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LAW & COURTS COMMITTEE
KARA HOPE, CHAIR
TERI BANAS
VICTOR CELENTINO
CAROL KOENIG
BRYAN CRENSHAW
RANDY SCHAFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, SEPTEMBER 28, 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 [September 14, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecutor's Office – Report on Physical [Evidence Room](#) Recommendations and Growing Problem with Digital Technology
2. Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant ([EMPG](#)) for FY 2017
3. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Three Year Contract with Various [Residential Placements](#)
 - b. Resolution to Authorize Acceptance of a Michigan [Drug Court Grant](#) for the Ingham County Family Dependency Treatment Court
 - c. Resolution to Authorize Entering into a Contract for [Attorney Services](#) for the Juvenile Division
4. Animal Control – Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free [Adoption Grant](#)
5. 9-1-1 Center
 - a. Resolution to Approve the Purchase of [Tritech Inform Browser](#) for Use of 9-1-1 Central Dispatch Center and Public Safety Partners
 - b. 9-1-1 Center [Update](#)
 - c. 9-1-1 Center [Reorganization](#) (*Discussion*)
6. Law & Courts Committee – Resolution Authorizing [2018 Agreements](#) for Juvenile Justice Community Agencies

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE

September 14, 2017

Draft Minutes

Members Present: Hope, Banas (arrived 6:05 p.m.), Celentino, Koenig, Crenshaw (left at 6:47 p.m.), and Maiville

Members Absent: Schafer

Others Present: Shauna Dunnings, Lisa McCormick, Teri Morton, John Dinon, Anethia Brewer, Sam Davis, Christy Lawrence, Ashley Carter, Nicole Evans, Chris Wickman, Chelsea VanCamp, Jamie Hillman, Terry Chapman, Donna Roy, Julie Duke, Ryan Buck, 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 August 30, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE MINUTES OF THE AUGUST 30, 2017 LAW AND COURTS COMMITTEE MEETING.

The minutes were amended to include the chart of rankings of the Z-list additions.

Commissioner Koenig stated that the August 30, 2017 draft minutes were not clear about the budget item relating to the splitting of the three deputies to three separate positions. She further stated that by splitting the positions, when the matter when to the Finance Committee for consideration, the Committee could consider whether to fund each position separately.

Teri Morton, Deputy Controller, stated that that was how it was placed on the scoring list.

Commissioner Koenig stated that the reason that she wanted to mention it was because it was a thoughtful and creative way of allowing decision making to not be all or nothing.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Banas and Schafer.

Additions to the Agenda

None.

Substitute –

1. Sheriff's Office – Resolution Authorizing Ingham County MCOLES Licensed Deputies, Firearms Instructors, and Deputies Assigned to the Hospital Guard Team to Enter into a Firearm Purchase Program with the Ingham County Sheriff's Office

Limited Public Comment

Christy Lawrence stated that she was a legal professional in Lansing. She further stated that she was addressing the Committee regarding Agenda Item No. 4. Ms. Lawrence stated that she appreciated Animal Control's support of this resolution, however she wanted to offer a clarification with regard to the "Other Considerations" section of Mr. Dinon's September 7, 2017 memorandum to the Board of Commissioners and Law & Courts Committee. Ms. Lawrence stated that it was a misstatement of the law. She presented a letter written by Richard Angelo, Legislative Attorney with Best Friends Animal Society. Ms. Lawrence stated that Mr. Angelo clarified the law in this letter.

Commissioner Banas arrived at 6:05 p.m.

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

1. Sheriff's Office – Resolution Authorizing Ingham County MCOLES Licensed Deputies, Firearms Instructors, and Deputies Assigned to the Hospital Guard Team to Enter into a Firearm Purchase Program with the Ingham County Sheriff's Office
3. Circuit Court
 - b. Resolution to Accept the FY 2018 Felony Michigan Mental Health Court Grant Program Operational Grant, Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position, and Enter into Subcontracts
5. Human Resources – Resolution Setting Probate Judges Annual Salaries

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

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

2. Homeland Security & Emergency Management – Resolution to Purchase a Portable Radio for the Ingham County Office of Homeland Security & Emergency Management

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO PURCHASE A PORTABLE RADIO FOR THE INGHAM COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT.

Commissioner Koenig asked how much was in the fund currently and how many portable radios did they already have.

