

CHAIRPERSON  
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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, NOVEMBER 16, 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 [November 2, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Homeland Security and Emergency Management – Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2017 [Homeland Security Grant](#) Program Funds
2. Circuit Court – Resolution to Authorize an Agreement in 2018 with [TEL Systems](#) to Upgrade Technology and Provide Maintenance Support for the Circuit Court
3. CCAB
  - a. Resolution to Authorize an Amendment of the Current Contract with [Sentinel Offender Services](#) and Enter into a New Contract to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement
  - b. Resolution to Authorize a Contract with the [City of Lansing](#) for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2017-2018 Fiscal Year
4. Animal Control – Resolution Honoring [Officer Caitlin Budzinski](#) as the Recipient of the 2017 Michigan Animal Control Officer of the Year Award
5. 9-1-1 Center – 9-1-1 Monthly [Staffing Update](#) (*Informational Item*)

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

November 2, 2017

Draft Minutes

Members Present: Hope, Celentino, Crenshaw, Koenig (arrived at 6:03 pm), Maiville, and Schafer

Members Absent: Banas

Others Present: Scott LeRoy, Teri Morton, Liz Kane, 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 October 12, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE OCTOBER 12, 2017 LAW AND COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas, Koenig

Addition to the Agenda –

7. Sheriff's Office - Resolution to Honor Lieutenant Tim O'Neill of the Ingham County Sheriff's Office

Substitute –

6. Law & Courts Committee – Resolution to Accept a Consolidated Plan to Meet the Michigan Indigent Defense Commission (MIDC) Minimum Standards and to Create a New Fund within the Chart of Accounts for Purposes of Accepting Grant Funds from the MIDC

Limited Public Comment

Scott LeRoy, Deputy Court Administrator 30<sup>th</sup> Circuit Court Juvenile Division, addressed the Committee in order to provide an update regarding human trafficking.

Mr. LeRoy stated that several years ago State Senator Judy Emmons had created a package of legislation that prevented children under the age of 18 from being charged with prostitution, and instead would be charged with dependency.

Commissioner Koenig arrived at 6:03 pm.

Mr. LeRoy explained that dependency was the third area of the juvenile code/child welfare code, following delinquency and neglect. He stated that dependency was designed for girls and boys who were involved with the commercial sex industry.

Mr. LeRoy stated that several years ago the 30<sup>th</sup> Circuit Court, along with the Ingham County Sheriff's Office, the Lansing Police Department (LPD) and the FBI, had established a work group to specifically address human trafficking in Ingham County. He further stated that the work group focused largely on the prosecution of people that were exploiting young people in the community.

Mr. LeRoy stated that the work group had switched its focus, because while they felt they were successful in prosecuting perpetrators, they were not doing enough for victims in the aftermath. He further stated that, as a result, the work group was in the process of developing a treatment court to work with girls and boys that had been exploited through commercial sex trafficking.

Mr. LeRoy stated that after an eight month research and development process, the Court had just accepted the first dependency petition in Ingham County. He further stated that there was no other court in the State of Michigan that was as comprehensive, and provided as much continuity as this new treatment court.

Mr. LeRoy stated that Judge Laura Baird would serve as the presiding judge over the treatment court.

Commissioner Crenshaw asked who would be responsible for processing the petitions for the new treatment court.

Mr. LeRoy explained that the court would follow the same process for dependency as it would for an abuse or neglect case.

Mr. LeRoy stated that the Circuit Court would be hosting the first comprehensive training for frontline staff; including members of the school district, the Prosecutor's Office, LPD, the Sheriff's Department, and Child Welfare Services, in order to train frontline staff on how to respond, educate them about trafficking and inform them about specific steps the court would take.

Commissioner Schafer asked how these cases come to the court's attention if the children were not in school.

Mr. LeRoy stated that there were several different avenues through which a case would come to the Court's attention. He further stated that all young people and suspected males would go through a screening process designed to alert the court of the trafficking possibility.

Mr. LeRoy stated that the Department of Health and Human Services (DHHS), School Districts and Detention Centers all followed a similar screening protocol.

Discussion.

Commissioner Schafer asked what, if anything, would appear on the record of a young person involved in the treatment court.

