detailed, and time-consuming procedures which could easily require the creation of a specialized accounting position were they done in-house.

In order to continue to apply for and receive CRP reimbursement in the most cost-effective manner possible, the FOC and PA request new five-year contracts with MGT of America Consulting LLC, who has been preparing CRP applications and reimbursement requests in an accurate and timely fashion for each agency since 2010. The combined cost of the contracts would not exceed \$19,500 per year for 2018 and 2019 (\$6,000 for the PA and \$13,500 for the FOC), and not exceed \$21,100 per year for 2020, 2021, and 2022 (\$6,000 for the PA and \$15,100 for the FOC). Because the contracts with MGT are eligible for 66% CRP reimbursement, the total general fund cost for both agencies would not exceed \$6,630 per year in 2018 and 2019, and would not exceed \$7,174 per year in 2020, 2021, and 2022, which is less than 0.2% of the total amount of the reimbursement requests and CRP contract amounts being prepared by them.

The CRP application and reimbursement request contracts for 2018 and 2019 are the same as for the 2015-2017 MGT contract, which is also approximately the same rate as was paid to a prior vendor (Maximus, Inc.) for the same services before 2010. The rate for the processing of timesheets for the FOC automated time log service is the same for the next five years as it was for the 2015-2017 MGT contract.

Thank you for your consideration. A representative of the Friend of the Court and/or Prosecuting Attorney will be available at the August 10 Law & Courts Committee and August 16 Finance Committee meetings.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A NEW CONTRACT WITH MGT OF AMERICA CONSULTING LLC, FOR THE PREPARATION OF THE FRIEND OF THE COURT AND PROSECUTING ATTORNEY TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM (CRP) APPLICATION AND OTHER SERVICES**

WHEREAS, the Ingham County Friend of the Court and Ingham County Prosecuting Attorney receive Title IV-D funding to administer the child support program; and

WHEREAS, the application for IV-D funding, and the billing for IV-D funding, is complex and requires specialized knowledge; and

WHEREAS, since 2010 MGT has provided accurate and timely services to the Ingham County Friend of the Court and the Ingham County Prosecuting Attorney for the application and billing of IV-D funding; and

WHEREAS, for fiscal years 2018 and 2019, MGT provided a yearly quote of \$6,000 for the Friend of the Court, and \$6,000 for the Prosecuting Attorney, to prepare the Title IV-D CRP application, the monthly billing invoices, and the capitalization schedule for equipment purchased in excess of \$5,000, which is the same rate which was charged for these services for 2015, 2016 and 2017, and approximately the same rate as was paid to the prior vendor for these services before 2010; and

WHEREAS, for fiscal years 2020, 2021 and 2022, MGT provided a yearly quote of \$6,800 for the Friend of the Court, and \$6,800 for the Prosecuting Attorney, to prepare the Title IV-D CRP application, the monthly billing invoices, and the capitalization schedule for equipment purchased in excess of \$5,000; and

WHEREAS, MGT provided a quote of \$1.40 per timesheet processed for the Friend of the Court automatic time log processing service to assist in compiling and providing the information necessary for the monthly CRP billing, which is the same rate which has been charged for these services for 2015, 2016 and 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves contracts with MGT for services from October 1, 2017 until September 30, 2022, from funds within the Ingham County Friend of the Court and Ingham County Prosecuting Attorney budgets to:

- (1) Prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly CRP billing invoices, and the depreciation schedule for equipment purchased in excess of \$5,000 for CRP billing at a cost of \$6,000 per year for the Friend of the Court, and \$6,000 per year for the Prosecuting Attorney, or \$12,000 per year in total, for fiscal years 2018 and 2019. For fiscal years 2020, 2021, and 2022, the rate for these services shall be \$6,800 per year for Friend of the Court, and \$6,800 per year for the Prosecuting Attorney, or \$13,600 per year in total.
- (2) Provide an automated time log processing service to assist in compiling and providing the information necessary for the monthly Friend of the Court CRP billing at a cost of \$1.40 per timesheet, at a cost not to exceed \$7,500 per year.

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

Introduced by Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING VICKI PETERSON**

WHEREAS, Vicki Peterson began her employment as an Attorney/Referee for the Ingham County Friend of the Court in 1996; and

WHEREAS, prior to coming to Ingham County Friend of the Court, Vicki Peterson had already obtained extensive experience in the legal profession, through working in private practice for fifteen years as a law clerk, attorney, and partner in her own law firm; and

WHEREAS, prior to practicing law, Vicki Peterson received her B.A. from Michigan State University, and graduated first in her class from Cooley Law School; and

WHEREAS, on behalf of the Judges of the 30<sup>th</sup> Judicial Circuit Court, Family Division, Vicki Peterson has conducted thousands of hearings pertaining to the issues of custody, parenting time, child support, and domicile, which were held for the benefit of the children of Ingham County, and of the State of Michigan; and