Ms. Morton stated that the homeland security grant was approximately \$1 million, however she did not know what the current balance was.

Commissioner Koenig asked that someone follow up with her regarding her questions.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

3. Circuit Court

- a. Resolution to Accept the FY 2018 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position, and Enter into Subcontracts

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO ACCEPT THE FY 2018 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME SSSPP CASE MANAGEMENT COORDINATOR POSITION, AND ENTER INTO SUBCONTRACTS.

Commissioner Koenig asked if the RFP for Sentinel had already gone out.

Shauna Dunnings, Court Administrator, and Lisa McCormick, Chief Assistant Prosecuting Attorney, addressed the Committee.

Ms. McCormick stated that she was part of the committee to evaluate the three bids that were received. She further stated that the committee had some questions that Mary Sabaj, Community Corrections, was going to pose to Jim Hudgins, Purchasing Department Director, and then report back. Ms. McCormick stated that Major Sam Davis, Ingham County Sheriff's Office, Da'Neese Wells, 55th District Court Chief Probation Officer, and Rhonda Swayze, Deputy Circuit Court Administrator were also part of the evaluating committee.

Commissioner Koenig stated that she had received concerns about the responsiveness of the current vendor, Sentinel.

Ms. McCormick stated that Ms. Wells did make her concerns known. She further stated that there was discussion about vendor scope of services.

Commissioner Koenig asked whether the 55th District Court Judges were consulted.

Ms. McCormick stated that Ms. Wells made her concerns known.

Discussion.

Major Davis provided a brief overview of the scope of current services.

Commissioner Koenig asked whether Major Davis accepted Sentinel's response to the specific situation she outlined.

Major Davis answered yes.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

4. Animal Control – Resolution to Endorse SB 416

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BANAS, TO APPROVE THE RESOLUTION TO ENDORSE SB 416.

John Dinon, Animal Control Department Director, addressed the Committee regarding this resolution. He stated that he did share information supplied by Mr. Angelo with the County Attorney, however he did not know whether that information was the same as was provided at public comment today. Mr. Dinon stated that he believed that SB 416 was a good bill and outlined its benefits for the Animal Control Department.

Commissioner Banas asked how it was determined whether an animal was fit for adoption and how would it change if this bill were to become law.

Mr. Dinon stated they performed a test known as the "Safer Test." He provided an overview of the test. Mr. Dinon stated that they evaluated five of the fighting dogs using an outside evaluator.

Commissioner Banas asked whether case-by-case assessment would become the norm with this bill.

Mr. Dinon answered yes. He stated that they would provide full disclosure about the animal to anyone who was interested in adopting the animal.

Commissioner Crenshaw asked who set the bond amount.

Mr. Dinon stated that they would draft a recommendation for the Prosecuting Attorney to submit to the Judge for a determination.

Commissioner Banas stated that her family had experience with this issue, specifically target dogs. She asked whether it was more likely that these animals be adopted by those with more experience with this issue.

Mr. Dinon stated that if they were to do direct adoptions, they would like to add additional screening processes.

Commissioner Banas stated that she supported the legislation.

Mr. Dinon stated that he believed that if the bill were to pass, it would be financially beneficial for the County in the long run.

Commissioner Crenshaw asked where this bill was in the legislative process.

Mr. Dinon stated that the bill had been introduced in the Senate, but it had not gone anywhere beyond that.

Commissioner Crenshaw asked that the Committee be kept updated on the legislative process.

Mr. Dinon stated that he would keep the Committee updated.

Commissioner Maiville asked whether this ultimately would be decided by a Judge.

Mr. Dinon stated that there was a provision in the law that authorized a Judge to order the euthanization of a dog.

Discussion.

Commissioner Koenig stated that she supported this bill and the resolution.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

6. Law & Courts Committee – MIDC Compliance Plan: Transition to Public Defender Office
(*Discussion*)

Chairperson Hope introduced this agenda item.

The following individuals addressed the Committee on this agenda item:

- Ashley Carter, MIDC Regional Manager
- Anethia Brewer, 54A District Court Administrator
- Nicole Evans, 54B District Court Administrator
- Lisa McCormick, Chief Assistant Prosecuting Attorney
- Shauna Dunnings, 30th Circuit Court Administrator
- Chris Wickman

Ms. Carter stated that the County only needed to authorize a plan, not implement it. She further stated that they would not implement it until there was funding made available by the State. Ms. Carter stated that the funding units needed to figure out a funding amount to request and submit it to the State.