Mr. LeRoy stated that in the past, young people would come under jurisdiction as an accused, rather than a victim. He further stated that the new dependency avenue would create a situation where they come in as a victim.

Discussion.

Commissioner Koenig asked when the initial training would take place.

Mr. LeRoy stated that it would take place November 8, 2017 at the Veterans Memorial Courthouse.

Commissioner Koenig asked who would be receiving the training.

Mr. LeRoy stated that the training would be given to front line staff who worked with children.

Commissioner Koenig asked which departments would be participating in the training.

Mr. LeRoy stated that the invitation for the training had been widely distributed, including school systems, police departments, DHHS, Child Welfare, the Court, and the Prosecutor's Office.

Chairperson Hope asked what specifically the treatment consisted of.

Mr. LeRoy stated that curriculum was called "Seeking Safety", and was used for many PTSD and sexual assault victims. He explained a five phase system for participants.

Discussion.

Chairperson Hope asked how the program is being funded.

Mr. LeRoy stated that it was funded by the Juvenile Justice Millage, and matched by Child Care Fund dollars.

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

1. Homeland Security and Emergency Management – Resolution to Purchase a Handheld Night/Thermal Imaging Camera (FLIR) for the Ingham County Office of Homeland Security & Emergency Management
2. Circuit Court – Juvenile Division – Resolution to Amend Resolution #17-390 to Reflect Correct Rates for Legal Counsel

3. Circuit Court
  - a. Resolution to Amend Resolution #17-370 Accepting the FY 2018 Swift and Sure Sanctions Probation Program Grant
  - b. Resolution to Amend Resolution #17-371 Accepting the FY 2018 Felony Michigan Mental Health Court Grant Program Operational Grant
4. Probate Court – Resolution to Authorize an Agreement with TEL Systems to Upgrade Technology and Provide Maintenance Support for the Probate Court Courtrooms
5. 9-1-1 Center
  - a. Resolution to Authorize a Contract with Adams Outdoor to Provide Recruitment Advertising for the Ingham County 9-1-1 Central Dispatch Center
  - b. Resolution to Authorize a Contract with PM Technologies for Maintenance of 9-1-1 Public Safety Radio Communications Tower Sites, Uninterrupted Power Supply Units, and Replacement of Batteries
7. Sheriff's Office - Resolution to Honor Lieutenant Tim O'Neill of the Ingham County Sheriff's Office.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Banas

6. Law & Courts Committee – Resolution to Accept a Consolidated Plan to Meet the Michigan Indigent Defense Commission (MIDC) Minimum Standards and to Create a New Fund within the Chart of Accounts for Purposes of Accepting Grant Funds from the MIDC

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

Chairperson Hope stated that this had been a lengthy process intended to comply with the State's changes to the Indigent Defense requirements and furthermore, that there were significant financial impacts associated with it, which could be confusing.

Teri Morton, Deputy Controller, explained that the Ingham Indigent Defense Committee had decided that the best way to comply with the State's standards was to convert to a Public Defender's Office. She explained that the office would be comprised of staff from Ingham County, the City of Lansing and the City of East Lansing.

Ms. Morton stated that both Lansing and East Lansing had signed on in support of the plan and that the issue at hand was the funding of the office. She further stated that the office would consist of 26 attorneys plus support staff, and that this represented the majority of the cost.

Ms. Morton stated that there were also costs associated with renting space for this office, computer equipment and a document management system. She stated that the over-all cost of the plan was approximately \$5,581,000. She further stated that the local share was based on what Lansing, East Lansing and Ingham County currently paid.

Ms. Morton stated that Lansing, East Lansing and Ingham County would pay \$902,000, and that the balance of approximately \$4,000,000 would be paid by the State of Michigan. She further stated that while the County must file a plan by November 20, 2017, there would be no requirement to implement the plan until funding was provided.

Ms. Morton stated that once funding was provided, the County had 180 days to implement the plan.

Chairperson Hope stated that Berrien County had implemented their plan fairly quickly. She further stated that she believed that Ingham County would need only to hire the Chief Public Defender and then allow that person to hire staff with the assistance of Human Resources.