WHEREAS, Vicki Peterson has exemplified the best in public service through her commitment to her responsibilities and duties, hard work, thorough research, and highest ethical standards; and

WHEREAS, Vicki Peterson's abundance of knowledge, sense of humor, and willingness to cooperate with and assist her co-workers will be greatly missed; and

WHEREAS, Vicki Peterson has dedicated a significant portion of her life in service to the families and children of Michigan and of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Vicki Peterson for her many years of dedicated service to the County of Ingham and for her contributions to the Family Division of the 30<sup>th</sup> Judicial Circuit Court.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

### Agenda Item 3

**TO:** Law and Courts and Financial Committees  
**FROM:** Rhonda K. Swayze, Deputy Court Administrator/General Trial Division  
**DATE:** July 28, 2017  
**SUBJECT:** FY 17 Mental Health Court Grant Program Operational Grant

#### **BACKGROUND**

The Ingham County Circuit Court currently receives funding from the State Court Administrative Office for the operation of a Mental Health Court. The Board of Commissioners accepted the 2017 grant award and approved entering into subcontracts in Resolution # 16-429.

Due to the identification of new vendors during the fiscal year and the need to reallocate funds to pay the new vendors, we are submitting this resolution to amend the subcontracts for the FY 17 Mental Health Court Grant.

#### **FINANCIAL IMPACT**

The financial impact of this amendment will increase the amount allocated to subcontractors listed in 16-429 and to add new subcontractors as follows:

- Collectively increase amount allocated for drug testing services to be provided by A.D.A.M.; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; and transitional housing to be provided by RISE Recovery Community from \$36,327 to \$45,015.
- Add treatment services provided by PPRS, PAR Rehab and PATS and transitional housing to be provided by Endeavor House and Pinnacle – collectively not to exceed \$2,820.

Thank you for considering this resolution to amend the subcontracts for the FY 17 Mental Health Court Grant.

cc: Hon. Joyce Draganchuk  
Shauna Dunnings  
Hon. James S. Jamo  
Hon. Janelle A. Lawless

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND SUBCONTRACTS INCLUDED IN THE FY 2017 MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM OPERATIONAL GRANT**

WHEREAS, Resolution 16-429 approved entering into subcontracts as part of the Michigan Mental Health Court Operational Grant administered by the State Court Administrative Office for the fiscal year of October 1, 2016 through September 30, 2017; and

WHEREAS, since that time, several amendments are recommended to those subcontracts due to identification of new vendors and the correlating need to reallocate funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amendment to these subcontracts as follows:

- drug testing services to be provided by A.D.A.M.; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; and transitional housing to be provided by RISE Recovery Community - collectively increase from \$36,327 to \$45,015.

BE IT FURTHER RESOLVED, that additional subcontracts are authorized as follows:

- treatment services to be provided by PPRS, PAR Rehab and PATS; and transitional housing to be provided by Endeavor House and Pinnacle – collectively not to exceed \$2,820.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2016 - 2017 budget and position allocation lists consistent with this resolution.

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

## Agenda Item 4

**TO:** Board of Commissioners Finance and Law & Courts Committees  
**FROM:** John Dinon, Director – Ingham County Animal Control  
**DATE:** 1 August 2017  
**SUBJECT:** Resolution to accept PetSmart Charities Grant  
For the meeting agendas of August 10, 16 and 22, 2017

---

### **BACKGROUND**

The Ingham County Animal Control Department (ICAC) has applied for and been awarded a grant to reimburse ICAC for expenses related to the seizure and subsequent surrender of 92 cats and 2 dogs which occurred on 12 June 2017; the animals were seized under a search warrant for animal cruelty/neglect. The grant is for \$4,600 for medical care, feed and sheltering supplies. There is no match requirement.

### **ALTERNATIVES**

If the grant is not accepted ICAC will cover the expenses out of the general fund budget and possibly other raised money.

### **FINANCIAL IMPACT**

Accepting the grant will provide \$4,600 in general fund relief.

### **OTHER CONSIDERATIONS**

PetSmart Charities is a major funder of animal shelters.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the PetSmart Charities Grant.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT A PETSMAART CHARITIES GRANT**

WHEREAS, the Ingham County Animal Control has applied for and has been approved to receive a grant from PetSmart Charities; and

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control medical and sheltering expenses of animals seized for animal cruelty; and

WHEREAS, the award amount of this grant is \$4,600.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from PetSmart Charities for \$4,600 with no match requirement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control 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.