Discussion.

Commissioner Celentino asked whether we could expect funding in fiscal year 2019.

Ms. Carter answered yes. She stated that the goal was that the plan would be adopted on submission.

Commissioner Crenshaw asked whether the plan needed to be endorsed by the Board of Commissioners.

Ms. Carter stated that it would need to be endorsed by the funding units.

Chairperson Hope stated that the applicable funding units were the County, City of Lansing, and City of East Lansing.

Commissioner Koenig asked if there was a specific parity objective between the Prosecuting Attorney's Office and a Public Defender's Office.

Ms. Carter answered no, it was more about reviewing the number of cases.

Ms. McCormick stated that if they wanted to analyze for parity, the analysis needed to consider certain types of cases such as abuse and neglect cases. She offered to get the information to the Committee.

Commissioner Koenig stated that parity might not be the goal at the outset, but it may be the direction we would end up going to.

Chris Wickman stated that he served as a court appointed and retained defense attorney. He further stated that he was a member of the committee. Mr. Wickman stated that true parity may not ever occur. He further stated that the goal should be fairness to the public defenders and those accused of crimes.

Commissioner Banas asked how this program would be funded.

Ms. Carter stated that it was a two-part funding scheme. She further stated that the first part was the money that the funding units already spent on indigent defense, and this part would continue to come from the funding units. Ms. Carter stated that the second part would be those costs that were over and above the first part to achieve the plan that the funding units would submit. She further stated that the State would fund the second part.

Discussion.

Chairperson Hope stated that the consensus appeared to be that Lansing and East Lansing wanted to collaborate with the County on their plan. She further stated that the consensus appeared to be that a public defender be available for all felony cases and all misdemeanor and felony arraignments.

Ms. Morton stated that there was a discussion about still having a portion of services contracted out to account for conflicts.

Chairperson Hope stated that the next step was to draft a resolution and plan that would be supported by the County, Lansing, and East Lansing.

Mr. Morton asked if there was a consensus from the committee that a public defender office was the route to pursue.

Commissioner Banas stated that we needed justice for all, so this was a plan that we needed to pursue.

Chairperson Hope stated that the Indigent Defense System Collaborative Committee would be holding their next meeting at 11:30 a.m. on September 22, 2017 in Conference Room D & E, Human Services Building, and invited all to attend.

Commissioner Koenig stated that what if after the first year, the funding unit asked for more money.

Commissioner Crenshaw left at 6:47 p.m.

Ms. Carter stated that she believed that overall there would be increases and decreases requested by the funding units as a whole in subsequent years, which would balance out the total cost over the long run.

Ms. McCormick stated that the Prosecuting Attorney's Office had no objection to this plan.

Announcements

None.

Public Comment

Chelsea VanCamp addressed the Committee. She read a statement into the record, that statement being:

“As a resident of Ingham County, I, like many others who are in the room today, was shocked when the dog fighting bust was on the front page of the Lansing State Journal. I was even more shocked, however, when I heard that the dogs would never get the chance to overcome the circumstances forced upon them by criminals. This was not a victimless crime, and it does not make sense to sentence these victims to death when they were subjected to such cruelty.

“I'm here today to ask you to give them a chance, and I urge you to allow outside experts to evaluate each dog individually prior to making the decision to end their little lives.”

Ms. Lawrence stated that she was concerned with the County Attorney's legal interpretation. She further stated that she did not know why the County Attorney did not consider case law that interpreted these statutes.

Ms. Lawrence stated that in the Michael Vick case, there were 53 dogs seized. She further stated that in this case, 53 dogs were also seized. Ms. Lawrence stated that the difference between the

two cases was that in the Michael Vick case, only one dog was euthanized due to behavioral issues. She further stated that they had professionals evaluate these dogs, which made all the difference in the world. Ms. Lawrence stated that in this case, the dogs have been penned up since April 2017, so how would they be properly assessed.

Ms. Lawrence stated that they wanted the Committee to support the use of independent, qualified evaluators. She further stated that the Committee needed to review resumes of proposed experts. Ms. Lawrence asked whether the evaluating veterinarian was qualified to make these evaluations.

