THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, MARCH 2, 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 February 16, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Facilities
   a. Resolution Authorizing a Contract with Tab Products Company, LLC to Supply
      and Install the Rolling File System for the File Room Expansion Project which
      Includes both Ingham County Probate Court and Mental Health
   b. Resolution Authorizing a Contract with LJ Trumble as the General Contractor for
      the Ingham County Probate Court File Room Expansion Project

2. 9-1-1 Center – Resolution to Authorize Participation in the City of Lansing/Ingham
    County Mass Communication Project

3. Circuit Court/Family Division
   a. Resolution to Update the Court Officer Circuit Court/Family Division Job
      Description and Reclassify the Position
   b. Resolution to Add Two Part-Time Juvenile Detention Specialist Positions

4. Law & Courts Committee – Resolution Making Appointments to the Ingham Indigent
   Defense System Committee

5. Controller’s Office – Resolution to Accept the 2018 – 2022 Strategic Plan

6. Sheriff’s Office – Conflict of Interest Situation (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 online at www.ingham.org.
Members Present: Hope, Banas, Crenshaw, Koenig (Arrived 7:33p.m.) and Maiville

Members Absent: Celentino and Schafer

Others Present: Commissioner Ryan Sebolt, Sheriff Scott Wrigglesworth, Shauna Dunnings, Sherry Larner, Kathy Murray-Rice, Jordan Evans, Lance Langdon, Teri Morton, John Neilsen, Maggie Fenger, and others

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 February 2, 2017 Minutes

MOVED BY COMM. BANAS, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE FEBRUARY 2, 2017 LAW AND COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino, Koenig and Schafer

Limited Public Comment

Jordan Evans thanked the commissioners for ensuring Ingham County is an open and welcoming community, and addressed the commissioners regarding the Black Lives Matter movement and immigration issues. He further stated that he hoped the commissioners would consider amending the resolution and provided several amendments he recommended based on a conference between ACLU and Immigration lawyers.

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

2. Sheriff’s Office
   a. Resolution to Upgrade the Ingham County Sheriff’s Office Patrol Car Video Storage System and to Purchase and Install Replacement Computer Server, Software, and Related Equipment from L3 Mobile-Vision, Inc.
   b. Resolution to Approve and Accept the Sheriff’s Office 2017 Medical Marihuana Operation and Oversight Grant

3. 9-1-1 Center
   a. Resolution to Approve the Purchase of 18 Computers for 9-1-1 Central Dispatch Center Work Stations

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

1. Law & Courts Committee
   a. Resolution Reaffirming that Ingham County is a Welcoming Community

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BANAS TO APPROVE THE RESOLUTION. Absent: Commissioners Celentino, Koenig and Schafer

Chairperson Hope introduced Commissioner Sebolt and stated that he had worked on the resolution and was there to answer any questions the commissioners might have.

Commissioner Maiville stated that the commissioners have adopted two previous welcoming resolutions and questioned the need for a third welcoming resolution. He further stated that he had noticed a discrepancy between the resolution 14-333 provided in the packets and the resolution 14-333 listed on the Ingham County Website.

Commissioner Maiville stated that a paragraph condemning higher government had been removed from resolution 15-452 and he still believed that the Board of Commissioners should not condemn higher governments for their actions.

MOVED BY COMM. MAIVILLE TO STRIKE THE FIFTH WHEREAS FROM THE RESOLUTION:

WHEREAS, the Board condemns any effort by the United States government to unlawfully discriminate against persons based on their country of origin, immigration status, or religion or to mischaracterize foreign-born persons as public safety threats; and

The motion had no support.

Discussion.

COMM. BANAS MOVED TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Board condemned rebuked any effort by the United States government to unlawfully discriminate against persons based on their country of origin, immigration status, or religion or to mischaracterize foreign-born persons as public safety threats; and

This was considered a friendly amendment.

COMM. BANAS MOVED TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Board rebuked any effort by the United States government to unlawfully unconstitutionally discriminate against persons based on their country of origin, immigration status, or religion or to mischaracterize foreign-born persons as public safety threats; and
This was considered a friendly amendment.

Commissioner Maiville related a personal story that pertained to part of the resolution and stated that he felt very strongly about removing a part of the amendment based on his experience.

Discussion.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW TO STRIKE THE SIXTH WHEREAS FROM THE RESOLUTION:

WHEREAS, it is well documented that immigrants and refugees are significantly less likely than those born in the United States to commit violent crimes, including acts of terrorism, here in the United States; and

Commissioner Banas asked for the source of the well-documented claim.

Discussion.

Chairperson Hope stated that the American Immigrant Council provided FBI crime data on their website that statistically supported the statement in the resolution.

A discussion ensued regarding anecdotal evidence versus statistics and the common mischaracterization of immigrants and refugees.

THE MOTION FAILED. Yeas: Maiville Nays: Crenshaw, Hope, Banas Absent: Koenig, Celentino, Schafer

MOVED BY COMMISSIONER BANAS TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, it is well documented cited in national crime statistics that immigrants and refugees are significantly less likely than those born in the United States to commit violent crimes, including acts of terrorism, here in the United States; and

This was considered a friendly amendment.

Commissioner Crenshaw thanked Commissioner Sebolt for bringing this resolution to the table, and stated his support for the resolution.

Commissioner Banas stated that she had plans to draft a resolution honoring the refugee center in Lansing for their work. She further stated that 770 refugees were housed there and they had become important members of the community since settling in Lansing last year.

Commissioner Maiville stated that in light of the amendments made to the resolution, he had reconsidered his opposition of the resolution. He further stated that in general, he supported the resolution, with the exception of some language that he did not like.
Commissioner Maiville stated that he questioned whether it was appropriate to direct a County Wide official, and cited the concerns legal counsel at a previous Republican Caucus had raised regarding the tenth whereas:

WHEREAS, the Ingham County Sheriff’s Office does not, and will not, as standard practice or procedure, ask individuals their religious affiliation or immigration status.

Commissioner Maiville stated that he did not believe the Board of Commissioners had the authority to issue a directive to the Ingham County Sheriff. He further stated that he would like to strike “and will not” from the resolution.
Commissioner Crenshaw asked Mr. Neilsen if the resolution had been vetted by the County Attorney prior to being presented to the board, and if any concerns had been raised at that time.

Mr. Neilsen, Chief Deputy Controller, stated that the County Attorney had questioned that paragraph, however because it was part of a WHEREAS statement rather than BE IT RESOLVED statement, it was not a directive. He further stated that Sheriff Scott Wriggelsworth had vetted the resolution as well.

Sheriff Scott Wriggelsworth, Ingham County Sheriff’s Department, stated that he was comfortable with that statement as it was the department’s standard practice and he supported that. He further stated that while it was their standard practice, there were situations where the question may have to be asked.

Discussion.

Commissioner Banas asked Sheriff Wriggelsworth if he had any concerns regarding this section of the resolution.

Sheriff Wriggelsworth stated that he was comfortable with it.

Commissioner Sebolt stated that the previous paragraph of the resolution stated that the Ingham County Sheriff’s Office may have to ask that question at some point during their investigation.

Commissioner Banas stated that she was concerned that this resolution would tie law enforcement’s hands during certain circumstances.

Sheriff Wriggelsworth stated that he had worked with Commissioner Sebolt to draft a resolution that he found acceptable for the Ingham County Sheriff’s Office.

THE RESOLUTION, AS AMENDED, PASSED UNANIMOUSLY. Absent: Commissioners Celentino, Koenig and Schafer

b. DRAFT: Resolution Making Appointments to the Ingham Indigent Defense System Committee
Chairperson Hope introduced the draft resolution and explained the need for it. She further stated that Hon. Judge Thomas Boyd recommended adding Lansing and East Lansing courts to the resolution, to keep things uniform, and he further recommended adding more attorneys to council because one is not likely to be sufficient.