Commissioner Schafer asked why there was such a significant disparity between what Ingham County was required to pay compared to the relatively small portion required of Lansing and East Lansing.

Ms. Morton stated that the majority of the cost was from the Circuit Court and that the Circuit Court heard cases from all the units.

Commissioner Schafer asked why indigent attorney services were not offered at District Court.

Ms. Morton stated that these services were offered at District Court, however District Court had far fewer cases than Circuit Court, and the cases themselves were less severe.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas

#### Announcements

None

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:24 p.m.

## NOVEMBER 16, 2017 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

1. *Ingham County Office of Homeland Security and Emergency Management – Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2017 Homeland Security Grant Program Funds*

This resolution will authorize entering into a contract with the State of Michigan, establishing Ingham County as the fiduciary agent for the FY 2017 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of \$1,018,419 for the time period of September 1, 2017 to May 31, 2020.

The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland Security Planning Board through Ingham County. The FY 2017 HSGP covers eligible costs from September 1, 2017 to May 31, 2020. At least \$254,605 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A maximum of \$509,209 of award funds may be used for personnel and personnel-related activities. A maximum of up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained and used solely for management and administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by Ingham County for M&A purposes.

See attached memo for additional information.

2. *Circuit Court – Resolution to Authorize an Agreement in 2018 with TEL Systems to Upgrade Technology and Provide Maintenance Support for the Circuit Court*

This resolution will approve entering into a contract and service agreement with TEL Systems for a turnkey solution for the design, purchase, installation and support of new state-of-the-art audio/video system upgrade for the remaining two courtrooms in the Veterans Memorial Courthouse, Courtrooms 3 and 6, at a cost of \$80,000 per courtroom. Funding for four courtrooms was secured in the 2016 and 2017 CIP budget cycles, and funding for the remaining two courtrooms, is included in the 2018 budget.

- 3a. *Community Corrections Advisory Committee – Resolution to Authorize an Amendment of the Current Contract with Sentinel Offender Services and Enter into a New Contract to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement*

An RFP was distributed in July 2017 for electronic monitoring (EM) services by the Electronic Monitoring Oversight Committee (EMOC). The EMOC met in September to review the three proposals received. Members of the EMOC ranked each proposal using an evaluation grid provided by Purchasing. Sentinel Offender Services received the highest ranking.

This resolution will authorize amending the end date of the current contract with Sentinel Offender Services to December 31, 2017. This resolution will also authorize entering a new contract with Sentinel for an initial performance period of January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2020. No minimum number of referrals are guaranteed under the contract. The contract will set forth the terms and fee schedule to be used if and when a client is referred.

Payment for services under this contract will either be paid directly to the vendor by the client (client pay users) or billed to the County (eligible indigent users). \$50,000 is included in the 2018 Community Corrections budget for eligible indigent offender services.

See attached memo for additional information.

- 3b. *Community Corrections Advisory Committee – Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2017-2018 Fiscal Year*

This resolution will approve entering into a contract with the City of Lansing for \$12,500 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for the City's 2017-2018 fiscal year.

#### **HONORARY RESOLUTION**

4. *Animal Control – Resolution Honoring Officer Caitlin Budzinski as the Recipient of the 2017 Michigan Animal Control Officer of the Year Award*

#### **INFORMATIONAL ITEM**

5. *9-1-1 Center – Monthly Staffing Update*

## Agenda Item 1

TO: Law & Courts Committee  
Finance Committee

FROM: Sergeant Mary Hull, Ingham County Office of Homeland Security and  
Emergency Management

DATE: Tuesday, November 07, 2017

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF  
MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR  
MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPTING THE  
FY2017 HOMELAND SECURITY GRANT PROGRAM FUNDS.

The FY 2017 Homeland Security Grant Program (HSGP) is a primary funding mechanism that plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland Security Planning Board through the County of Ingham. The amount of funding being awarded to Region 1 is \$1,018,419. The FY 2017 HSGP covers eligible costs from September 1, 2017 to May 31, 2020. At least \$254,605 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A Maximum of \$509,209 of award funds may be used for personnel and personnel-related activities. A maximum of up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained and used solely for management and administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by the County of Ingham for M&A purposes.