Jamie Hillman addressed the Committee. She read a statement into the record, that statement being:

“I am the founder of the Coalition, ‘Save the Lansing Michigan Pit Bulls.’ I started the Coalition after watching the news and reading in the newspaper that the Ingham County Director of Animal Control stated that there was no doubt the dogs would end up euthanized. As a lifetime owner and advocate of Pit Bulls, I was stunned and concerned. I knew help would be needed to give these dogs a chance to prove themselves worthy of life.

“These helpless animals have been subjected to an existence filled with unnecessary pain and suffering—not knowing what it is like to experience the simplicity of a dog’s life. Never able to roll around in the grass or play fetch, or go for a walk with a loving owner. It would be a tragedy to not give these souls a chance to experience what is like to simply be a dog.

“Since this horrible situation in Lansing made headlines, our Coalition support has swelled to over 2,300 members. We also launched a petition to help save the Lansing dogs and received over 122,000 signatures.

“I reached out to one of the top animal attorneys in Michigan, Richard Angelo. After asking for his help, Attorney Angelo reached out to a number of people and organizations that specialize in evaluations, rescue, and rehabilitation of dogs from large-scale dogfighting raids. He was able to secure help from people and organizations that worked on the Mike Vick case, the 367 case, which was the second largest multi-state dog fighting bust in history, and other cases from around the country.

“These experts have offered to come to Lansing for free to provide assistance in this case, and have been waiting for weeks for their offer to be accepted.

“As of today, requests to help these dogs have fallen on deaf ears. I am trying to understand why this type of help would be ignored or not even be considered by the Ingham County Animal Control Director, and I don’t have an answer for you.

“This outside expert help would lessen the financial and man-hour burden on Ingham County, and it is mystifying to me why anyone would ignore it.

“Our Coalition launched a city, state and nationwide fundraising effort, which included donations of dog food, toys, treats, hot dogs, peanut butter, cat food, kitten food, laundry detergent, and cash donations to ease some of the burden on the County. We also launched a T-shirt fundraiser. These fundraisers were extremely successful.

“On August 12, 2017, myself and other Coalition members delivered a tremendous number of items to the shelter. At that time, I also hand delivered a letter to Director Dinon giving him details about our immense response to fundraising efforts along with some of the stories from owners that have adopted dogs from fight busts. To date, I have not received any response from him.

“In the attached materials, you will find personal stories from owners that have adopted dogs from some of the worst dog fighting cases across the country. You will also find stories from people right here in Michigan.

“You all serve on this Committee because you care about animals and want to save them. That’s why we are here this evening, because we want to save them too. We are asking you to allow third party experts to come in and evaluate the dogs individually to determine whether or not they are good candidates to be sent out of state to be rehabilitated and given the chance to end up in loving homes or put in sanctuary.

“We are asking you to please allow these organizations and experts to go through the process of giving these dogs a chance.

“Thank you for your time.”

Terry Chapman stated that she was a county resident, and she had personally owned six pit bulls that she had rescued from dog fighting situations. She further stated that she currently owned three of these dogs. Ms. Chapman stated that she and her fellow advocates wanted an outside evaluator to come in, not just a veterinarian who had no behaviorist experience. She further stated that she was concerned about whether these were dogs bred for fighting because she did not know if the criminal defendants kept good records. Ms. Chapman stated that there were other avenues in the Courts to avoid euthanizing these dogs.

Donna Roy addressed the Committee. She stated that she was a county resident and volunteered on the fundraising committee for the Animal Control shelter. Ms. Roy stated that she helped get the Animal Control millage passed. She further stated that it was troubling that it was the intent of Animal Control to euthanize these animals without any type of evaluation.

Ms. Roy stated that when ten of the dogs were released to Animal Control, five were immediately killed with a possible sixth euthanization occurring as well. She further stated that there were numerous resources available to Animal Control, so she questioned why Animal Control was pursuing this path.

Ms. Roy stated that Animal Control had a wonderful staff and great foster program. She further stated that in the past five years, Animal Control had not euthanized animals for lack of space.

Ms. Roy stated that she desired to continue being an advocate for Animal Control, however this issue was making her question that desire. She further stated that they were asking that these dogs be afforded the chance to be evaluated, so that they may know what it was like to be a dog.