**TO:** Board of Commissioners Law and Courts Committee  
**FROM:** Lance Langdon, Director 9-1-1  
**DATE:** August 1, 2017  
**SUBJECT:** Resolution for Service Contract with Priority Dispatch EMD  
For the meeting agenda of August 10, 2017

---

**BACKGROUND**

Under resolution 14-81 the Board of Commissioners approved the purchase of software for our Emergency Medical Dispatch ProQA program from Priority Dispatch. With this program there is a yearly maintenance cost that is paid for updates and fixes to the software. With the payment of this year's maintenance it was found that the contract had expired, but the invoice was paid.

I did reach out to the company and they have submitted a new maintenance contract with an option to pay each year for 5 years, or to pay for the service for the 5 year period and save 20% of the cost. The contract is currently with the County Attorney for review.

The renewal of these services will keep our software up and current with fixes and enhancements as they are developed.

**ALTERNATIVES**

Without renewal of this contract we would no longer have support for a major program used by the center to screen and provide pre-arrival instructions to individuals with medical problems.

**FINANCIAL IMPACT**

By moving to a 5 year agreement, the County would save 20% of the maintenance costs totaling \$13,062.00.

**OTHER CONSIDERATIONS**

This EMD program is intergraded with our computer aided dispatch system and it extremely valuable to us in providing proper medical instruction and response with our EMS providers.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the MPDS Cards and Software Maintenance/Extended Service Plan with Priority Dispatch.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING CONTRACT WITH PRIORITY DISPATCH FOR CONTINUED SUPPORT FOR EMERGENCY MEDICAL DISPATCH (ProQA) FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER**

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

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of Priority Dispatch's Emergency Medical Dispatch ProQA Program, under resolution #14-81, for use by the Ingham County 9-1-1 Center in conjunction with their TriTech CAD System; and

WHEREAS, the current Emergency Medical Dispatch (EMD) is integrated with the CAD system, continued use and support of the Priority Dispatch, ProQA EMD program, would maintain our intergraded system to the TriTech Inform CAD, used to provide service to our citizens; and

WHEREAS, the current Emergency Medical Dispatch (EMD) MPDS Cards & Software Annual Maintenance and Extended service agreement is expired; and

WHEREAS, a quote for support and maintenance has been provided by Priority Dispatch for a 5 year term, April 1, 2017 through March 31, 2022, with a 20% cost savings if prepaid for the entire 5 years, reducing the 5 years of service from \$58,494.00 to \$45,432.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$45,423.00 with Priority Dispatch for MPDS Cards & Software Annual Maintenance and Extended service, as outlined by the Proposal/Sales quotation, #Q-12545.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$45,432.00 from 9-1-1 Fund balance for the total cost of this Maintenance Contract.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the MPDS Cards & Software Annual Maintenance and Extended service agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners Law and Courts Committee  
**FROM:** Lance Langdon, Director 9-1-1  
**DATE:** August 1, 2017  
**SUBJECT:** Resolution honoring James Huff on his Retirement  
For the meeting agenda of August10, 2017

---

**BACKGROUND**

James (Jim) Huff started his employment in October of 1989 with the City of East Lansing as a Jail Service Officer and moved into a 9-1-1 Dispatchers position until the County consolidated the centers. He continued his 9-1-1 Dispatch career in the Consolidated Center starting in June of 2012, and will be retiring effective August 18, 2017.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

N/A

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

After his many years of service to the citizens of Ingham County, I would request a resolution to thank and honor James Huff for his dedication and service as an Ingham County 9-1-1 Emergency Telecommunicator/Dispatcher.

Introduced by the Law & Courts Committee:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR EMERGENCY TELECOMMUNICATOR JAMES HUFF OF THE  
INGHAM COUNTY 9-1-1 CENTRAL DISPATCH**

WHEREAS, James Huff was hired by the City of East Lansing in October of 1989 as a Jail Service Officer and was then hired into their 9-1-1 Center as an Emergency Telecommunicator; and

WHEREAS, James Huff continued his employment with the consolidated Ingham County 9-1-1 Center in June of 2012; and

WHEREAS, throughout his career, James Huff has been a very positive, dedicated employee and well respected by his peers and public safety partners; and

WHEREAS, with almost 28 years of dedicated service to the citizens of Ingham County, James Huff is retiring effective August 18, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Emergency Telecommunicator James Huff, for the many years of dedicated service to the citizens of Ingham County and wishes him continued success in all of his future endeavors.

## Agenda Item 6

**TO:** Board of Commissioners - Law and Courts Committee, County Services Committee and Finance Committee

**FROM:** Travis Parsons, Human Resources Director

**DATE:** July 20, 2017

**SUBJECT:** LOU – CCLP 911 Non-Supervisory Unit  
Law and Courts August 10<sup>th</sup> Agenda, County Services August 15<sup>th</sup> Agenda  
Finance Committee August 16<sup>th</sup> Agenda

---

### **BACKGROUND**

In 2015, the Sheriff's Office identified an issue regarding unscheduled overtime and providing adequate coverage. At that time, the parties met and determined this could be addressed through the Code Red Alert System and an LOU was created to provide an unscheduled overtime response process.

