THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, NOVEMBER 30, 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 16, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Prosecutor’s Office – Resolution to Authorize a Memorandum of Understanding between the Ingham County Prosecutor’s Office and the Department of the Attorney General

2. IT Department – Resolution to Enter into a Service Agreement with CDWG

3. Finance Committee – Resolution to Amend the 2018 Ingham County Budget to Restore Two Sheriff Corrections Officers

4. Law and Courts Committee
   a. Resolution Supporting Legislation to “Raise the Age” for Juvenile Offenders in Michigan (To be Distributed at Meeting)
   b. Jail Update (Discussion)

5. Controller’s Office – Resolution Approving Various Contracts for the 2018 Budget Year

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.
Members Present: Hope, Celentino, Crenshaw, Koenig and Maiville

Members Absent: Banas and Schafer

Others Present: Teri Morton, Lisa McCormick, Stephanie McLean, 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 November 2, 2017 Minutes

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Schafer

Addition to the Agenda –

None.

Limited Public Comment

Lisa McCormick, Small Talk Board Member, thanked the Board of Commissioners for its ongoing support and announced an Open House on December 19, 2017 at 3400 Pine Tree Road to celebrate their new expansion.

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


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
   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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Schafer

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

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

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

Commissioner Crenshaw disclosed that he had a relative that worked for Sentinel Services.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Schafer

5. **9-1-1 Center** – 9-1-1 Monthly Staffing Update (*Informational Item*)

Teri Morton, Deputy Controller, stated that the 9-1-1 Center had a very good turnout recently for testing, that there would be six new people starting on November 27, 2017, and that two call takers would be promoted to dispatcher. She further stated that there were only nine openings as of November 16, 2017.

Commissioner Koenig asked how many people were currently testing for jobs at the 9-1-1 Center.

Ms. Morton stated that 39 people tested, 16 of whom had moved on to interviews.

**Announcements**

None

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:05 p.m.
RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. **Prosecutor’s Office** – Resolution to Authorize a Memorandum of Understanding between the Ingham County Prosecutor’s Office and the Department of the Attorney General

   This resolution would authorize the Ingham County Prosecutor’s Office to enter into a Memorandum of Understanding with the Attorney General’s Office to address the 110 untested sexual assault kits in Ingham County that have been sent to the Michigan Crime Lab for testing. The Memorandum of Understanding would allow a Special Assistant Attorney General to be appointed for this project. The agreement will be cost neutral and will cover all expenses including but not limited to salary, computers, phone, training, and mileage and any other funds that are necessary and approved by the Attorney General’s office (see attached memo for details).

2. **Innovation & Technology** – Resolution to Enter a Service Agreement with CDWG

   This resolution will authorize entering into a contract with CDWG Services not to exceed $38,750 to assess the current electronic system for controlling access to the various areas of the Ingham County Jail. The current system was put in by a vendor that can no longer support it as the system itself has become obsolete. To determine the County’s next steps in addressing this issue, we have worked with CDWG under the State of Michigan MiDeal contract to obtain a proposal from them utilizing their partner for services in this area, Dewpoint. Funding for the proposal will come from the Jail Reserve from Phone Revenue within the Fund 595 fund balance (see attached memo for details).

4a. **Law and Courts Committee** - Resolution Supporting Legislation to “Raise the Age” for Juvenile Offenders in Michigan (to be distributed at meeting)

   This is a resolution in support of legislation "raising the age," for treating 17 year olds as juvenile offenders instead of automatically treating them as adults as is currently the law in Michigan. This is a policy decision at the discretion of the Board of Commissioners.

5. **Controller/Administrator** – Resolution Approving Various Contracts for the 2018 Budget Year

   This resolution will approve the attached list of contracts for the 2018 budget year. The list consists only of contracts that are included in the 2018 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

   The county contract approval process, as amended by Resolution #09-095, provides that any contract over $5,000 must be approved by the Board of Commissioners.
Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (2.1% for 2018) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2018 increase of 2.1% or less are the only ones included in this resolution. All others will have to be presented separately by resolution (see attached memo for details).