Julie Duke addressed the Committee. She read a statement into the record, that statement being:

“I am an Ingham County resident from Okemos. I am the owner of Prancing Poodle Pet Care Services.

“Dog fighting is an illegal activity undertaken by depraved, soulless people who spend their days torturing innocent dogs from the moment the dogs are old enough to stand and have a chain placed around their necks. For the dogs, the torture goes on 24 hours a day, 7 days a week.

“The recent dog fighting ring raid in Lansing resulted in arrest of three humans and 53 dogs.

“In the first moments after the dogs were removed from the crime scene, the director of the Ingham County Animal Control declared that the dogs would likely be euthanized. In subsequent interviews, he reiterated his earlier statement.

“In spite of those statements, local dog lovers provided financial and material contributions to the shelter to offset the additional expense of housing the dogs. Never once did the ICAC Director speak of taking any steps for the welfare of the dogs. Neither he, nor anyone representing Animal Control, ever indicate any desire to help them. Indeed, he immediately killed five of the dogs as soon as the court gave him the latitude to do so.

“I am here tonight to suggest that this community has the fundamental choice of doing what is right—or alternatively, what is most expedient for those who have no interest in the welfare of the innocent victims of this crime.

“I, along with more than 122,000 people who signed a petition on behalf of these poor dogs, am asking you to require that unbiased, third party experts be allowed to evaluate the dogs individually so that the dogs, whose only crime was to be enslaved and tortured by criminals, have the opportunity for rehabilitation and placement in loving homes outside of Michigan. It has been proven time and time again that dogs removed from fighting situations can have happy and love-filled lives. To kill them, without giving them a chance, is unthinkable inhumane.

“In the meantime, all of us who care about these dogs will be working to change the laws in Michigan so that humane treatment of dog fighting victims is mandated.

“Thank you.”

Chairperson Hope asked that County Attorney review the materials provided regarding this issue.

Commissioner Celentino asked how the dogs that were released to Animal Control were evaluated.

Mr. Dinon stated that a veterinarian who was in her residency in animal behavior did the evaluations. He further stated that the veterinarian had not taken her boards yet, she was taking them in October, and she was not a County employee.

Discussion.

Chairperson Hope stated that she would like the County Attorney to review the information provided and provide a legal opinion.

Commissioner Banas stated that she hoped that Animal Control would be open to the idea of independent expert evaluation.

Discussion.

Commissioner Koenig stated it was important to note that the County, as a government entity, needed to consider the County Attorney's legal opinion.

Ms. Lawrence asked why they chose the veterinarian who had not passed her boards yet.

Mr. Dinon stated that he reached out to the Michigan Humane Society, and they recommended this veterinarian.

Discussion.

Adjournment

The meeting was adjourned at 7:15 p.m.

SEPTEMBER 28, 2017 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

2. Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2017

This resolution will authorize acceptance of the Emergency Management Performance grant for the Fiscal Year 2017. This grant reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager. This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from the Federal Emergency Management Agency to the Michigan State Police. The 2017 grant award is \$52,136, equal to 35.69% of the Program Manager's reported wages and fringes.

- 3a. Circuit Court – Juvenile Division – Resolution to Authorize a Three Year Contract with Various Residential Placements

This resolution will authorize the Circuit Court-Juvenile Division to enter into three year contracts with various residential placements for purposes of providing treatment intervention for adjudicated youth. The resolution includes a list of residential placements and their per diems, which are not to exceed these rates over the next three years (October 1, 2017 through September 30, 2020). Funds for these services are included in the existing budget.

See attached for memo for details.

- 3b. Circuit Court – Juvenile Division – Resolution to Authorize Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

This resolution will accept a grant in the amount of \$150,000 from the Michigan Drug Court Grant Program, administered by the State Court Administrative Office for the Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2017 through September 30, 2018.

The award allows the Family Court to hire a three-quarter time Family Dependency Treatment Court Coordinator position, continue the funding for two special part-time Program Assistant positions, one short-term special part-time Program Assistant, and one substitute special part-time Program Assistant.

The resolution will also authorize entering into subcontracts with the National Council on Alcoholism (a.k.a. Mid-Michigan Recovery Services), Michigan State University Psychology Clinic, House Arrest Services, Forensic Fluids, Dr. Norman Miller, ADAM, Red Cedar Clinic, and Victory Clinic.

See attached memo for more detail.