A discussion ensued regarding the number of representatives on the committee and the makeup of the representatives on the committee.

Mr. Neilsen asked if Shauna Dunnings, 30th Judicial Circuit Court Administrator, had any insight on whether the judges would want to attend every meeting.

Ms. Dunnings stated that the 30th Judicial Circuit Court dockets were scheduled three to four months out, and the judges would likely prefer a designee to serve on the committee. She further stated that she was attending the meeting tonight as a designee for the judges and thinks they would prefer to keep that arrangement for the committee meeting.

A discussion ensued regarding whether to list “a judge or their designee” as the appointment category, or just list “a judge” as the appointment category.

Ms. Dunnings stated that she believed the category should state “a judge”, which would allow the Chief Circuit Court Judge the choice of attending or appointing a designee to serve on the committee.

Chairperson Hope stated that at some point in the future the defense bar will be independent of the judiciary body, and for that reason it was likely as important, if not more important to have the administrators serve on the committee because they are responsible for the day to day workings of the courts. She further stated that she felt the language should remain flexible and leave the decision of who to send up to the individual courts rather than limiting them on who they could send.

A discussion ensued regarding 54A & 54B District Courts participation in the committee, and how to move forward with deciding the number of appointment categories for the committee.

Mr. Neilsen stated that he could make the suggested changes, and state that the revised resolution would be on the next round and float it by the Cities of East Lansing and Lansing to see if they wanted to formally participate, and then let all the other courts chime in as well.

Commissioner Banas asked when a plan had to be put in place and whether there was time to make any changes that had been discussed.

Chairperson Hope stated that the standards had not yet passed LARA and during the last meeting Ms. Carter, the Regional Manager of the Michigan Indigent Defense Commission, predicted that the standards may pass in mid-March. She further stated that approaching the District and Circuit Courts with these changes would not set the timeline back.
Mr. Neilsen stated that he had a few further edits to do on the final whereas: “WHEREAS, a set of minimum standards was conditionally approved by the Michigan Supreme Court on June 1, 2016 with a review and comment period through March 9, 2017 consisting of:” because the Supreme Court approval had expired and when the Michigan Indigent Defense Commissioner moved to LARA they started a new approval and comment period.

2. Sheriff’s Office
   c. Sheriff Wriggelsworth, Overview on Changes to the Sheriff’s Office Volunteer Units

   
   Sheriff Wriggelsworth introduced the plan for revamping the Sheriff’s Office Volunteer Units, and gave a brief overview of the new standards set for the newly renamed Sheriff’s Office Special Deputy Unit.

   Sheriff Wriggelsworth stated that as of January 1, 2017 he had suspended all armed volunteer units. He further stated that the Heavy Rescue, Victim Advocate and Chaplain units were not affected by the suspension because those units were not armed.

   Sheriff Wriggelsworth stated that he had presented the new standards to the entire group of previous Sheriff’s Office Volunteer Units. He further stated that under no circumstances will the Special Deputy Unit perform traffic stops, as that was not their role.

   Commissioner Crenshaw stated that he wanted to applaud the Sheriff for this revised plan, and stated that across the country reserve officers or deputies had killed people because they were not properly trained to perform the duties of a regular deputy. He further stated that having the special deputies go through training and the in-house academy was critical and he looked forward to attending the first graduation.

   Commissioner Maiville thanked the Sheriff for all of his hard work, and stated that the commissioners supported and understood the need for these changes. He further stated that he assumed this plan was created after looking at how other counties worked.

   Sheriff Wriggelsworth stated that he had given Lieutenant Hull one month to review other counties and perform case studies. He further stated that each county ran their volunteer unit differently, with a large range from no unit at all to 100 plus member units.

   Sheriff Wriggelsworth stated that he had abolished the handicap parking unit because most of the volunteers were sixty to seventy years old, and they needed to wear bullet proof vests while volunteering, which was the catalyst for him to decide to disband the unit.

   A discussion ensued regarding which items carried by the previous volunteer units were purchase personally by the volunteers and which items were supplied by the Ingham County Sheriff’s Office.
Sheriff Wriggelsworth stated that the reorganization and abolishment of the existing volunteer units had never been about the people and the years of service they had. He further stated that it was about having a program going forward that was best for the Ingham County Sheriff’s Office and the citizens of Ingham County.

Commissioner Banas thanked the Sheriff for his work and energy in implementing the changes. She asked for clarification on whether the volunteers were paid for their services.

Sheriff Wriggelsworth stated that the Sheriff’s Office did not pay them, but certain places such as the City of East Lansing paid them for the services they provided during special events. He further stated that all payments went to the 501(c)3 for the volunteer units, which then funded events such as the Shop with a Hero day, and purchases at the community livestock auctions.

Discussion.

Chairperson Hope thanked the Sheriff for his presentation.

Commissioner Crenshaw asked what the response had been to the fact that the handicap parking unit was eliminated.

Sheriff Wriggelsworth stated that the unit did not take it very well, but because they wrote between 100-150 tickets annually and drove Sheriff’s Office vehicles, he felt that was work that should be performed by sworn deputies not volunteers. He further stated that he believed it was unsafe to have an unarmed, untrained group patrolling when they were doing work that necessitated bullet proof vests be worn during patrols.

3. 9-1-1 Center
   b. Director Langdon, Update on the Management Action Plan Report on the 9-1-1 Center (to be distributed prior to the meeting)

Lance Langdon, Director of 9-1-1 Center, provided an update on the Management Action Plan Report for the 9-1-1 Center.

Commissioner Crenshaw stated that he appreciated the timeline that had been created, and noted that there was a recognition piece in the plan, but it would not be implemented until December 2017. He asked for clarification on the recognition of employees and whether it was a monthly or annual recognition.

Mr. Langdon answered that he would like the employee committees to decide. The recognition listed was the first one, the employee of the year.

Commissioner Crenshaw asked if Mr. Langdon had provided any suggestions or ideas to the employee committees.

Mr. Langdon stated that he had given them a sample policy from the East Lansing 9-1-1 Center but he would like the employees to decide if they wanted to use it.
Commissioner Crenshaw asked how many employees were on the committee.

Mr. Langdon answered that he believed there were six employees on the committee.

Commissioner Banas stated that she had been concerned about the understaffing issues all along, and asked what had been changed to attempt to attract people to the program and train them to stay with the program. She further stated that it appeared the center was still down ten people from the optimal staffing level of fifty eight employees.

Mr. Langdon stated that the center was currently twelve people short of the optimal level.

Discussion.

Commissioner Banas asked what had been done differently in hiring and retaining people.

Mr. Langdon stated that he had sent information to local school superintendents and principals.

Discussion.

Mr. Langdon stated that he was looking into presenting at career days.

Commissioner Banas asked if anyone had been hired as a result of the career day presentations.

Mr. Langdon stated that there had not been any applicants yet, but the center had just attended their first career day yesterday at MSU. He further stated that he had looked into working with the Veteran’s Affairs Department.

Mr. Langdon stated that he had been looking for headhunters but so far had not found any for the specific field, other than executive level rather than entry level ones. He further stated that he had negotiated the call taker position, which takes 4 months to train, and there were two people ready to be on their own in March.

Commissioner Banas asked if the call-taker positions would change the vacancy rate.

Mr. Langdon stated that the current call takers were already counted in the hired group, but currently they worked with a trainer during their shift. He further stated that once their training was completed they would be on their own, which would free up their trainers to work as well.

Discussion.