**The Deputy Controller does not recommend approval of the following resolution:**

3. **Finance Committee – Resolution to Amend the 2018 Ingham County Budget to Restore Two Sheriff Corrections Officers**

Due to a reduction in jail bed rental revenue, the closure of Post 4 of the Ingham County Jail was authorized by the Board in 2017. The six Corrections Officers necessary to staff this post of the Jail were maintained in order to reduce overtime expenditures and to alleviate the employee stress of working excessive overtime hours. The 2018 Controller Recommended budget included the elimination of three of these six Corrections Officers. As part of the budget process, the Sheriff requested the restoration of two Corrections Officers.

At the Finance Committee budget hearing in September, the Committee approved motions to restore these two Corrections Officers if the Separate Tax Limitation ballot proposal was approved by the voters of Ingham County in the November election. A motion also directed the remainder of the excess revenue to be used to increase funding toward the county’s other post-employment benefit (OPEB) obligations. At a subsequent joint caucus meeting, there was a consensus of the Board members present that any excess revenue available if the Separate Tax Limitation ballot proposal was passed would be used to reduce the 2018 budgeted use of fund balance, and no discussion of whether or not to restore the two Corrections Officers. The Separate Tax Limitation proposal was approved by voters on November 7, resulting in the availability of an additional $2.77 million in general fund tax revenue for 2018.

The 2018 cost to add the two positions would be $180,000. Even with the additional tax revenue, the 2019 current services budget is projected to have a shortfall of $1.5 million, and a general fund shortfall of $3.6 million is projected for 2020. Including these positions in the budget would increase these shortfalls by $180,000 each year. Therefore, the Controller’s Office is not in support of restoring these two positions (see attached memo for details).

**DISCUSSION ITEM**

4b. **Law & Courts Committee – Jail Update**
The Ingham County Prosecutor’s Office is requesting authorization to enter into a Memorandum of Understanding with the Attorney General’s Office to address the 110 untested CSC kits in Ingham County that have been sent to the Michigan Crime Lab for testing. These cases are currently pending and now that the testing is starting to be complete it is necessary that an attorney familiar with these types of sophisticated investigations review the cases to see if they are viable for criminal prosecutions.

The Attorney General has indicated that they would like to assist us with funds to review these cases in a timely fashion. Due to our staffing levels, it would be impossible to dedicate our current resources to this project. The Memorandum of Understanding would allow a Special Assistant Attorney General to be appointed for this project. I have proposed to the Attorney General that they interview Catherine Emerson who is a retired Assistant Prosecutor who has the necessary experience to review these cases. That interview is set for November 20, 2017. Assuming they will appoint her to this position, she will be able to start reviewing cases. Her office will be located at the Ingham County Prosecutor’s office. The Attorney General will pay her as an independent contractor. The agreement will cover all expenses including but not limited to salary, computers, phone, training and mileage and any other funds that are necessary and approved by the Attorney General’s office.

As we progress with the project I may return to the committee in 2018 for approval of additional expenditures that would still be paid by the Attorney General’s office but due to the short meeting schedule because of the holidays I wanted to have approval to enter into the Memorandum of Understanding so we can start reviewing cases in a timely manner. In any event, all funds excluding salary may flow through Ingham County but will be paid by the Attorney General’s office. This resolution is cost neutral.
INTRODUCED BY THE LAW AND COURTS COMMITTEE AND FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE INGHAM COUNTY PROSECUTOR’S OFFICE AND THE DEPARTMENT OF THE ATTORNEY GENERAL

WHEREAS, there are 110 untested sexual assault kits in Ingham County that have been sent to the Michigan State Crime Lab for testing; and

WHEREAS, the Department of the Attorney General has indicated that they have funds to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits; and

WHEREAS, the Attorney General would designate an attorney as a Special Assistant Attorney General to review these investigations and determine the viability of the prosecutions of these untested sexual assault kits; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor’s office; and

WHEREAS, the Special Assistant Attorney General will be paid by funds from the Attorney General’s office including but not limited to salary, computers, phones, training, and mileage and any other funds approved by the Department of the Attorney General. All expenses excluding salary will be processed by Ingham County but will be paid for by the Department of the Attorney General’s office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor’s Office to enter into a Memorandum of Understanding with the Department of the Attorney General’s Office consistent with this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments consistent with this resolution.
TO: Board of Commissioners Law and Courts, County Services, and Finance Committees
FROM: Deb Fett, CIO
DATE: 11/20/2017
SUBJECT: Assessment of Control System

BACKGROUND
Ingham County relies on an electronic system for controlling access to the various areas of the jail building. This system was put in by a vendor that can no longer support it as the system itself has become obsolete. This creates a safety and security concern that needs to be addressed in a manner that keeps the possibility of a new jail complex in mind and is cost effective.