3c. Circuit Court – Juvenile Division –Resolution to Authorize Entering into a Contract for Attorney Services for the Juvenile Division

This resolution will authorize entering into contracts with several attorneys, for legal representation of children in delinquency and neglect and abuse cases. The Court has entered into these delinquency contracts since 2010, and Lawyer Guardian Ad Litem contacts since 2002, in an effort to reduce costs for attorney fees, and provide consistent and efficient representation to children and indigent youth.

After 13 years as a Lawyer Guardian Ad Litem, Annette Skinner has elected to terminate her contract. Ms. Skinner's resignation caused Judge Economy's Lawyer Guardian Ad Litem to request the contract in front of Judge Lawless, thus creating an opening in front of Judge Economy. For continuity, authorization to renew all attorney contacts is requested at this time in a single resolution.

The contracts to be approved are as follows:

- Attorney Peter Brown, for Judge Richard J. Garcia, at \$2,104.16 per month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Steven Feigelson, for Judge R. George Economy, at \$1,010.00 a month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Robert Ochodnicky, for Judge R. George Economy, at \$1,010.00 a month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Michael Van Huysse, for Judge R. George Economy, at \$3,282.50 a month, not to exceed \$49,237.50. Effective 10-01-2017 through 12-31-2018;
- Attorney Kaitlin Fish, for Judge Richard J. Garcia, at \$4,040.00 a month, not to exceed \$48,480.00. Effective 01-01-2018 through 12-31-2018;
- Attorney Michael Staake, for Judge Laura Baird, at \$4,040.00 a month, not to exceed \$48,480.00. Effective 01-01-2018 through 12-31-2018; and
- Attorney Keith Watson, for Judge Janelle A. Lawless, at \$4,040.00 a month, not to exceed \$60,600.00. Effective 10-01-2017 through 12-31-2018.

Funds to support these contacts are included in the 2017 and 2018 budgets.

4. Animal Control – Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free Adoption Grant

This resolution will approve the acceptance of a BISSELL Pet Foundation Empty the Shelters Free Adoption Grant for an amount to be determined by the number of adoptions finalized on October 14, 2017, but not to exceed \$5,000 with no match requirement.

Ingham County Animal Control will use its regular adoption application, screening process, and adoption agreement for adoptions done as part of this event.

See attached memo for additional detail.

5a. 9-1-1 Center – Resolution to Approve the Purchase of Tritech Inform Browser for Use of 9-1-1 Central Dispatch Center and Public Safety Partners

This resolution will authorize the purchase of TriTech Inform Browser software, training, and support in an amount not to exceed \$15,200. Funding will come from the 911 Fund balance. When the 9-1-1 Center moved in 2015 to the TriTech computer aided dispatch system (CAD), our agencies no longer had an easy way to access the data in CAD to locate information on their calls for service. This software will allow our agencies direct access to their call information. The Inform Browser system/program can be used as needed by agencies, without having to make requests from the Center for their call for service information.

See attached memo for additional detail.

6. Law and Courts Committee – Resolution Authorizing 2018 Agreements for Juvenile Justice Community Agencies

This resolution will authorize contracts for the 2018 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

For 2018 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 39,600
Child and Family Charities - Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 32,500
Small Talk Children’s Assessment Center	<u>\$ 19,000</u>
	\$117,214

The requests total \$17,214 more than the \$100,000 available for this purpose.

REPORTS/DISCUSSION ITEMS:

1. Prosecutor’s Office – Report on Physical Evidence Room Recommendations and Growing Problem with Digital Technology

5b. 9-1-1 Center –9-1-1 Center Update

5c. 9-1-1 Center –9-1-1 Center Reorganization

The consolidated 9-1-1 Centers was established with a Director and Deputy Director to run the center. In order to properly run operations, implement, complete projects in a timely manner, and address employee issues, it has become apparent that additional administrative staff is needed. The proposed reorganization would eliminate the title of Deputy Director and create two 9-1-1 Manager Positions, a 9-1-1 Staff Services Manager and a 9-1-1 Systems Manager.

The Staff Services Manager, which would be a new position, would be responsible for the day to day employee side of the organization. The position would oversee the Supervisors, Dispatchers, and Call Takers, training, hiring, and the implementation of Quality Assurance.