The County of Ingham may only fund projects which directly support one of the FY 2017 HSGP grant investments. The State of Michigan shall make final determination on how funds awarded under the grant agreement are allocated and/or spent, from projects reviewed and approved by the Region 1 Planning Board and submitted to the State of Michigan by the County of Ingham.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE STATE OF MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPTING THE FY 2017 HOMELAND SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY 2017 Homeland Security Grant Program (HSGP); and

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

WHEREAS, the total amount of grant funds available to Ingham County agencies is \$37,252.23 from the State Homeland Security Program (SHSP), \$39,829.03 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$71,081.26; and

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

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

WHEREAS, the total Grant Award for Michigan Homeland Security Region 1 for FY 2017 is \$1,018,419; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan to be the fiduciary agent for the FY 2017 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of \$1,018,419 for the time period of September 1, 2017 to May 31, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the following Region 1 partners receiving FY 2017 HSGP funding to include: County of Clinton, County of Eaton, County of Gratiot, County of Hillsdale, County of Ingham, County of Jackson, County of Lenawee, County of Livingston, County of Shiawassee, and the City of Lansing.

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

## Agenda Item 2

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: November 6, 2017

Re: Courtroom Technology Upgrades for Ingham County 30<sup>th</sup> Judicial Circuit Court, Courtrooms 3 and 6

The Ingham County Circuit Court and Ingham County IT Department identified the need to replace equipment that has surpassed its life expectancy and to update courtroom technology in the Veterans Memorial Courthouse from analog to digital.

Resolution 17-215 approved entering into a contract with TEL Systems for a turnkey solution for the design, purchase, installation, and support of new state-of-the-art audio/video systems for all six courtrooms in the Veterans Memorial Courthouse.

Funding for four courtrooms was secured in the 2016 and 2017 CIP budget cycles in the amount of \$80,000 per courtroom and funding for the remaining two courtrooms, Courtrooms 3 and 6, was secured in 2018 budget cycle.

We respectfully request that the Ingham County Board of Commissioners approves entering into a contract and service agreement with TEL Systems for the equipment and services described in RFP No. 10-17 and all of its amendments, for Courtrooms 3 and 6.

cc: Hon. Joyce Draganchuk  
Shauna Dunnings  
Hon. Janelle A. Lawless

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT IN 2018 WITH TEL SYSTEMS TO UPGRADE TECHNOLOGY AND PROVIDE MAINTENANCE SUPPORT FOR THE CIRCUIT COURT**

WHEREAS, the Ingham County Circuit Court and Ingham County IT Department identified the need to replace equipment that had surpassed its life expectancy and to update courtroom technology in the Veterans Memorial Courthouse from analog to digital technology; and

WHEREAS, the Ingham County Circuit Court secured Capital Improvement Project funding for four courtrooms in previous budget cycles and sought funding for the remaining two courtrooms in the 2018 budget cycle; and

WHEREAS, in Resolution 17-215, the Ingham County Board of Commissioners approved entering into a contract and service agreement with TEL Systems, in the amount of \$80,000 per courtroom, for a turnkey solution for the design, purchase, installation, and support of new state-of-the-art audio/video system upgrades for all six of the Circuit Court courtrooms in the Veterans Memorial Courthouse; and

WHEREAS, the Ingham County Board of Commissioners approved the 2018 Capital Improvement Project request to upgrade the remaining two courtrooms in the Veterans Memorial Courthouse, Courtrooms 3 and 6, in the amount of \$80,000 per courtroom.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract and service agreement with TEL Systems for a turnkey solution for the design, purchase, installation, and support of new state-of-the-art audio/video system upgrade for the remaining two courtrooms in the Veterans Memorial Courthouse, Courtrooms 3 and 6, at a cost of \$80,000 per courtroom.

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

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Mary Sabaj, Community Corrections Manager  
**DATE:** November 3, 2017  
**SUBJECT: Contract for Electronic Monitoring Services**  
For the meeting agenda of November 16, 2017 and November 21, 2017

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**BACKGROUND**

An RFP was distributed on July 10, 2017 for electronic monitoring (EM) services by the Electronic Monitoring Oversight Committee (EMOC) representing the Circuit Court, Circuit Court Pretrial Services, Prosecutor’s Office, 55<sup>th</sup> District Court, Friend of the Court, and Community Corrections in conjunction with the County Purchasing Department.