To determine our next steps, we have worked with CDWG under the State of Michigan MiDeal contract to obtain a proposal from them utilizing their partner for services in this area, Dewpoint. Dewpoint has some working knowledge of the system and has provided us with a bundle price for assessment services that can be used or not as the County needs. This means that although there is a larger price tag on the proposal, it in no way obligates us to use all of the services proposed if we determine they are not necessary.

ALTERNATIVES
Given the state of the current system and the need to ensure security, this needs to be a priority.

FINANCIAL IMPACT
The funding for the not to exceed $38,750.00 CDWG proposal will come from the County’s Jail Reserve from Phone Revenue fund (595 fund balance).

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for CDWG in the amount not to exceed $38,750.00.
INTRODUCTORY CLAUSE

WHEREAS, Ingham County Sheriff’s Office utilizes an electronic system for controlling access; and

WHEREAS, this system has reached a point where it is difficult to service and is required for meeting security requirements; and

WHEREAS, CDWG has been able to provide Ingham County with a proposal under the MiDeal contract from their service partner, Dewpoint, to provide assessment services necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with CDWG for an amount not to exceed $38,750.00.

BE IT FURTHER RESOLVED, that funding will be provided by the Jail Reserve from Phone Revenue within Fund 595.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Law & Courts and Finance Committees  
FROM: Teri Morton, Deputy Controller  
DATE: November 17, 2017  
SUBJECT: Resolution to Amend the 2018 Ingham County Budget to Restore Two Sheriff Corrections Officers  

For the meeting agendas of November 30 and December 6, 2017

BACKGROUND
Due to a reduction in rental beds with the Michigan Department of Corrections, as well as a failed contract with Wayne County, Resolution 17-194 authorized the closure of Post 4 of the Ingham County Jail. Six Corrections Officers are necessary to staff each post of the Jail. In order to reduce overtime expenditures and to alleviate the employee stress of working excessive overtime hours, rather than eliminate the six Corrections Officers associated with Post 4, the staffing was maintained. This change resulted in additional Corrections Officers per Jail bed.

As part of the strategy to address the 2018 budget shortfall, the 2018 Controller Recommended budget included the elimination of three of these six Corrections Officers. As part of the budget process, the Sheriff requested the restoration of two Corrections Officers. At the Finance Committee budget hearing held on September 13, 2017, the Committee approved motions to restore these two Corrections Officers if the Separate Tax Limitation ballot proposal was approved by the voters of Ingham County in the November 7 election. A motion also directed the remainder of the excess revenue to be used to increase funding toward the county’s other post employment benefit (OPEB) obligations.

At a subsequent joint caucus meeting held on September 26, there was a consensus of the Board members present that any excess revenue available if the Separate Tax Limitation ballot proposal was passed would be used to reduce the 2018 budgeted use of fund balance. There was no discussion of whether or not to restore the two Corrections Officers as approved by the Finance Committee.

The Separate Tax Limitation proposal was approved by voters on November 7, making an additional $2.77 million in general fund tax revenue available for 2018.

ALTERNATIVES
The Board of Commissioners could choose not to restore the two positions, and thereby not add $180,000 to the operating base of the general fund.

FINANCIAL IMPACT
As stated above, the cost to add the two positions would be $180,000. Even with the additional tax revenue of $2.77 million, the 2019 current services budget is projected to have a shortfall of $1.5 million, and a general fund shortfall of $3.6 million is projected for 2020. Including these positions in the budget would increase these shortfalls by $180,000 each year.
OTHER CONSIDERATIONS
Since the closure of Post 4, there has been a substantial reduction in overtime. While the cost of overtime is reduced compared to previous years, it is not enough to fund the positions that have been maintained. The greater benefit has been the improvement to the working conditions of the Corrections Officers. There is a greater ability for staff to use their earned time off, creating a better work-life balance. Of the six officers maintained after the post closure, at least two and up to three have remained vacant.