Commissioner Maiville asked if the staffing increase projections took the expected washouts into account. He further stated that there was a steep funnel from applicants, to hired individuals, to retained staff, and he wondered if the projections took that into account.
Mr. Langdon stated that he had tried to take that into account in his projections, but it was difficult to predict because of the make-up of the different groups that applied and tested. He further stated that sometimes a group applied and tested and no one was hired from that group, while other times many people were hired from one group, and he believed the average hiring rate was one to two per group.

Mr. Langdon stated that he could make his best guesses and could speed the process up as best as he could, but they only get so many trainees in because the number of people that could train was limited. He further stated that he believes that they can potentially meet this goal but could not guarantee it. Commissioner Maiville stated that it was clear that this job was demanding and took a special person. He further stated that currently the timeline showed the shading could indicate either work in progress or completed, and he thought it would be more appropriate to have a different code or color for a completed task to clearly show the difference between in progress tasks and completed tasks.

Mr. Langdon stated that he would make the suggested change to the timeline.

Commissioner Sebolt asked what the attrition rate was. He further stated that there were forty employees right now, and asked if it guaranteed that they will stay through the year.

Mr. Langdon stated that the chart shows the employee turnover. He further stated that several fully trained people had left in 2016.

Mr. Langdon stated that people left for a variety of reasons, and stated that he had heard the average life of a dispatcher was three to four years but he could not find the source for that statement. He further stated that on the flip side, he had an employee retired who had twenty five years of service in, and that there were people who made dispatching into a career.

Discussion.

Commissioner Crenshaw asked if Mr. Langdon had looked into presenting to the Police Vocational program at the Ingham ISD.

Mr. Langdon answered that they had discussed it at their Monday meeting, and were going to try to get in front of that group to present. He further stated that they had presented at LCC criminal justice classes as well.

Commissioner Crenshaw asked Sheriff Wriggelsworth if the Ingham County Sheriff’s Office still had an Explorer post.

Sheriff Wriggelsworth answered yes.

Commissioner Crenshaw asked Mr. Langdon if they had looked into presenting to the Explorer post.
Mr. Langdon stated that the Explorer post had been out to the center for a tour, as well as some local Boy Scout troops. He further stated that they had been to local community meetings to announce the job openings as well.

Commissioner Banas asked how much was spent on overtime.

Commissioner Crenshaw left at 7:30 p.m.

Teri Morton, Budget Director, stated that the overtime cost was $1 million annually, but that number had been consistent.

A discussion ensued comparing the original staffing levels at the opening of the 9-1-1 center to the current staffing levels.

Crenshaw returned at 7:31 p.m.

Mr. Langdon stated that some employees working were not fully trained, because they had finished some sections of training but not completed the entire training process, but were still able to work certain positions.

Discussion.

Commissioner Koenig arrived at 7:33 p.m.

Mr. Langdon stated that he felt the current wages were fair compared to the market, but at this point the only other way to attract more applicants was the increase the job pay by $20,000 and provide a better pension, which would also raise costs.

Commissioner Koenig asked what other centers did to hire and retain people.

Discussion.

Chairperson Hope thanked Mr. Langdon for his report.

Announcements

Mr. Neilsen announced that there were currently 50 beds occupied by MDOC prisoners at the Ingham County Jail.

Sheriff Wriggelsworth announced that the number had increased to 52 as of the time of the meeting.

Mr. Neilsen stated that the approved contract was back from Wayne County, and the Sheriff’s Office was pushing Wayne County to move forward.
Commissioner Crenshaw thanked Mr. Neilsen for his years of service to the Law & Courts committee and the community.

Chairperson Hope announced that this was Mr. Neilsen’s last committee meeting and wished him well in his retirement.

Chairperson Hope announced that the Ingham County Sheriff was leading a contingent to the Muskegon County Jail on February 22, 2017 to tour the state of the art facility.

Chairperson Hope announced that the Goldberg Associates would be presenting their plans for the Ingham County Jail at March 16 law Goldberg associates will be here to present plans for the jail.

Discussion.

Public Comment

Kathy Murray-Rice, Ingham 9-1-1 Center Union Representative, read a statement from the union regarding their belief that there had been no significant changes made by the administration to improve working conditions.

Sherry Larner announced that she agreed with Ms. Murray-Rice, and appreciated that the committee was focused on the short staffing issues, but she believed they should focus on keeping the already trained people. She further stated that Eaton County kept poaching the center’s trained people.

Discussion.

Adjournment

The meeting was adjourned at 7:53 p.m.
RESOLUTION ACTION ITEMS:

The Controller’s Office is recommending approval of the following resolutions and actions:

1a. **Facilities** – Resolution Authorizing a Contract with Tab Products Company, LLC to Supply and Install the Rolling File System for the File Room Expansion Project which Includes both Ingham County Probate Court and Mental Health

This resolution will authorize a contract with Tab Products Company, LLC to provide adequate storage for the Probate Court through the supply and installation of a rolling file system for the file room expansion project. The Court has been without adequate storage for active and non-active files. Funding of $32,444 to complete this portion of the project is being requested from the Public Improvements Fund.

1b. **Facilities** – Resolution Authorizing a Contract with LJ Trumble as the General Contractor for the Ingham County Probate Court File Room Expansion Project

This resolution will authorize a contract with LJ Trumble for the general contractor portion of the Probate Court File Room Expansion Project. The total cost of the contractor portion of this project is $47,750, including a contingency of $1,500. Funding in the amount of $34,350 will come from the balance approved for this project in 2016. The remaining $13,400 will come from funds available in the Public Improvements Fund. As mentioned in the previous item, the Court is in need of adequate storage for its active and non-active files.

2. **9-1-1 Center** – Resolution to Authorize Participation in the City of Lansing/Ingham County Mass Communication Project

This resolution will authorize Ingham County to participate in the City of Lansing/Ingham County Mass Communication Project. This is the continuation of a project that has been funded by Homeland Security Grant Funds, which are no longer available. A new platform is being recommended to provide these services, the Everbridge Mass Communication Platform. Funding will be split among Ingham County, the Cities of Lansing and East Lansing, and Meridian, Lansing and Delhi Townships. The contract will run from June 1, 2017 through May 31, 2018, with an annual cost to Ingham County of $28,500. The 2017 county cost ($14,250) is recommended to come from the general fund contingency account and the 9-1-1 fund balance ($7,125 each).

See attached memo for detail.

3a. **Circuit Court/Family Division** – Resolution to Update the Court Officer Circuit Court/Family Division Job Description and Reclassify the Position

The position of Court Officer–Circuit Court/Family Division was vacated on February 24. Upon review of the job description prior to posting, the Deputy Court Administrator found that several of the job duties were outdated. The current employee and the supervisor recommended changes to the job description to increase its accuracy.

After changes to the job description were made, the Family Division, Human Resources, and the UAW reviewed the job classification. It was agreed that the position falls within the UAW/G class and should be moved to more accurately align similar positions within the Circuit Court. The Court has identified funds within its budget to cover the additional annual long-term cost of $6,366.
3b. Circuit Court/Family Division – Resolution to Add Two Part-Time Juvenile Specialist Positions

This resolution will add two part-time Juvenile Detention Specialist positions to the Youth Center budget in an effort to bring staffing ratios within regulation of the Department of Health and Human Services, Bureau of Children and Adult Licensing Administrative Rules for Juvenile Court-Court Operated Residential Care Facilities.

The annual long-term cost of the two positions would be $105,090. The Court has identified some cost savings within the budgets of the Youth Center, Residential Programs and Community Programs to pay for the positions.

See attached memo for detail.

4. Law & Courts Committee – Resolution Making Appointments to the Ingham Indigent Defense System Committee

Based on direction from the last Law & Courts Committee, a resolution has been drafted to make appointments to the Ingham Indigent Defense System Committee in order to develop and submit a plan that meets the minimum standards as required by statute together with a cost analysis to the Michigan Indigent Defense Commission (MIDC) within 180 days from the date of final approval of the minimum standards.