The Systems Manager would oversee our Radio System Administration and Contracted GIS person and would administer the many systems used in the center. The position would be responsible for configuration, updates, and training on the systems, while also acting as project manager for upgrades or implementation of new systems.

The additional long-term cost of the new position would be \$129,344, as well as a one-time cost of up to \$25,000 to configure office space and purchase equipment.

The Reorganization Procedure Policy requires that Department Heads submit a discussion packet that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department Head will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.

Ingham County Evidence Retention Recommendations

The purpose of this document is to make county wide recommendations on how to handle evidence retention. These recommendations are made after the Ingham County Evidence Retention committee met, which included the following representatives from Ingham County Police Agencies. These recommendations are only regarding cases that are reviewed by the Ingham County Prosecutor's office.

East Lansing Police Department

Ingham County Prosecutor's Office

Ingham County Sheriff's Department

Lansing Police Department

Lansing Community College Police Department

Lansing Township Police Department

Leslie Police Department

Mason Police Department

Meridian Township Police Department

Michigan State Police

Michigan State Police, Tri – County Metro

Michigan State University Police Department

Stockbridge Police Department

Williamston Police Department

Evidentiary Value on Open cases: If the agency is unsure if evidence has evidentiary value requiring the evidence to be stored, the agency should contact the Assistant Prosecutor who authorized the charges for a decision.

Closed cases with no Appeal: There are situations where the Ingham County Prosecutor's Office has made a charging decision and the case is eventually closed after disposition with no appeal. The attached spreadsheet sets out the Ingham County Prosecutor's office recommendations based on the status of the case after it is reviewed by the Prosecutor's office. These are only recommendations and this is not meant to be a county wide policy. The final decision to destroy evidence rests with the police agency according to their agency guidelines. These recommendations only apply if a case is closed with no appeal.

The purpose of this spreadsheet is to streamline the process for the agency to be able to rely on the court record alone with no requirement to contact the Prosecutor's office before making a decision. We will not notify the agency of the final disposition and the agency will rely on the court record.

Closed cases with Appeal: If a case is appealed, the Ingham County Prosecutor's office will notify the police agency that a Claim of Appeal has been filed with our office. At this point, a hold should be placed on the evidence. The Prosecutor's Office will notify the agency when the evidence can be destroyed.

Victim Appeal: If a case is appealed by the victim, the Ingham County Prosecutor's office will notify the police agency that the victim has asked that the decision be reviewed by the Prosecutor or her designee. At this time a hold should be placed on the evidence. The Prosecutor's Office will notify the agency of the final decision so a decision can be made on the evidence.

Audit of Property Room: We recommend that each agency have a procedure to audit their property room on a yearly basis.

Annual Review: This committee will continue to meet yearly to review current policies, address any issues and update the policy as needed.

Updated: 9/7/2017

Ingham County Evidence Retention Policy

September 7, 2017

Court Process	Court Rule	Length	ICPO recommendation
Denied Warrant	none	discretionary	agency guidelines
Denied CSC Cases	none	discretionary	1 year or contact our office
Diversion	none	discretionary	1 year
Misdemeanor - Dismissed in court	none	discretionary	1 year
Misdemeanor - conviction by trial	Appeal of Right; MCR 7.104 If not timely Appeal of Right, then Appeal by Leave; MCR 7.103(B)(1)(b)	within 21 days 21 days if timely; 6 months max	1 year
Misdemeanor - Plea	Appeal by Leave; MCR 7.103(B)	21 days if timely; 6 months max	1 year
Felony - Dismissed at prelim	Appeal by Leave; MCR 7.103(B)	21 days if timely; 6 months max	1 year
Felony - Dismissed by People	none	discretionary	1 year
Felony - Dismissed by court	interlocutory appeal	21 days if timely; 6 months max	1 year
Felony - Conviction by trial	Appeal of Right; MCR 7.204 if not timely appeal of right, then by leave; MCR 7.205	42 days if timely 6 months max	at least 3 years
Felony - Capital Cases	Appeal of Right; MCR 7.204 if not timely appeal of right, then by leave; MCR 7.205	42 days if timely 6 months max	always keep
Felony - Plea	Appeal by Leave; MCR 7.205	21 days if timely; 6 months max	1 year
Abuse and Neglect	Appeal of right; MCR 7.204	within 14 days	1 year