The EMOC met on September 11, 2017 to review the three proposals received. Members of the EMOC ranked each proposal using an evaluation grid provided by County Purchasing. County Purchasing provided the results of the evaluation process notifying the EMOC that Sentinel Offender Services received the highest ranking.

This Resolution authorizes amending the end date of the current contract with Sentinel Offender Services to December 31, 2017. This Resolution also authorizes entering a new contract with Sentinel for an initial performance period of January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2020. No minimum number of referrals are guaranteed under the contract. The contract will set forth the terms and fee schedule to be used if and when a client is referred.

**ALTERNATIVES**

Absent a contract, indigent offenders will not be able to afford EM services. In addition, EM costs and cost increases for both client pay and indigent users would be subject to vendor discretion.

**FINANCIAL IMPACT**

Payment for EM services under this contract will either be paid directly to the vendor by the client (client pay users) or billed to the County (eligible indigent users). \$50,000 was authorized in the FY 2017-2018 Community Corrections budget for eligible indigent offender services.

**OTHER CONSIDERATIONS**

Electronic monitoring allows appropriate offenders to be monitored in the community, saving jail resources.

**RECOMMENDATION**

The Electronic Monitoring Oversight Committee recommends approval of this Resolution.

**Agenda Item 3a**

TO: Mary Sabaj, Community Corrections Director  
FROM: James Hudgins, Director of Purchasing  
DATE: August 21, 2017  
RE: Memorandum of performance for RFP No. 66-17: Electronic Monitoring Services.

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Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to provide equipment and services necessary to implement and maintain a comprehensive electronic monitoring services program for the County's detention and correctional facilities.

The RFP was advertised in the Lansing State Journal, New Citizens Press 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	12	4
Vendors responding	3	1

See summary of vendors cost on next page.

*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.*

## SUMMARY OF VENDOR COSTS

VENDOR NAME	LOCAL PREF		Sheriff's Enrollment Fee	GPS Daily Rate Per Day	Cellular TAD Alcohol Tether Rate Per Day			Soberlink 2 Breathalyzer Rate Per Day				
Home Confinement Inc.	Roseville MI	Offender	\$45.00	\$7.50	\$10.50			\$6.00				
		Indigent User	\$45.00	\$7.00	\$10.00			\$5.50				
VENDOR NAME	LOCAL PREF		Enrollment Fee	RF Landline	RF Cellular	GPS - 1 piece	GPS - Domestic Violence/Victim Monitoring	Soberlink Portable Breath	BA/RT Portable Breath Alcohol	SCRAMx Transdermal Landline	SCRAMx Transdermal Cellular	
Sentinel Offender	CA	Offender		\$6.00	\$7.00	\$9.24	\$15.00	\$6.35	\$6.00	\$9.75	\$10.75	
		Indigent User		\$4.65	\$5.50	\$7.45	\$14.00	\$6.10	\$5.85	\$8.75	\$9.75	
VENDOR NAME	LOCAL PREF		Enrollment Fee	SCRAM GPS Per Day	Omni link GPS Per Day	Stop Blu Tag GPS Per Day	Buddi Smart Tag GPS Per Day	Soberlink SL2 Per Day	SCRAM Remote Breath Per Day	Stop Sober Breath Per Day	SCRAM Cam Per Day	SCRAM Cam w/ Base Per Day
JSG Monitoring	Yes, Lansing MI	Offender	\$75.00 / \$100.00 after hours	\$10.00	\$10.00	\$10.00	\$10.00	\$6.50	\$6.50	\$6.50	\$10.00	\$11.00
		Indigent User	\$30.00 / \$55.00 after hours	\$9.00	\$9.00	\$9.00	\$9.00	\$5.50	\$6.00	\$6.00	\$9.00	\$10.00

Please email [jbuckmaster@ingham.org](mailto:jbuckmaster@ingham.org) if you require a larger copy. In the subject reference RFP Packet 66-17 Bid Opening.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT OF THE CURRENT CONTRACT WITH SENTINEL OFFENDER SERVICES AND ENTER INTO A NEW CONTRACT TO PROVIDE AN OFFENDER PAY AND COUNTY FUNDED ELECTRONIC MONITORING PROGRAM SUBJECT TO A FINAL CONTRACT AGREEMENT**