5. Controller’s Office – Resolution to Accept the 2018 – 2022 Strategic Plan

The Board of Commissioners worked with elected officials, department heads and budgetary units to complete a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm. The attached strategic plan presents the goals of County government, including its departments and agencies, for the period of 2018 through 2022. With adoption of this resolution, the Board will accept the 2018 – 2022 Ingham County Strategic Plan as presented and modified by the Board membership.

DISCUSSION ITEM:

6. Sheriff’s Office – Conflict of Interest Situation

The Sheriff would like to bring to the attention of the Board of Commissioners that Undersheriff Bouck is the co-owner of MACNLOW Associates, a county vendor that has been used by the Sheriff’s Office to provide public safety training for more than 20 years. Undersheriff Bouck purchased the business around three years ago, well before being appointed as Undersheriff.

The Sheriff has requested an opinion from the County Attorney on how to avoid a conflict of interest in this situation. The County Attorney has provided steps that can be taken to publically acknowledge the existence of a potential conflict of interest. Those steps were provided as part of an attorney/client privilege document, and so are not included here.

Despite these steps provided by the County Attorney, the Controller’s Office cannot support the continuation of this contractual arrangement. Section B of the Procurement Policy for Federal Grant Awards offers guidance in addressing this situation:
B. General Procurement Standards.

   1. Code of Conduct. As representatives of Ingham County (herein “County”), all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside the County.

   The following Code of Conduct shall govern the performance, behavior and actions of the County, including employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts:

   a. No employee, director, appointed or elected official, volunteer, or agent of the County shall participate in the selection, award, or administration of contracts supported by a federal award if a conflict of interest is real or apparent to a reasonable person.

   b. Conflicts of interest may arise when any employee, officer, or agent of the County, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a real or apparent financial or other interest in or a tangible personal benefit from a firm considered for the contract.

   c. No employee, director, appointed or elected official, volunteer, or agent of the County shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family, spouse’s family or to any company, vendor, or contractor or parties to subcontractors who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.

   Although these training funds are not provided as part of a federal grant, the standards are appropriate to apply to all procurement activity. While the legal opinion does expose the conflict in the name of transparency, it is the Controller’s assessment that the conflict still exists.

   The committee may wish to enter closed session to discuss the County Attorney’s opinion.
Agenda Item 1a

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

FROM: Rick Terrill, Facilities Director

DATE: February 21, 2017

SUBJECT: Resolution authorizing a contract with TAB Products Company, LLC to supply and install the rolling file system for the file room expansion project which includes both Ingham County Probate Court and Mental Health

For the meeting agendas of: March 2 and March 8

BACKGROUND
The storage needs of the Probate Court should be adequately accommodated; they have been without adequate file storage for both active and non-active files.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The supply and install portion of this project, performed by TAB Products Company, LLC, will be completed for a total cost of $32,444.00. The funds to complete this portion of the project are being requested from the Public Improvement Fund.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with TAB Products Company, LLC, to supply and install the rolling file system for the file room expansion project which includes both Ingham County Probate Court and Mental Health.
Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors and shelving system vendors for the file expansion project at the Ingham County Probate Court according to the specifications prepared by the County’s Consultant, Straub Pettitt Yaste Architects.

The RFP was advertised in the Lansing State Journal and New Citizens Press, as well as, posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>52</td>
<td>17</td>
</tr>
<tr>
<td>Vendor attending pre-bid/proposal meeting</td>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next page.

Prevailing wage is a requirement of this request for proposal because the construction cost is over $10,000. A preconstruction meeting is required to ensure all contractors are in compliance with prevailing wages and proper bonding. Please contact the Purchasing Department and coordinate a date and time for the preconstruction meeting.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions; 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 or by phone at 676-7309.
<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF.</th>
<th>ITEM 1</th>
<th>ITEM 2</th>
<th>ITEM 3</th>
<th>ITEM 4</th>
<th>SUBSTITUTIONS (OPTIONAL)</th>
<th>SUBSTITUTIONS (OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAB Products Co., LLC</td>
<td>No, Mayville WI</td>
<td>$19,857.00</td>
<td>$13,524.00</td>
<td>$32,444.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TAB PRODUCTS OPTIONS:</td>
<td>$18,129.00</td>
<td>$12,631.00</td>
<td>$29,823.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Casper Corporation</td>
<td>No, Farmington Hills MI</td>
<td>$20,784.00</td>
<td>$10,205.00</td>
<td>$30,989.00</td>
<td></td>
<td>Add $7,000.00 Grouted rail</td>
<td>Add $3,500.00 Grouted rail, Mental Health</td>
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<tr>
<td>LJ Trumble Builders LLC</td>
<td>Yes, Lansing</td>
<td>$46,250.00</td>
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<td></td>
<td></td>
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<tr>
<td>Laux Construction LLC</td>
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<td></td>
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<tr>
<td>Moore Trosper Construction Co.</td>
<td>Yes, Holt</td>
<td>$47,600.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Agenda Item 1a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH TAB PRODUCTS COMPANY, LLC
TO SUPPLY AND INSTALL THE ROLLING FILE SYSTEM FOR THE FILE
ROOM EXPANSION PROJECT WHICH INCLUDES BOTH INGHAM COUNTY PROBATE COURT
AND MENTAL HEALTH

WHEREAS, the storage needs of the Probate Court should be adequately accommodated; they have been
without adequate file storage for both active and non-active files; and

WHEREAS, the supply and install portion of this project will be performed by TAB Products Company, LLC;
and

WHEREAS, this portion will be completed for a total cost of $32,444.00; and

WHEREAS, the funds are being requested from the Public Improvement Fund.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with
TAB Products Company, LLC, 605 Fourth Street, Mayville, Wisconsin, 53050, to supply and install the rolling
file system for the file room expansion project which includes both Ingham County Probate Court and Mental
Health, for a total cost of $32,444.00.

BE IT FURTHER RESOLVED, 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.
TO: Board of Commissioners, Law & Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 21, 2017

SUBJECT: Resolution authorizing a contract with LJ Trumble as the general contractor for the Ingham County Probate Court file room expansion project

For the meeting agendas of: March 2 and March 8

BACKGROUND
The storage needs of the Probate Court should be adequately accommodated; they have been without adequate file storage for both active and non-active files.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The general contracting portion of this project, performed by LJ Trumble, will be completed for a total cost of $47,750.00. Probate Court has $34,350.00 remaining in the 2016 CIP line item #245-26710-976000-6FC15 which was carried over into 2017. The remaining funds needed, $13,400.00 (which includes a $1,500.00 contingency), are being requested from the Public Improvement Fund.

The Facilities Department is asking for a $1,500.00 contingency for any unseen circumstances that may arise with this type of project.

The total cost of the general contracting portion of this project is $47,750.00 which includes a $1,500.00 contingency.

If approved, funds are available from the following sources:
- $34,350.00 from the 2016 CIP line item #245-26710-976000-6FC15
- $13,400.00 from the Public Improvement Fund

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with LJ Trumble as the general contractor for the Ingham County Probate Court file room expansion project.
TO:    Rick Terrill, Facilities Director
       George Strander, Court Administrator & Probate Register

FROM:  James Hudgins, Director of Purchasing
       jhudgins@ingham.org

DATE:  January 31, 2017

RE:     Memo of performance for RFP No. 7-17: File Expansion Project for the
       Ingham County Probate Court

Per your request, the Purchasing Department sought proposals from qualified and
experienced general contractors and shelving system vendors for the file expansion
project at the Ingham County Probate Court according to the specifications
prepared by the County’s Consultant, Straub Pettitt Yaste Architects.