The update LOU through December 31, 2018, maintains the same response process but names the new Everbridge Alert System.

### **ALTERNATIVES**

Adequate staffing is necessary to insure the safety and security of the adult offenders housed at the Ingham County Jail. Not implementing this response system to address the unscheduled overtime process creates ability undue hardship on the Corrections Officers that are held over and creates additional liability.

### **FINANCIAL IMPACT**

The LOU provides a \$50 bonus in addition to contractual wages for officers reporting for duty under the Everbridge Alert System. A similar response system and protocol has been in place since 2015.

### **OTHER CONSIDERATIONS**

This LOU is an updated version of the expired LOU for the Code Red Alert System that had been in place since 2015. The alert system for unscheduled overtime has worked well since its inception.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and CCLP regarding the Everbridge Alert System.

LETTER OF UNDERSTANDING  
BETWEEN  
COUNTY OF INGHAM  
INGHAM COUNTY SHERIFF  
AND  
CAPITOL CITY LABOR PROGRAM, INC. -  
CORRECTIONS UNIT

**EVERBRIDGE ALERT SYSTEM**

WHEREAS, the COUNTY OF INGHAM and the INGHAM COUNTY SHERIFF (hereinafter referred to as the "Employer") and Capitol City Labor Program, Inc. (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Corrections Unit for the period January 1,2015, through December 31,2017; and

WHEREAS, the Parties wish to supplement the contract regarding unscheduled overtime and the use of the EVERBRIDGE ALERT SYSTEM for unit employees.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as to the following unscheduled overtime process:

1. Overtime will be offered by seniority to Corrections Deputies working the shift.
2. Overtime will then be offered to Corrections Deputies as listed through the EVERBRIDGE ALERT SYSTEM.
  - a. Corrections Deputies, Corrections Command officers, and all Law Enforcement Deputies and Command Officers shall be entered into the EVERBRIDGE ALERT SYSTEM. Contact phone numbers will be entered into the system for text message and phone call notification.
  - b. Deputies changing their contact number shall notify their supervisor and the Executive Assistant to the Sheriff and any changes shall be made to the system.
3. After an EVERBRIDGE ALERT message is broadcast, interested Corrections Deputies are to call into the Command Officer on duty if they wish to volunteer to work the overtime assignment within 30 minutes.
  - a. The Deputy(ies) who calls in within the 30 minutes will be granted the overtime assignment(s).
  - b. If no Corrections Deputy calls in within the 30 minutes following the EVERBRIDGE ALERT, then the first Corrections Command Officer(s) to call in during the 30 minutes will be granted the overtime assignment(s).
  - c. If no response by Corrections Deputies or Corrections Command Officers within the original 30 minutes, then a second EVERBRIDGE ALERT shall go out to the Law Enforcement - Deputy and Law Enforcement - Command units. The overtime shall be granted to the first officer(s) to call in from either Law Enforcement Unit.

4. The Deputy or Command Officer that calls in to volunteer for the overtime assignment will be notified by the Command Officer that they were granted the assignment. The Deputy or Command Officer granted the assignment will report for duty within 1 hour from the confirming notification.
5. Corrections or Law Enforcement Deputies or Command Officers reporting for duty under the EVERBRIDGE ALERT will receive a **\$50 bonus** in addition to contractual wages, overtime, etc. that may otherwise apply for hours worked.
6. If the EVERBRIDGE ALERT SYSTEM is not operational, Corrections Command will only be responsible for calling those employees who normally work the hours of the overtime opening.
  - a. Overtime from 0645 - 1900 will be offered to Day shift.
  - b. Overtime from 1845 - 0700 will be offered to Night shift.
7. If the overtime is not filled voluntarily, it will be assigned to a Deputy currently working or reporting to work for the next shift, based on the least amount of overtime hours worked.
8. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect, except as stated above.

This Letter of Understanding will be effective through December 31, 2018, at which time the EVERBRIDGE ALERT SYSTEM in response to unscheduled overtime shall expire. Any modification of this Agreement must be in writing and signed by the parties hereto.

**COUNTY OF INGHAM**

**CAPITOL CITY LABOR PROGRAM, INC.**

\_\_\_\_\_  
 Sarah Anthony, Chairperson                      Date  
 Board of Commissioners

\_\_\_\_\_  
 Tom Krug, Executive Director                      Date

**SHERIFF OF INGHAM COUNTY**

\_\_\_\_\_  
 Sheriff Scott Wriggelsworth                      Date

\_\_\_\_\_  
 Jack Bonner                      Date

APPROVED AS TO FORM FOR COUNTY OF INGHAM  
 COHL, STOKER & TOSKEY, P.C.