WHEREAS, the Electronic Monitoring Oversight Committee (EMOC) is charged with the oversight of electronic monitoring services with the voting membership consisting of representatives appointed by the Department Head or Elected Official from the Sheriff's Office, Community Corrections, 55<sup>th</sup> District Court, Circuit Court, Circuit Court Pretrial Services, Prosecutor's Office, and the Friend of the Court; and

WHEREAS, after receiving three proposals in response to the RFP, the EMOC evaluated and ranked the proposals, guided by the County Purchasing Department, with Sentinel Offender Services receiving the highest ranking; and

WHEREAS, the performance period of the current contract with Sentinel Offender Services provides for an initial term from December 1, 2013 through November 30, 2014 with two automatic renewal periods of one year not to exceed November 30, 2018; and

WHEREAS, the EMOC recommends that the County amend the performance period end date of the current contract with Sentinel Offender Services to December 31, 2017; and

WHEREAS, pursuant to the RFP evaluation results, the EMOC recommends entering a new contract with Sentinel Offender Services subject to a final contract agreement with an initial one (1) year performance period effective January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2020; and

WHEREAS, Sentinel Offender Services is willing to provide services pursuant to the attached Scope of Services and Fee Schedules for an offender pay program and County reimbursement for services provided to eligible indigent offenders.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize amending the performance period end date of the current contract with Sentinel Offender Services from November 30, 2018 to December 31, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners does hereby authorize entering into a new contract with Sentinel Offender Services for electronic monitoring program services as set forth in the attached Scope of Services and Fee Schedules for an initial one (1) year performance period effective January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2020.

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

## **SENTINEL OFFENDER SERVICES SCOPE OF SERVICES**

Accept referrals from multiple referral sources (e.g., Circuit and District Courts, Pretrial Services, Ingham County Sheriff's Office) from within Ingham County. Work with criminal justice personnel to successfully implement and maintain local electronic monitoring programs that specifically address the needs of all referral sources.

The contract awarded through this RFP will not be exclusive. County agencies will be encouraged to utilize services through the contract. Daily rates and the quality of services provided will also encourage utilization of services under the contract.

Maintain staff and provide all services locally on-site at the Ingham County Jail. Office space and a telephone connected to the County system will be available for Vendor use at no charge.

Provide staffing adequate to efficiently and effectively handle the work load and provide seamless coverage in the event of illness, use of vacation time, or any other reason for staff absences. Office hours are 8:30 am to 5 pm Monday through Friday. Outside regular office hours staff must be available as required.

Use a community-based program approach that will include client orientation and enrollment, installation, removal and maintenance of monitoring equipment, input of monitoring specifications, equipment activation within 24 hours after referral/same day when possible, client orientation, fee assessment and collection (including County enrollment fee), staff availability for weekend and emergency program enrollment and equipment installation, staff availability for Court testimony upon request, problem resolution, and equipment updates.

Know and comply with all County policies related to electronic monitoring.

Ingham County Jail personnel will review the daily jail population list to identify potentially eligible inmates for early release. Based on the list of eligible inmates provided, the vendor will be required to go to each Post within the County Jail multiple days each week in order to screen potential participants for the program. Vendor staff will be required to submit to a criminal history check and fingerprinting and take Michigan State Policy Security Awareness Training so they can perform required duties.

Provide a case management program that requires regular weekly in-person reporting, on-site breath testing, verification of activities for each participant while away from their residence, violation reports to department staff, daily review of participant activity and compliance with program rules and curfew schedules, and provides referral information regarding other community resources and services as appropriate.

Effectively monitor, track, and document individual program participation, financial information, and be capable of providing aggregate data and successful completion rates for all services. Information must be provided to the County in the format and frequency requested by the County referral source.

Serve as a collaborative partner by developing and maintaining strong working relationships with referral sources and other County personnel and by serving as an active, participating member of the EM Oversight Committee, including attending regular meetings to ensure successful implementation, successful ongoing operations and problem resolution.