The RFP was advertised in the Lansing State Journal and New Citizens Press, as well as,
posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>52</td>
<td>17</td>
</tr>
<tr>
<td>Vendor attending pre-bid/proposal meeting</td>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next page.

Prevailing wage is a requirement of this request for proposal because the construction cost is over $10,000. A
preconstruction meeting is required to ensure all contractors are in compliance with prevailing wages and
proper bonding. Please contact the Purchasing Department and coordinate a date and time for the
preconstruction meeting.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions; 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 or by
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</tbody>
</table>
Agenda Item 1b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH LJ TRUMBLE AS THE GENERAL CONTRACTOR FOR THE INGHAM COUNTY PROBATE COURT FILE ROOM EXPANSION PROJECT

WHEREAS, the storage needs of the Probate Court should be adequately accommodated; they have been without adequate file storage for both active and inactive files; and

WHEREAS, the Facilities Department is asking for a $1,500.00 contingency for any unseen circumstances that may arise with this type of project; and

WHEREAS, the general contracting portion of this project, performed by LJ Trumble, will be completed for a total cost of $47,750.00; and

WHEREAS, Probate Court has $34,350.00 remaining in the 2016 CIP line item #245-26710-976000-6FC15 which was carried over into 2017; and

WHEREAS, the remaining funds needed, $13,400.00 (which includes a $1,500.00 contingency), are being requested from the Public Improvement Fund; and

WHEREAS, the total cost of the general contracting portion of this project is $47,750.00 which includes a $1,500.00 contingency; and

WHEREAS, if approved, funds are available from the following sources:

- $34,350.00 from the 2016 CIP line item #245-26710-976000-6FC15
- $13,400.00 from the Public Improvement Fund

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with LJ Trumble, 6850 Aurelius Road, Lansing, Michigan, 48911, as the general contractor for the Ingham County Probate Court file room expansion project, for a total cost of $47,750.00 which including a $1,500.00 contingency.

BE IT FURTHER RESOLVED, 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.
TO: Ingham County Board of Commissioners, Law and Courts and Finance Committees  
FROM: John Neilsen, Chief Deputy Controller  
DATE: February 22, 2017  
SUBJECT: Resolution to Authorize Participation in the City of Lansing/Ingham County Mass Communication Project  

For the meeting agendas of March 2 and March 8 of 2017

BACKGROUND
Mass Communications is a requirement under FEMA and Michigan’s Comprehensive Preparedness Guide 201, specifically addressed in the Warning Annex. Emergency Management Authorities must be able to provide mass notification in times of Emergency. In Ingham County this portion of the project has been historically funded with Homeland Security Grant Program Funds and shared equally by Ingham County and the City of Lansing.

The Internal Communications Platform is an add on platform to allow agencies and communities to communicate with its employees for Overtime, Call Back, Special Teams Call outs, and many other general notifications. This platform is currently being heavily used by many partners.
The third level is the Nixle Engage, which is currently being used by Ingham County, the City of Lansing, City of East Lansing, and Delhi Township. Currently, East Lansing and Delhi Township are paying for their platforms. Ingham County has been notified that the free version of this will not be available in the future because of the volume of use.

The intent of this project is to continue to provide the highest level of communications available to all of the municipalities within Ingham County.

The Ingham County 9-1-1 Center participates in this Code Red system and uses the system for a reverse 9-1-1 System. The new Everbridge Platform will allow the Ingham County 9-1-1 Center to continue the use of an effective reverse 9-1-1 System.

The advisory group reviewed several different alternatives and agrees that the best platform to accomplish these goals for all of our communities is the Everbridge Platform.

ALTERNATIVES
There were several alternative vendors that were reviewed and the Everbridge Platform was the recommended vendor.

FINANCIAL IMPACT
Ingham County participation in the new Everbridge Mass Communications System is effective June 1, 2017 through May 31, 2018 at a total annual cost not to exceed $28,500.
The 2017 funds will come from the 2017 County Contingency fund in the amount of $7,125 for the Ingham County Homeland Security Office portion of funding and from the 9-1-1 Fund balance in the amount of $7,125 for the Ingham County 9-1-1 Center for their 2017 portion of the funding. Future funding for this service will be considered annually through future budget processes (see proposed local funding chart).

OTHER CONSIDERATIONS
The City of Lansing held the original contract with the Code Red vendor and they spearheaded the effort to select a new vendor and find local funding to pay for the service. This resolution is being recommended by the Ingham County Homeland Security Director, Jeff Weiss, and Ingham County 9-1-1 Center Director, Lance Langdon.

RECOMMENDATION
Based on the information presented, I respectfully recommend the attached resolution.
City of Lansing/Ingham County Mass Communication Project

The scope of the Mass Communication Project was looking for a Communication Platform that could provide three major communications areas, Mass Community Notification, Internal Communications, and Community Engagement Communications.

Mass Communications is a requirement under FEMA and Michigan’s Comprehensive Preparedness Guide 201, specifically addressed in the Warning Annex. Emergency Management Authorities must be able to provide mass notification in times of Emergency. This is an EMPG work agreement requirement for EMPG funded programs. This portion of the project has been historically funded with Homeland Security Grant Program Funds and shared equally by Ingham County and the City of Lansing.

The Internal Communications Platform is an add on platform to allow agencies and communities to communicate with its employees for Overtime, Call Back, Special Teams Call outs and many other general notifications. This platform is currently being heavily used by many partners. We are all looking at expanding the possibilities of use.

The third level is the Nixle Engage which is currently being used by Ingham County, City of Lansing, City of East Lansing and Delhi Township. Currently, East Lansing and Delhi Township are paying for their platforms. Ingham County has been notified that the free version of this will not be available in the future because of the volume of use.

The intent of this project is to continue to provide the highest level of communications available to all of the municipalities within Ingham County.

The advisory group agrees the best platform to accomplish these goals for all of our communities is the Everbridge Platform.

Now for the question of funding. For the past seven years, as stated above, the platform has been entirely funded by Homeland Security Grant Funds. This grant program has been reduced to a level that this option is no longer viable. In an effort to fairly distribute the costs of this platform, the advisory group has settled on two funding options. They are laid out on the following tables.

If any agency elects not to participate in the program, they will be covered for Emergency Mass Notification through their Local Emergency Management but will not be able to utilize the internal communications nor any of the general community communication features.
## Funding Option A

<table>
<thead>
<tr>
<th>Entity</th>
<th>Pop Served</th>
<th>Percent</th>
<th>Shared Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingham County</td>
<td>286,085</td>
<td>50%</td>
<td>$28,500</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>115,056</td>
<td>49%</td>
<td>$13,943</td>
</tr>
<tr>
<td>East Lansing</td>
<td>48,648</td>
<td>20%</td>
<td>$5,700</td>
</tr>
<tr>
<td>Meridian</td>
<td>41,776</td>
<td>17%</td>
<td>$4,845</td>
</tr>
<tr>
<td>Lansing Township</td>
<td>8,113</td>
<td>3%</td>
<td>$877</td>
</tr>
<tr>
<td>Delhi Township</td>
<td>26,247</td>
<td>11%</td>
<td>$3,135</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>525,925</td>
<td><strong>100.00%</strong></td>
<td><strong>$57,000.00</strong></td>
</tr>
</tbody>
</table>

Ingham County 50% and the remaining 50% divided by population of the other 5 municipalities. Ingham County was weighted heavy because the 9-1-1 Center has coverage responsibilities to the entire county.