By: \_\_\_\_\_  
 Bonnie G. Toskey

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING IMPLEMENTATION OF EVERBRIDGE ALERT SYSTEM WITH CAPITAL CITY LABOR PROGRAM INC. – CORRECTIONS NON-SUPERVISORY UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Ingham County Sheriff and the Capitol City Labor Program Inc. for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the parties identified a hardship in filling unscheduled overtime assignments; and

WHEREAS, the parties supplemented the contract regarding unscheduled overtime and the use of an alert system; and

WHEREAS, a Letter of Understanding (LOU) addressing the use of a Code Red Alert System through December 31, 2016 was executed between parties; and

WHEREAS, representatives of Ingham County and the Ingham County Sheriff and the Capitol City Lodge Labor Program Inc. met and conferred over updating the LOU regarding use of the Everbridge Alert System; and

WHEREAS, the provisions of the updated Letter of Understanding have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding between Ingham County and the Ingham County Sheriff and the Capitol City Labor Program, Inc.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

## Agenda Item 7

**TO:** Law & Courts Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** August 2, 2017

**SUBJECT:** Programming Options and Cost Estimates – Community Corrections and Pretrial Services

Over the past few months, the Law and Courts Committee has held discussions regarding the possibility of expanding programming in an effort to limit incarceration at the Ingham County Jail, as well as to reduce recidivism. These areas include electronic monitoring, day reporting, jail reentry programming and pretrial services.

Attached are some cost estimates from Community Corrections Manager Mary Sabaj and Deputy Circuit Court Administrator Rhonda Swayze, both of whom will be in attendance at the August 10 Law and Courts Committee meeting.

For the Pretrial Services Division, the long term personnel and IT costs for a Pretrial Services Clerk would be \$75,398 and a Pretrial Services Investigator would be \$99,797, for a total cost of \$175,195. These costs are based on 2018 rates.

## **COST ESTIMATES FOR JAIL AND COMMUNITY PROGRAMMING**

Cost per Day: \$6.00 - \$11.85	Jail Bed Cost per Day: \$78.68
--------------------------------	--------------------------------

### **Electronic Monitoring**

Ability to Participate and Length of Participation is determined by Court Order/length of sentence and program policy

FY2016-2017 County allocation for indigent users is \$62,000

Electronic Monitoring costs per day depend on the equipment utilized and source of payment (client pay or County funded for indigent users) (see fee schedule attached)

In CY 2016 there was an average of 117 active users per day (ranging from 100-132 per day).

An average of 85 per day were client pay and an average of 33 per day were County reimbursed due to an indigent determination.

### **Day Reporting**

Day Reporting is PA511 funded for a limited felony target population. The original FY2016-2017 allocation was \$40,274 for 45 new enrollments. Mid-year the State increased funding to \$47,925.

FYTD new enrollments (92) exceed the target of 45 by 104%.

Individual Services \$415 per client, plus Supervision Services: \$120 per day x 14 days per month=\$1,680 per month for up to 40 clients (\$20,160 per year)
--

Successful Completion Rate: 75%

4 month program:

Phase I - 3 days per week for 3 hours per day

Phase II – 2 days per week for 3 hours per day

Phase III – 1 day per week for 3 hours per day

During reports, progress relative to compliance with probation requirements is discussed and progress on the participant's Individual Plan is reviewed, updated and modified as appropriate.

Documentation verifying off-site activities is reviewed with the participant. Participants remain on-site to participate in planned activities for a minimum of three hours. Activities may include working on obtaining an ID, GED preparation, filling out job applications, participating in supervised on-site activities and workshops, and mapping out personal action steps to achieve plan goals.

### **Individual Services:**

A comprehensive intake including a Blueprint for Success (BFS) needs assessment is conducted and an Individualized Plan for Success (IPS) is developed with the full involvement of the participant. Based on individual need, Fundamental Needs Services (FNS) are provided by the program including emergency food, clothing and personal hygiene distributions, assistance with acquisition of vital records including State ID, assistance with Ingham Health Plan enrollment, Medicaid, DHS, Bridge Card, Transportation assistance and other appropriate FNS referrals.

Based on individual need, other onsite programming is provided and appropriate referrals are made and communicated to the assigned probation agent for non-program or off-site services (e.g., GED, substance abuse treatment, and employment assistance, housing resources, etc.)

### **Employment Services:**

Day Reporting focuses on employment assistance for participants and is able to provide the programs and assistance listed below by developing relationships in the community and with MSU departments. Program staff facilitates job readiness, job search and job maintenance by working directly with clients and advocating on behalf of clients with employers.

Day Reporting also focuses on community service opportunities in order to help establish a good work ethic and provide the opportunity for references. Staff reports that employers are now calling the program to find workers.

Spartan Fair Chance Program: MSU Human Resources masters level interns provide onsite assistance with resumes and job search 5 days/week.