Provide an offender funded client fee structure, including daily fixed rates and upfront payment requirements that will allow electronic monitoring to be available to the largest possible number of clients with varying financial capabilities. Program Participants/Users are responsible for lost or damaged equipment and must agree to reimburse the Vendor for any and all lost or damaged equipment. The Courts have agreed to support enforcement of reimbursement to the extent possible.

Assess and collect an enrollment fee for each participant, on behalf of the County. The enrollment fee is currently \$45 and applies to self-pay participants. The enrollment fee does not apply to Friend of the Court, indigent, and grant reimbursed clients.

Provide a County funded fee structure for indigent user services that maximizes the availability of services to eligible indigent users. Eligibility for indigent services is established by County policy and determined and documented on a case-by-case basis by the vendor. Service charges for eligible indigent users will be invoiced by the vendor and reimbursed by the County on a monthly basis. The number of participants as determined by the funding allocated in the County budget annually.

Provide an allowance for an additional specified number or percentage of indigent participants (i.e., in addition to those that are County funded).

Provide a full range of reliable, user-friendly, tamper-proof equipment to include home monitoring, active and passive GPS (that allows direct contact between the supervising program and the offender), Breath and Transdermal Alcohol monitoring. *NOTE: The County is always interested in receiving information about new and/or alternative technology, along with information regarding advantages and disadvantages.*

Provide secure and reliable monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources.

Provide non-compliance alerts and notifications to referral source personnel as specified by the referring agency.

Collect program data and statistics and financial information and provide them as requested by the County.

**SENTINEL OFFENDER SERVICES  
FEE SCHEDULES**

**OFFENDER PAY FEE SCHEDULE**

<b>Equipment</b>	<b>Sentinel Daily Rates</b>
<b>RF Landline</b>	<b>6.00</b>
<b>RF Cellular</b>	<b>7.00</b>
<b>OM-400 GPS One Piece Tracking Device</b>	<b>9.25</b>
<b>Domestic Violence Victim Monitoring</b>	<b>15.00</b>
<b>ScramX Landline</b>	<b>9.75</b>
<b>ScramX Cellular</b>	<b>10.75</b>
<b>Soberlink</b>	<b>6.35</b>
<b>BA/RT Alcohol Monitoring</b>	<b>6.00</b>

**Enrollment Fee: \$109 (includes \$45 County enrollment fee)  
plus 7 day equipment daily rate total**

**COUNTY PAY FEE SCHEDULE  
FOR ELIGIBLE INDIGENT OFFENDERS**

<b>Equipment</b>	<b>Sentinel Daily Rates</b>
<b>RF Landline</b>	<b>4.65</b>
<b>RF Cellular</b>	<b>5.50</b>
<b>OM-400 GPS One Piece Tracking Device</b>	<b>7.45</b>
<b>Domestic Violence Victim Monitoring</b>	<b>14.00</b>
<b>ScramX Landline</b>	<b>8.75</b>
<b>ScramX Cellular</b>	<b>9.75</b>
<b>Soberlink</b>	<b>6.10</b>
<b>BA/RT Alcohol Monitoring</b>	<b>5.85</b>

**TO:** Board of Commissioners Law & Courts Committee and Finance Committee  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** November 3, 2017  
**SUBJECT: Resolution Authorizing Contract with the City of Lansing**  
For the meeting agendas of November 16, 2017 and November 21, 2017

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**BACKGROUND**

This Resolution approves entering a contract with the City of Lansing for \$12,500 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for City FY 2017-2018.

**ALTERNATIVES**

Failure to approve this Resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$6,250), CCAB Staff Consultant costs (\$6,250).

**FINANCIAL IMPACT**

Community Corrections administration and programs are funded with a combination of State of Michigan Public Act 511 funds, Ingham County general funds, and City of Lansing grant funds.

**OTHER CONSIDERATIONS**

Community Corrections administration and all Public Act 511 treatment and service programs for the local Circuit Court probation population are dependent upon funding received from the State of Michigan, Ingham County, and the City of Lansing.

**RECOMMENDATION**

Based on the information presented, the CCAB recommends approval of the attached resolution to support Community Corrections administration.