## Sole Funding Chart

<table>
<thead>
<tr>
<th>Entity</th>
<th>Pop Served</th>
<th>Cost</th>
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<tbody>
<tr>
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<td><strong>TOTAL</strong></td>
<td>525,925</td>
<td><strong>$109,500.00</strong></td>
</tr>
</tbody>
</table>

This chart is being provided to demonstrate the estimated cost of the program if everyone was to purchase their own platform.
RESOLUTION TO AUTHORIZE PARTICIPATION IN THE CITY OF LANSING/INGHAM COUNTY MASS COMMUNICATION PROJECT

WHEREAS, a Mass Communications System is a requirement under FEMA and Michigan’s Comprehensive Preparedness Guide 201, specifically addressed in the Warning Annex. Emergency Management Authorities must be able to provide mass notification in times of Emergency; and

WHEREAS, this is an EMPG work agreement requirement for EMPG funded programs; and

WHEREAS, the current Mass Communications System project Code Red has been historically funded entirely with Homeland Security Grant Program Funds and shared equally by Ingham County and the City of Lansing; and

WHEREAS, the Ingham County 9-1-1 Center participates in this Code Red system and uses the system for a reverse 9-1-1 System; and

WHEREAS, an Internal Communications Platform is an add-on platform to allow agencies and communities to communicate with its employees for Overtime, Call Back, Special Teams Call outs, and many other general notifications; and

WHEREAS, this platform is currently being heavily used by many partners; and

WHEREAS, the third level is the Nixle Engage, which is currently being used by Ingham County, the City of Lansing, City of East Lansing, and Delhi Township; and

WHEREAS, Ingham County has been notified that the free version of this will not be available in the future because of the volume of use; and

WHEREAS, the intent of this project is to continue to provide the highest level of communications available to all of the municipalities within Ingham County; and

WHEREAS, an advisory group was put together to explore ways of selecting and funding a new and improved Mass Communications System when it became clear that Homeland Security grant funds would no longer be available for this purpose; and

WHEREAS, the advisory group agrees the best platform to accomplish these goals for all of the communities is the Everbridge Platform to replace the Code Red and Nixle platforms; and

WHEREAS, the City of Lansing will hold the main contract with Everbridge for this new Mass Communications System; and
WHEREAS, the Ingham County Board of Commissioners desires to participate in the new Mass Communications System.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes County participation in the new Everbridge Mass Communications System effective June 1, 2017 through May 31, 2018 at a total annual cost not to exceed $28,500.

BE IT FURTHER RESOLVED, that the 2017 funds will come from the 2017 County Contingency fund in the amount of $7,125 for the Ingham County Homeland Security Office portion of funding and from the 9-1-1 Fund balance in the amount of $7,125 for the Ingham County 9-1-1 Center for their 2017 portion of the funding.

BE IT FURTHER RESOLVED, that Ingham County’s portion of funding for this Mass Communications System will be included in the 2018 budget and will be considered during future annual budget processes.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary budget adjustments to reflect this participation in the Everbridge Mass Communications System.

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

TO: Law and Courts, County Services, and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: February 23, 2017

SUBJECT: RESOLUTION COURT OFFICER-CIRCUIT COURT/FAMILY DIVISION

The Court Officer – Circuit Court/Family Division position is mainly responsible for transporting juveniles to and from court and delivering legal documents issued by Family Division Judges. Due to safety concerns, the employee wears a bullet proof vest, carries a firearm and TASER (Conducted Electrical Weapon). The employee must use great discretion as there are safety concerns and tremendous liability.

The position of Court Officer–Circuit Court/Family Division will be vacated on February 24, 2017, by nine year veteran Tom Foote. While reviewing the job description prior to being posted for hiring, the Deputy Court Administrator found that several of the job duties were outdated. The employee currently working in the position, along with the supervisor, recommended changes to the job description in an effort to have the job description more accurately reflect the position.

After changes to the job description were made, the Family Division, along with Human Resources and the UAW reviewed the job classification. It was agreed that the position falls within the UAW/G class and should be moved to more accurately align the position with similar positions at the Circuit Court.
TO: Scott LeRoy, Deputy Court Administrator Juvenile Division

FROM: Beth Bliesener, Employment Specialist

DATE: 2-22-17

RE: Memo of analysis for position #140048, Court Officer – Family Court

Per your request, Human Resources has updated the job description for position #140048, Court Officer – Family Court. HR can confirm the following:

Position #140048, Court Officer – Family Court, will be vacant as of February 24, 2017. The essential functions have been updated to reflect the work that needs to be performed to meet the needs of the Family Division. After analysis, the job will now be compensated at a UAW G salary range $38,190.64 - $45,534.95.

The UAW has been notified. They support the classification and salary placement.

I have attached the updated job description and the union’s response.

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 (887-4375).
### 2017 Personnel Cost Projections

**Long Term Cost to Change Court Officer from UAW/E to UAW/G**

<table>
<thead>
<tr>
<th></th>
<th>UAW/E, Step 5</th>
<th>UAW/G, Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wages</strong></td>
<td>40,716</td>
<td>45,535</td>
</tr>
<tr>
<td>Unemployment</td>
<td>204</td>
<td>228</td>
</tr>
<tr>
<td>FICA</td>
<td>3,115</td>
<td>3,483</td>
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<tr>
<td>Health</td>
<td>13,855</td>
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<tr>
<td>Current Retiree Hlth</td>
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<tr>
<td>Future Retiree Hlth</td>
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<tr>
<td>Dental</td>
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<tr>
<td>Vision</td>
<td>124</td>
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<td>Life</td>
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<td>86</td>
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<td>Disability</td>
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<tr>
<td>Retirement</td>
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<td>Workers Comp</td>
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<tr>
<td>Liability</td>
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<td>46</td>
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<tr>
<td>CARES</td>
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<td>33</td>
</tr>
<tr>
<td>Separation Buyout</td>
<td>509</td>
<td>569</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>72,144</td>
<td>78,510</td>
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<tr>
<td><strong>Additional Long- Term Cost</strong></td>
<td></td>
<td>6,366</td>
</tr>
</tbody>
</table>
Whitford, Lisa

From: Auer, Sally
Sent: Wednesday, February 22, 2017 2:07 PM
To: Bliesener, Elisabeth
Cc: Leroy, Scott
Subject: RE: Court Officer - Family Court

Yes, the UAW is in agreement with the change of level and the updated job description. Thanks.

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

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From: Bliesener, Elisabeth
Sent: Wednesday, February 22, 2017 11:34 AM
To: Auer, Sally
Subject: Court Officer - Family Court

Sally,
The Court Officer – Family Court position will be vacant as of February 24, 2017. The job description has been updated to reflect the duties that needs to be performed to meet the needs of the Family Division. I have attached the updated job description for your records. In doing so the Ryb point factors were also analyzed and needed to be changed to reflect the duties being performed. The position would change to a UAW G.

Does the union support the updated job description and level?

Thanks,

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
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INGHAM COUNTY
JOB DESCRIPTION

COURT OFFICER – CIRCUIT COURT/FAMILY DIVISION

General Summary:
Under the supervision of the Family Services Director, locates individuals named on legal documents issued by the Judges of the Family Court and serves the papers. Maintains courtroom security and provides security and assistance to the Judge. Provides courier service and performs other support tasks. Provides general assistance to court participants on scheduling and procedural information.

Essential Functions:

1. Locates individuals named on legal documents issued by the Judges of the Family Court and serves the papers. Prepares and submits Motions and Orders for Alternative Service to the judges when appropriate.

2. Completes LEIN forms to assist caseworkers and investigators to get warrant checks, criminal histories, and driving records. Serves as LEIN TAC. (Terminal Agency Coordinator). Completes LEIN Audits when required by MSP LEIN Field Services.

3. Calibrates and maintains the PBT machines and Accuracy Check Logs. Trains staff in their use.

4. Assists Court staff in conducting home visits when needed for the safety and well-being of the worker.

5. Transports juveniles to Youth Center, Jail, hospital and other locations as well as to other counties and detention facilities. Responsible for the safety and security of individuals kept in a locked area.