Employment Workshop: 6 week class provided to all participants by Michigan Rehabilitation Services on basic job search and job readiness skills and also onsite orientation to assist with finding jobs that meet disability needs.

Workshop on Employer Personality Testing to reduce anxiety around taking these tests.

### **Vocational Education and on the Job Training opportunities:**

Cooking class onsite for those interested in restaurant work as cooks and food supervisors (certificate provided).

Entrepreneur Workshop is offered onsite for those interested in starting their own business.

Lawn Care and Snow Removal - clients are hired for these paid positions and are provided references for future employment opportunities.

Knox Opportunities (a faith based program) provides a 40 hours/week for 5 weeks certification program for pipe fitting and welding. The program also provides transportation assistance and facilitates graduates with union affiliation.

An employer has paid for a Day Reporting participant to attend school and become certified in welding and subsequently provided employment. This same employer has requested other candidates.

Farmer's Market: Day Reporting participants get the experience of being in charge of growing and selling produce and are able to keep the profits, as well as have access to fresh produce.

Experience Works Program - assists people 55 and older by them getting jobs with non-profits.

Day Reporting makes referrals and works through the LCC registration process with participants. The LCC Technical Careers Division offers vocational training in Manufacturing, Computer Technologies, Public Service, Construction, Transportation Maintenance and Utility and Energy Systems.

Referrals are also made to Peckham Inc. where vocational training for the disabled is provided. Disabilities include individuals with mental illness and substance dependence. Training opportunities include Apparel Manufacturing, Customer Service Contact Centers, Peckham Farms and Janitorial and Maintenance programs.

**CURRENT 2017 ELECTRONIC MONITORING  
FEE SCHEDULE**

**OFFENDER PAY**

<b>Equipment</b>	<b>Sentinel Daily Rates</b>
<b>RF Landline</b>	<b>6.50</b>
<b>RF Cellular</b>	<b>8.00</b>
<b>One Piece</b>	<b>9.25</b>
<b>GPS Landline</b>	<b>9.25</b>
<b>GPS Cellular</b>	<b>11.25</b>
<b>RF/MEMS</b>	<b>9.40</b>
<b>MEMS Landline</b>	<b>7.45</b>
<b>MEMS Cellular</b>	<b>8.25</b>
<b>ScramX Landline</b>	<b>9.85</b>
<b>ScramX Cellular</b>	<b>11.85</b>
<b>Soberlink2</b>	<b>8.20</b>

**COUNTY PAY  
FOR ELIGIBLE INDIGENT OFFENDERS**

<b>Equipment</b>	<b>Sentinel Daily Rates</b>
<b>RF Landline</b>	<b>4.95</b>
<b>RF Cellular</b>	<b>6.90</b>
<b>One Piece</b>	<b>7.55</b>
<b>*GPS Landline</b>	<b>7.55</b>
<b>GPS Cellular</b>	<b>9.55</b>
<b>RF/MEMS</b>	<b>8.00</b>
<b>MEMS Landline</b>	<b>5.65</b>
<b>MEMS Cellular</b>	<b>6.00</b>
<b>ScramX Landline</b>	<b>8.75</b>
<b>ScramX Cellular</b>	<b>10.50</b>
<b>*Soberlink2</b>	<b>6.25</b>

**\*Units used most frequently**

DRAFT PROPOSAL FROM WELLNESS, INX  
913 W. Holmes, Ste. 275, Lansing MI 48910  
[wellnessinx@gmail.com](mailto:wellnessinx@gmail.com)  
517-272-0520 Fax: 517-272-0483 www.wellnessinx.com

Ingham County Jail Re-Entry Case Management  
Draft

**Serving an estimated: 400 clients per year Estimated cost per client: \$400 per client**

In response to ongoing conversations regarding establishing an Ingham County Jail Re-Entry Case Management program, the following draft of potential services, population and costs is offered.

Definition: Re-entry Case Management is a Strengths-Based program that collaboratively assesses the participants Strengths, Needs, Abilities and Preferences to successfully leave incarceration, enter into stable community living and reduce risk for re-incarceration. Through client driven goal setting and prioritized case planning, the participant begins to create a design for living that supports recovery and pro-social community engagement.

Draft Policy: Wellness, InX policy will assist adult men and women housed in the Ingham County jail 30 days or more to re-enter their Michigan Community with an agreed upon set of services focused on reducing recidivism, reducing harmful psychoactive substance use and increasing stabilization in housing, medical/mental health and employment.