Introduced by Law and Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE CITY OF LANSING FOR AN  
ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING COMMUNITY  
CORRECTIONS  
FOR THE CITY 2017-2018 FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract to be entered between the County and the City of Lansing for an allocation of funds to Community Corrections for the City 2017-2018 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$12,500 to be used to assist with CCAB administration and to support collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$12,500 for the time period of July 1, 2017 through June 30, 2018 to be used to assist with CCAB administration and support collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

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

## Agenda Item 4

**TO:** Board of Commissioners and Law & Courts Committees  
**FROM:** John Dinon, Director – Ingham County Animal Control  
**DATE:** 31 October 2017  
**SUBJECT:** Resolution to honor Officer Caitlin Budzinski as the recipient of the 2017 Michigan Animal Control Officer of the Year Award

For the meeting agendas of November 16 and 28, 2017

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### **BACKGROUND**

Ingham County Animal Control Officer Caitlin Budzinski was selected as Michigan Animal Control Officer of the Year by the Michigan Association of Animal Control Officers at their annual conference in October for her outstanding work to enforce animal laws and protect animal welfare in Ingham County.

### **ALTERNATIVES**

The BOC can choose not to honor ACO Budzinski for being named Michigan ACO of the year.

### **FINANCIAL IMPACT**

The cost to honor Officer Budzinski will be minimal - the cost of a framed certificate.

### **OTHER CONSIDERATIONS**

Officer Budzinski is an exemplary County employee and a great asset to ICAC.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to honor Officer Budzinski.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING OFFICER CAITLIN BUDZINSKI AS THE RECIPIENT OF THE  
2017 MICHIGAN ANIMAL CONTROL OFFICER OF THE YEAR AWARD**

WHEREAS, Animal Control Officer Caitlin Budzinski has been an Ingham County Animal Control Officer since April 2014; and

WHEREAS, Animal Control Officer Budzinski is the recipient of the 2017 Michigan Animal Control Officer of the Year Award and was selected from nominees from across the state; and

WHEREAS, one award is given annually by the Michigan Association of Animal Control Officers (MAACO) to the Animal Control Officer who has demonstrated outstanding efforts in the field of animal control work; and

WHEREAS, Animal Control Officer Budzinski was nominated due to her exceptional performance in the field of animal control work, her thorough investigations, and outstanding support or criminal prosecutions and her exemplary work ethic; and

WHEREAS, Animal Control Officer Budzinski consistently does an outstanding job enforcing animal laws and protecting animal welfare in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Animal Control Officer Caitlin Budzinski as the 2017 recipient of the Michigan Animal Control Officer of the Year Award; the Board sincerely appreciates the contributions she has made to the citizens of Ingham County and congratulates Officer Budzinski on receiving this prestigious award.

**Agenda Item 5**

To: ICBOC Law and Courts, Finance, and County Services Committees

From: Lance Langdon, Director 9-1-1

Date: November 7, 2017

Topic: Center update

I was asked to send an update to you so that you are kept up to date with the center information. Our main focus remains on hiring, as we had an all-time high when we last met, with 15 openings. We have continued to run pre-employment testing sessions and, as the result, I have made conditional offers of employment this week to four candidates. Two more backgrounds are due this week, which may increase the conditional offers to six. From the most recent testing session/oral boards, we have an additional four candidates who have been moved to the background investigation phase of our process.

Because of the story in the Lansing State Journal a few weeks ago, we did see some additional interest in the call taker position. We used Skyline Advertising to get the message out during MSU’s homecoming weekend, as well as the following weekend, for a total of three days.

We have released an RFP to find recruiting services that can work with us to help identify good candidates who would be successful in our positions.

Members of our recruiting team recently attended a career fair at Ferris State University and on 11/8/17 we will be at a college/career fair for Holt High School students with other area high school students in attendance. We have posted our jobs on the Zip Recruiter site in addition to NENA, APCO, and MCOLES as well as the sites used by Ingham County Human Resources.

A resolution was submitted for the last round of meetings to use Adams Outdoor Advertising to advertise that we are hiring. In addition to billboards, their proposal includes advertising online.

We posted the 9-1-1 Staff Services Manager position and interviews will take place in early December.