6. Maintains security in the courtroom. Monitors activity in and around the courtroom to ensure appropriate behavior.

7. Maintains a log of all apprehension orders and bench warrants issued by the Family Court, ensures they are entered to LEIN with the appropriate police agencies and ensures they are recalled as appropriate.

8. Provides courier service as needed.

9. Assists law enforcement agencies in locating individuals, transporting, and providing supplemental security for their prisoners and witnesses when brought to court.

10. Provides related support tasks for the Court.
Other Functions:

May perform special projects, such as researching and compiling statistics, researching new products and services, preparing court reports, and providing administrative support.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: High school graduation or its equivalent with some college level coursework in police administration, criminal justice, or related areas is required.

Experience: One year experience as a law enforcement officer or closely related capacity.

Other Requirements: Must have valid Michigan Driver’s License. Concealed Pistol License {CPL} (with pistol free zone exempt status) or LEOSA permit required. Past MCOLES or equivalent certification preferred.

(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:

- Ability to access courtroom.
- Ability to access the court location.
- Ability to access various locations throughout the County.
- Ability to operate a motor vehicle.
- Ability to climb stairs to access residences.
- Ability to walk over various types of terrain to carry out location efforts.
- Ability to enter and retrieve information from a computer.

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

Working Conditions:

- Regular contacts with persons charged and/or convicted of criminal offenses.
- Works outside, including driving a motor vehicle, in all types of weather conditions.
- May encounter physical altercations in the course of location or arrest efforts.

COURT OFFICER - FAMILY COURT (2-16-17)
UAW-G
INTRODUCED BY THE LAW AND COURTS, COUNTY SERVICES, AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPDATE THE COURT OFFICER CIRCUIT COURT/FAMILY DIVISION
JOB DESCRIPTION AND RECLASSIFY THE POSITION

WHEREAS, the position of Court Officer – Circuit Court/Family Division, position number 140048 is vacant; and

WHEREAS, the Circuit Court Family Division has updated the job description; and

WHEREAS, the Circuit Court Family Division and Human Resources Department has reviewed the job description for the position of Court Officer-Circuit Court/Family Division and determined that the new classification and pay grade of the revised job description would be reclassified from UAW/E to a UAW/G ($38,190.64 – $45,534.95); and

WHEREAS, the additional long-term cost would be a difference of $6,366; and

WHEREAS, the Circuit Court Family Division has identified funds to cover this additional cost; and

WHEREAS, the UAW has reviewed the revised job description and supports the reclassification and salary placement; and

WHEREAS, the Deputy Court Administrator recommends that the Board of Commissioners authorize this personnel change and reclassification of the Court Officer – Circuit Court/Family Division.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the changes to the Court Officer – Circuit Court/Family Division job description, position number 140048 and reclassification of the Court Officer – Circuit Court/Family Division from a UAW/E to a UAW/G.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the Circuit Court Family Division Position Allocation List and budget in accordance with this resolution.
MEMORANDUM

TO: Law and Courts, County Services, and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: February 23, 2017

SUBJECT: RESOLUTION JUVENILE DETENTION SPECIALIST (TWO PART-TIME)

The purpose of this resolution is to bring staffing ratios at the Ingham County Youth Center within regulation of the Department of Health and Human Services, Bureau of Children and Adult Licensing Administrative Rules for Juvenile Court-Court Operated Residential Care Facilities.

The Bureau of Child and Adult Licensing defines a direct care worker as a person who has assigned child care responsibilities and provides direct care and supervision of children in a facility (R 400.101 g, Administrative Rules for Juvenile Court – Operated Residential Facilities). The Ingham County Youth Center staffing on the 7:00 am – 3:00 pm shift allows for a Shift Supervisor, a Control Room staff, a floater (Juvenile Detention Specialist) and one direct care staff (Juvenile Detention Specialist) assigned to each day room.

The Youth Center has a rated capacity of 24 residents. Each day room has twelve rooms licensed to accommodate 12 residents. One direct care staff is assigned to each day room and the floater’s responsibility is to assist the direct care staff in each day room. With current staffing arrangements at the Youth Center, we have a staff ration of 1:12 when the population is 24.

Licensing rule 400.123 states that a facility shall maintain a staffing ration of at least 1 direct care or supervisory staff for 8 residents at all times when the residents are present and awake. Currently we do not meet this requirement on the 7:00 am to 3:00 pm shift. One direct care staff often supervises more than eight youth in one day room. The Shift Supervisor and the floater’s responsibilities do not allow for direct care supervision during the course of the day.

As a result of the above stated issue, the Family Division is requesting two part-time Juvenile Detention Specialist positions be added to the 7:00 am to 3:00 pm shift. By adding the two part-time positions (up to 29 hours), the Youth Center would be in compliance with licensing requirements for all shifts, 7 days a week. In addition to bringing the Youth Center in compliance with licensing requirements, adding these two part-time positions would significantly reduce the cost associated with bringing in on-call staff to cover first shift.

The Family Division has identified funds in the existing budget to support adding these two positions. If the additional positions were approved, the Family Division would complete transfers from the Youth Center, Residential and Community Programs line-items, which are projected to have slight surpluses at the end of the 2017 fiscal year.
TO: Scott LeRoy, Deputy Court Administrator Juvenile Division

FROM: Beth Bliesener, Employment Specialist

DATE: 2-13-17

RE: Memo of Analysis for adding two part-time positions

Human Resources can confirm the following information regarding positions requested by the Family Division:

1. A Juvenile Detention Specialist is a current classification in the UAW unit.

2. The Family Division would like to add two part-time Juvenile Detention Specialist positions.

I have sent the UAW notices regarding the addition of the two part-time positions. The UAW supports adding the two positions and I have attached the UAW’s response.

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 (887-4375).
Good afternoon. After talking with Scott, I understand the thought behind the 2 part-time juvenile detention positions as opposed to 1 full-time position. Per Article 5, Section 1, Subsection C, part-time employees work from 20 hours up to and including 29 hours per week. The UAW is in support of the addition of these 2 part-time positions.

Thanks.

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

In Solidarity

Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 — Office
(517) 574-6348 — Cellular

Good morning Sally,

The Family Division is looking to add two UAW part-time (20 – 28 hrs./week) Juvenile Detention Specialist positions.

Do we have the unions support to add 2 part-time Juvenile Detention Specialist positions, if so we plan to submit a resolution with the next agenda deadline of Feb 21st.

Let me know if you have any questions.

Thanks,
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2017 PERSONNEL COST PROJECTION  
PART-TIME JUVENILE DETENTION SPECIALIST (28 hours/week, 0.7 FTE)  

<table>
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<tr>
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RESOLUTION TO ADD TWO PART-TIME JUVENILE DETENTION SPECIALIST POSITIONS

WHEREAS, the Youth Center provides short term secure detention for 24 delinquent youth from ages 12 to 17. The Youth Center is a self-contained program where youth are closely monitored in a structured setting 24 hours a day; and

WHEREAS, the Youth Center is staffed by Juvenile Detention Specialists (JDS) who provide direct care services to detained juveniles; and supervise, guide and counsel juveniles through daily activities within the framework of the detention environment; and

WHEREAS, the Division of Child Welfare Licensing defines a direct care worker as a person who has assigned child care responsibilities and provides direct care and supervision of children in a facility; and

WHEREAS, the Division of Child Welfare Licensing rule 400.123 states that a facility shall maintain a staffing ratio of at least one direct care or supervisory staff for eight residents at all times when the residents are present and awake; and

WHEREAS, Currently the Youth Center has three JDS staff working first shift (7:00 am – 3:00 pm). One JDS is assigned to each of the two dayrooms and one JDS assigned to be a “ floater” and is often pulled away from direct care duties, therefore compromising facility security and licensing requirements; and

WHEREAS, the current staffing ratio is not in compliance with the Division of Child Welfare Licensing staffing ratios and places residents and staff at higher risk of harm; and

WHEREAS, adding two part-time JDS positions would bring the Youth Center in compliance with licensing ratios; and

WHEREAS, the Office of Juvenile Justice and Delinquency Prevention issued a report in February 2009 stating that 71 percent of suicides occurred in detention facilities during traditional waking hours; and

WHEREAS, the UAW has reviewed the proposal and supports adding two part-time JDS positions; and

WHEREAS, the JDS position is compensated at a UAW/G level; and

WHEREAS, the Family Division has identified funds within the current 2017 budget to cover the cost.