Draft Eligibility Criteria: Men and women, 18 years of age or older with own guardianship who are incarcerated in the Ingham County Jail for a period not less than 30 days who meet a minimum of three of the following:

- 1) Current substance abuse diagnosis
- 2) History of emotional disturbance (Mental Health Diagnosis, experienced and/or witnessed trauma, Domestic Violence victim)
- 3) 2 or more incarcerations within the past five years
- 4) Special Population (pregnant, parenting, parolee)
- 5) Veteran
- 6) Actively parenting when not incarcerated

Draft Services:

*All:* Initially screened for possible eligibility at time of classification (age, prior incarcerations, no guardianship)

*Those Determined Eligible*

Eligibility Screen

Intake

Bio-psycho-social interview (with dx and ASAM)

Health Needs Survey

Orientation to the program expectations w/Personal Recovery Plan A

Peer Facilitated Groups (Gender Specific)

Re-Entry Case Plan that is established while incarcerated and transferred into community

Draft Time line:

**Phase IV** (first two weeks in community)

Daily contact – text, email, voice

*Local Participants*

Participation in Peer Recovery meeting(s) at Wellness, InX

Community Orientation and Plan Review (Face-2-face at Wellness, InX)

May appear in court or at probation with client

May transport client to community peer support, recovery meetings

*Out of area Participants*

Linkage with local agencies and warm transfer Case Management

**Phase III to Launch** (last 30 days)

*Who:* All participants

*Services:*

Intake

Screened for possible eligibility at time of classification

Bio-psycho-social interview (with dx and ASAM)

Health Needs Survey

Orientation to the program expectations

Personal Recovery Plan A

Re-Entry Case Plan that is established while incarcerated and transferred into community

Peer Facilitated group once per week

**Phase II**

*Who:* Participants incarcerated 45-90 days

*Services:*

All Phase III and IV plus

Enrollment in

MRT (begins in jail and complete in community)

Parenting (if applicable)

**Phase I**

*Who:* Participants incarcerated 91+ days

*Services:*

All Phase II-IV plus

Complete CATS if applicable

Complete MRT in-jail

**PROGRAM BUDGET DRAFT - COST DETAIL SCHEDULE**  
**ICJ Re-Entry Case Mgm't**

ATTACHMENT B.2

Page  
1

Of  
1

<b>PROGRAM</b> Ingham County Jail Re-Entry Case Management		<b>BUDGET PERIOD</b> From: TBA To: TBA		<b>DATE PREPARED</b> 7/27/2017
<b>GRANTEE NAME:</b> Wellness InX LLC DRAFT		<b>BUDGET AGREEMENT</b> <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		<b>AMENDMENT #</b> Draft
<b>1. SALARY &amp; WAGES:</b>		<b>POSITIONS REQUIRED</b>		<b>TOTAL SALARY</b>
<b>POSITION DESCRIPTION</b>	<b>COMMENTS</b>			
Community Case Manager	CADC min.	1 FTE		\$ 41,300
Recovery Coach	CCAR Cert.	1 FTE		\$ 31,200
MRT Instructor	MRT Cert.	.25 FTE		\$ 15,500
Program Admn / Oversight/Supv		.25 FTE		\$ 15,500
<b>1. TOTAL SALARY &amp; WAGES:</b>		<b>0.000</b>		<b>\$ 103,500</b>
<b>2. FRINGE BENEFITS: (Specify)</b>		Composite Rate 26 %		
<input checked="" type="checkbox"/> FICA	<input type="checkbox"/> LIFE INS	<input type="checkbox"/> DENTAL INS		
<input checked="" type="checkbox"/> UNEMPLOY INS	<input type="checkbox"/> VISION INS	<input checked="" type="checkbox"/> WORKS COMP		
<input checked="" type="checkbox"/> RETIREMENT	<input type="checkbox"/> HEARING INS	<input checked="" type="checkbox"/> Tuition Remission (list amount)	\$	1,200
<input type="checkbox"/> HOSPITAL	<input type="checkbox"/> OTHER:specify-			
			<b>2. TOTAL FRINGE BENEFITS:</b>	<b>\$ 28,200</b>
<b>3. TRAVEL: (Specify if category exceeds 10% of Total Expenditures)</b>				
				\$4,800
			<b>3. TOTAL TRAVEL:</b>	<b>\$ 4,800</b>
<b>4. SUPPLIES &amp; MATERIALS: (Specify if category exceeds 10% of Total Expenditures)</b>				
MRT MANUALS, GENERAL OFFICE SUPPLIES				\$ 12,400
			<b>4. TOTAL SUPPLIES &amp; MATERIALS:</b>	<b>\$ 12,400</b>
<b>5. CONTRACTUAL: (Subcontracts/Subrecipients)</b>				
<u>Name</u>	<u>Address</u>	<u>Amount</u>		
			<b>5. TOTAL CONTRACTUAL:</b>	<b>\$ -</b>
<b>6. EQUIPMENT: (Specify)</b>				
2 X hp LAPTOPS, SECURITY PRG, SOFTWARE, LASER PRINTER				
2 X DESKS, 4, CHAIRS, LOCKING FILE CABINETS				
			<b>6. TOTAL EQUIPMENT:</b>	<b>\$ 6,000</b>
<b>7. OTHER EXPENSES: (Specify if category exceeds 10% of Total Expenditures)</b>				
Communication:	2 X CELL PH @ \$75 MO			\$1,800
Space Cost:	ICJ			
Others (explain):				
Ins w/ ICCG Also insured rider	Wellness Inx Business Liability Ins			\$3,750
	Professional Liability, Commercial Vehicle Ins			
			<b>7. TOTAL OTHER EXPENSES:</b>	<b>\$ 5,550</b>
<b>8. TOTAL DIRECT EXPENDITURES: (Sum of Totals 1-7)</b>		<b>8. TOTAL DIRECT EXPENDITURES</b>		<b>\$ 160,450</b>
<b>9. INDIRECT COST CALCULATIONS:</b>				
Rate #1 Base \$	x Rate	0.00%	=	\$ -
Rate #2 Base \$	- x Rate	0.00%	=	\$ -
			<b>9. TOTAL INDIRECT EXPENDITURES:</b>	<b>\$ -</b>
<b>10. TOTAL ALL EXPENDITURES: (Sum of lines 8-9)</b>				<b>\$ 160,450</b>
<b>AUTHORITY:</b>		The Department of Health and Human Services is an equal opportunity employer, services and programs provider.		
<b>COMPLETION:</b> Is Voluntary, but is required as a condition of funding.				
DCH-0386(E) (Rev. 8/15) (EXCEL) Previous Edition Obsolete		Use Additional Sheets as Needed		