RECOMMENDATION
The Controller’s Office is not in support of restoring these two positions. The cost of the positions would add to future years’ budget shortfalls, and is effectively a staffing increase. The three Corrections Officers maintained in the 2018 budget despite the post closure will continue the improvements that have been experienced in the working conditions of Corrections Officers in 2017.
Introducing the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE 2018 INGHAM COUNTY BUDGET TO RESTORE TWO SHERIFF CORRECTIONS OFFICERS

WHEREAS, Resolution 17-194 authorized the closure of Post 4 of the Ingham County Jail, reducing the overall capacity of the Jail from 512 beds to 444; and

WHEREAS, the allocation of six corrections officers necessary to staff Post 4 was maintained in the 2017 budget in order to reduce overtime expenditures and alleviate the stress of overtime on Corrections employees; and

WHEREAS, the 2018 Controller Recommended budget included the elimination of three of these six Corrections Officers as part of the strategy to address the 2018 projected budget shortfall; and

WHEREAS, as part of the 2018 budget process, the Sheriff requested the restoration of two Corrections Officers; and

WHEREAS, at the Finance Committee budget hearing held on September 13, 2017, the Committee made motions to restore these two Correction Officers if the Separate Tax Limitation ballot proposal was approved by the voters of Ingham County at the November 7 election; and

WHEREAS, one motion passed on a 3-2 vote, with two committee members absent, and one motion passed on a 4-1 vote, with two committee members absent; and

WHEREAS, the Separate Tax Limitation proposal was approved by voters on November 7.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the 2018 budget to restore two Corrections Officers a cost of $180,000 and to amend the 2018 Position Allocation List.

BE IT FURTHER RESOLVED, that the 2018 budgeted use of fund balance will be increased by $180,000 to fund the two Corrections Officers positions.
TO: Board of Commissioners Finance and Liaison Committees
FROM: Jill Bauer, Administrative Analyst
DATE: 11/16/2017
SUBJECT: Resolution Approving Various Contracts for the 2018 Budget Year
For the meeting agendas of November 30th, December 4th, 5th and 6th

BACKGROUND
This resolution will approve the attached list of contracts for the 2018 budget year. The list consists only of contracts that are included in the 2018 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over $5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (2.1% for 2018) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2018 increase of 2.1% or less are the only ones included in this resolution.

ALTERNATIVES
This process is in place to reduce the number of contracts that have to go the Board of Commissioners each year.

FINANCIAL IMPACT
Budgets were approved in the 2018 Budget for the contracts included in the list attached.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
The budget office recommends approving the attached contracts for the 2018 Budget year.
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2018 BUDGET YEAR

WHEREAS, county policy requires that all contracts over $5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2018 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller’s Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.
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<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2017 COST</th>
<th>2018 PROJECTED</th>
<th>Proj. Increase over 2017</th>
<th>% Increase over 2017</th>
<th>Funding Source</th>
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<td>TEL/Thalner</td>
<td>Technology support for the Courtrooms (excluding Courtrooms 1 and 2)</td>
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<td>Long term record storage and retrieval</td>
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<td>MSU Psychology Department</td>
<td>Diversion Program - Reduces days/cost for out of home care</td>
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<td>09/30/18</td>
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<td>Day Treatment Program - transportation and behavioral specialists</td>
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<td>09/30/18</td>
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<td>09/30/18</td>
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<td>Evening Reporting Program - Transportation and Behavioral Specialists</td>
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<td>Short Term Female Residential</td>
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<td>Legal Services of South Central Michigan</td>
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<td>END DATE</td>
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<td>Proj. Increase over 2017</td>
<td>% Increase over 2017</td>
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<td>09/30/18</td>
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<td>State of Michigan</td>
<td>Annual Grant for Secondary Road Patrol</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$248,002</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Marine Safety Programs</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$3,402</td>
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<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Emergency Management</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$52,135</td>
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<tr>
<td>Family Court</td>
<td>State of Michigan</td>
<td>Annual Child Care Agreement</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$6,578,552</td>
<td>$6,265,260</td>
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<td>FOC</td>
<td>State of Michigan</td>
<td>Annual Access and Visitation Grant</td>
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<td>$4,900</td>
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<td>Cooperative Reimbursement Grant</td>
<td>10/01/17</td>
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