THEREFORE BE IT RESOLVED, the Family Division shall add two part-time Juvenile Detention Specialist positions compensated at UAW/G level to fulfill safety and licensing requirements.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Family Division’s budget in accordance with this resolution.
Agenda Item 4

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING APPOINTMENTS TO THE INGHAM INDIGENT DEFENSE SYSTEM COMMITTEE

WHEREAS, the Michigan Indigent Defense Commission (MIDC) was created by legislation (PA 93) in 2013 after an advisory commission recommended improvements to the state’s legal system; and

WHEREAS, the MIDC’s mission is to develop and oversee the implementation, enforcement, and modification of minimum standards, rules, and procedures to ensure that criminal defense services are delivered to all indigent adults in this state consistent with the safeguards of the United States constitution, the Michigan constitution of 1963, and with the MIDC Act; and

WHEREAS, on January 4, 2017, Governor Rick Snyder signed legislation (PA 439) to ensure the Michigan Indigent Defense Commission meets state constitutional obligations and maintains independence from the judiciary while continuing its work to maintain a fair indigent criminal defense system in Michigan; and

WHEREAS, every local Indigent Defense system must submit a plan for indigent defense to comply with the minimum standards and to provide the highest quality of indigent defense to people who are poor and accused of crimes; and

WHEREAS, a set of minimum standards has been proposed with a review and comment period through March 9, 2017 consisting of:

- Education and Training of Defense Counsel
- Initial Interview
- Investigation and Experts
- Counsel at First Appearance and Other Critical Stages

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints the Ingham Indigent Defense System Committee in order to develop and submit a plan that meets the minimum standards as required by statute together with a cost analysis to the Michigan Indigent Defense Commission (MIDC) within 180 days from the date of final approval of the minimum standards.

BE IT FURTHER RESOLVED, that the Ingham Indigent Defense System Committee shall consist of the following membership subject to the appointment by the following entities:

Ingham County Board of Commissioners
Chair of the Law & Courts Committee
Vice Chairperson of the Board of Commissioners

55th District Court
One Designee of the Chief Judge
30th Circuit Court
One Designee of the Chief Judge

Ingham County Controller’s Office
One designee of the Controller

Ingham County Bar Association
Three Criminal Defense Attorneys

Michigan Indigent Defense Commission
Regional Administrator, Ex officio member

54-A, Lansing District Court
One Designee of the Chief Judge, Ex officio member

54-B, East Lansing District Court
One Designee of the Chief Judge, Ex officio member
RESOLUTION TO ACCEPT THE 2018 – 2022 STRATEGIC PLAN

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, the Board of Commissioners, working with elected officials, department heads and budgetary units has completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners has reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deems the final draft of the plan to be comprehensive, appropriate, aspirational and strategically sound.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2018 – 2022 Ingham County Strategic Plan as presented and modified by the Board membership.

BE IT FURTHER RESOLVED, that the Board commends all those persons who participated in the development of the Strategic Plan for their dedication and commitment to the future of Ingham County.
Ingham County Strategic Plan

February 2017

Vision
Mission
Values
Overarching Priorities
Goals
Strategies
Success Indicators
# Table of Contents

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- Vision and Mission ................................................................................................. 2
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Background

Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County’s Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

Strategic Planning Process and Workshops

The process for creating Ingham County’s Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County’s vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on __________________.
Vision and Mission

A vision statement is aspirational. It reflects a desired future for the County.

OUR VISION

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.

OUR MISSION

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.
Values

OUR VALUES

Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.

While providing County services and doing our work we value:

- Quality resident services;
- Accountability and fiscal responsibility;
- Diversity, equity and inclusion;
- Honesty, integrity and ethics; and
- Creativity and innovation.
Goals and Strategies (2018 – 2022)

A goal is a statement of a specific direction and the desired outcome(s).

The Commissioners developed goals and strategies that address six strategic issue areas:

- Service to Residents
- Communication
- Facilities and Infrastructure
- Information Technology
- Management, Finance and Governance
- Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.
Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

<table>
<thead>
<tr>
<th>Overarching Long-term Objective</th>
<th>Goal</th>
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<tbody>
<tr>
<td>Fostering economic wellbeing</td>
<td></td>
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<tr>
<td>Preventing and controlling disease</td>
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<td>Promoting accessible healthcare</td>
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<td>Assisting in meeting basic needs</td>
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<tr>
<td>Fostering youth development</td>
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<td>Enhancing access to County records</td>
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<tr>
<td>Supporting public safety</td>
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<tr>
<td>Assuring fair and efficient judicial processing</td>
<td></td>
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<tr>
<td>Providing appropriate evidence based sanctions for adult offenders</td>
<td></td>
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<tr>
<td>Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles</td>
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<tr>
<td>Providing a quality transportation system, including roads</td>
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<tr>
<td>Providing a suitable and ecologically sensitive drainage system</td>
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<tr>
<td>Providing recreational opportunities</td>
<td></td>
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<tr>
<td>Promoting environmental protection, smart growth and conservation</td>
<td></td>
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</tbody>
</table>

Ingham County Strategic Plan  February 2017
Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategies

1. Strive to make facilities and services user-friendly.

2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.

3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

4. Ensure employees provide complete and courteous responses to resident questions and inquiries.

5. Provide opportunities to gather feedback on County services from the public.
Communication

Goal: Improve service by enhancing the quality of external and internal communication.

Strategies

1. Promote key services through the local media.

2. Provide opportunities for residents and service recipients to share their experiences about County services.

3. Consider ways to brand and unify County messaging.

4. Assure ease of access to information on and maintenance of the County Web site.
Management, Finance and Governance

Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategies

1. Maintain the County’s financial reserves at adequate levels.

2. Continue to monitor adherence to the County’s financial reserve policy.

3. Develop options for service levels depending on the County’s fiscal health.

4. Periodically review and revise policies and contracting procedures to reflect current best practices.

5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

6. Identify long and short-term funding priorities and financing options for capital projects.

7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.

8. Monitor and address unfunded liabilities.
Information Technology

Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.

2. Annually budget for countywide IT projects including updates to existing software applications.

3. Establish consistent standards for department website design, information postings and monitoring.
Facilities and Infrastructure

Goal: Provide user friendly, accessible facilities and quality infrastructure.

Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.

2. Plan physical space needed for future storage needs.

3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.

Human Resources and Staffing

Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategies

1. Attract and retain employees who value public service.

2. Regularly solicit employee feedback and suggestions for workflow improvements.

3. Encourage employee creativity and innovation.

4. Support employee and professional development.
Conclusion

This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope
Chairperson

Sarah Anthony
Vice Chairperson

Randy Maiville
Vice Chairperson Pro Temp

Victor Celentino, District 1

Rebecca Bahar-Cook, District 2 (2016)
Ryan Sebolt, District 2 (2017)

Bryan Crenshaw, District 4

Todd Tennis, District 5

Penelope Tsernoglou, District 8 (2016)
Mark Grebner, District 8 (2017)

Carol Koenig, District 9

Brian McGrain, District 10

Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

Robin Case Naeyaert, District 14

Ingham County Strategic Plan

February 2017