# MEMORANDUM

To: Chairperson Kara Hope,  
Law and Courts Committee

From: Rhonda K. Swayze, Deputy Court Administrator/General Trial Division

Date: July 28, 2017

Re: Pretrial Services Division – Personnel Resource Evaluation

This document is provided at the request of Commissioner Kara Hope who has asked what resources the Pretrial Services Division would need to expand services.

Currently, the Pretrial Services Division consists of three full-time Pretrial Services Investigators (ICEA Prof 6) and one 19-hour-per week special part-time Pretrial Services Investigator. The 19-hour-per week position is grant funded through the Michigan Department of Corrections. The Investigators are currently conducting pre<sup>1</sup> and post<sup>2</sup> arraignment risk assessment interviews and preparing bond recommendations using an objective assessment tool called the Michigan Praxis; reviewing conditions of bond with defendants who report after being released from jail; meeting with defendants who have been ordered to report to Pretrial; preparing compliance and non-compliance reports for the assigned judge's review; monitoring substance testing and results and reporting positive results to Judges; and preparing reports for reduction of bond motions and requests for out-of-state travel.

Clerical support comes in the form of MSU Criminal Justice interns, when they are available and when they don't have a data collection project assigned. Since the division doesn't always have an intern available, and the interns have to be trained each semester, the Investigators often find themselves performing clerical duties that prevent them from focusing on the tasks that are most closely aligned with assessing risk and supervising pretrial defendants. Clerical tasks consist of copying cases from the Prosecuting Attorney's Office case management system (8 – 10 hours a week); initiating pretrial cases and entering bond conditions on the case management system (8 – 10 hours a week); closing cases when defendants are sentenced; collecting alcohol and drug testing results; identifying and calling attorneys and defendants who haven't reported to Pretrial as directed, and inputting data for use in measuring performance.

---

<sup>1</sup> Pre-arraignment bond reports are currently being prepared for 54A District Court.

<sup>2</sup> Post-arraignment bond reports are currently being prepared for 54B and the 55<sup>th</sup> District Courts although the 55<sup>th</sup> District Court would like to begin receiving pre-arraignment bond reports.

The addition of one full-time Pretrial Services Investigator (ICEA Prof 6) and a full-time Pretrial Services Clerk (UAW C<sup>3</sup>) with work space and computer resources provided for each position would allow the Investigators to concentrate on the following:

1. Provide more pre-arraignment bond reports<sup>4</sup> to 54A District Court (due to time and personnel constraints, we are limited to four reports a day).
2. Provide pre-arraignment bond reports to the 55<sup>th</sup> District Court.
3. Provide supervision to more defendants.
4. Provide more intensive supervision to those who require it. This may include increased frequency of reporting each month, and home visits and employment checks by the Investigators.
5. Provide reminders to defendants of next hearing dates.
6. Compile data for use in measuring performance.

---

<sup>3</sup> The Department would ask that the position be evaluated for proper placement within the classification structure. This is the level the position was graded at when we last had a Pretrial Services Clerk working in the Pretrial Services Division.

<sup>4</sup> Pre-arraignment bond reports will provide helpful information to the attorneys representing defendants at first appearance as required by the Michigan Indigent Defense standards.