**if appeal process started, retain evidence until ICPO alerts otherwise

Agenda Item 2

TO: Law and Courts Committee
Finance Committee

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

DATE: September 21, 2017

RE: Resolution to accept grant funds from the State of Michigan Emergency
Performance Grant (EMPG) for FY2017

This resolution is to accept the funds for the EMPG grant for the FY2017. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (Sergeant Mary Hull). This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from FEMA to the MI State Police. This year's amount is \$52,136.00 which is 35.69% of the Program Manager's reported Salary & Benefits.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2017

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2017, required Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the award reimburses Ingham County for a portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the FY 2017 Emergency Management Performance Grant from the State of Michigan for \$52,135.00, for the time period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2017 Budget.

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

MEMORANDUM

TO: Law and Courts Committee
Finance Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: September 18, 2017

RE: **RESOLUTION TO AUTHORIZE A THREE YEAR CONTRACT WITH
VARIOUS RESIDENTIAL PLACEMENTS**

The resolution attached to this memo is requesting the authority for the Circuit Court-Juvenile Division to enter into three year contracts with various residential placements, for purposes of providing treatment intervention for adjudicated youth. The three year contracts would allow for the County to better forecast residential placement costs for the coming budget years.

The Circuit Court-Juvenile Division is presenting this resolution with an attached list of residential placements, and their per diems, which are not to exceed these rates over the next three years (October 1, 2017 through September 30, 2020).

The contracts will therefore be in effect on the above noted dates, with funding already being allocated in the existing budget each year.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE YEAR CONTRACT
WITH VARIOUS RESIDENTIAL PLACEMENTS**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into three year contracts with various residential placement facilities for the purpose of providing treatment intervention to adjudicated delinquent youth; and

WHEREAS, three year contracts allow for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, a list of residential placement facilities and per diems is attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with the attached list of residential placement facilities for the care and treatment services of Court adjudicated youth not to exceed the per diems listed in the same attachment for the time period of October 1, 2017 through September 30, 2020.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any contract documents on behalf of the County after approval as to form by the County Attorney.

Ingham County Circuit Court – Juvenile Division
Residential Placements

PLACEMENT NAME	PER DIEM RATES
Abraxas/Southern Peaks	\$422.23
Boys Town	Range from \$138 to \$469
Glen Mills	Range from \$166 to \$197
Highfields	\$230 not to exceed state rate
Sequel/Lakeside	Range from \$190-\$210
Sequel/Mingus	\$250
Sequel/Mountain Home	\$295
Sequel/Normative	\$195
Sequel/Starr Albion Prep	Range from \$216.49 to \$299.50
Sequel/Woodward	Range from \$170 to \$205
Shawono Center	\$311.15
Wedgewood	Range from \$228 to \$338
Wolverine	Range from \$46.20 to \$329.86

MEMORANDUM

TO: Law and Courts Committee
Finance Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: September 15, 2017

RE: **FAMILY DEPENDENCY TREATMENT COURT GRANT**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2017 through September 30, 2018.

The award allows the Family Court to hire a $\frac{3}{4}$ time FDTC Coordinator position, continue the funding for 2 special part-time Program Assistant positions, 1 short-term special part-time Program Assistant, and one substitute special part-time Program Assistant. The 2 assistants work evenings and weekends monitoring clients involved in the program, as well as transporting clients to court ordered treatment programs, substance testing, and consultation.

The resolution requests the authorization to accept the grant, allow for the grant funded positions and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism (a.k.a. Mid-Michigan Recovery Services), Michigan State University Psychology Clinic, House Arrest Services, Forensic Fluids, Dr. Norman Miller, ADAM, Red Cedar Clinic, and Victory Clinic.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF A MICHIGAN DRUG COURT GRANT FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court (FDTC) for purposes of eliminating barriers to treatment as well as the continued funding of positions and the creation of a new position; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessment and treatment, emotional regulation, substance testing, cognitive behavioral therapy, relapse prevention intervention, in-patient treatment, risk assessment, psychiatric/pain management consultation and assessment, mentoring/coaching, education and employment, medically assisted treatment needs; and

WHEREAS, the grant award also includes funding a ¾ time FDTC Coordinator to complete screenings and intake of new participants, implement programs, and coordinate services; and

WHEREAS, the FDTC Coordinator position has been determined by Ingham County's Human Resource Department to be a ¾ time position with benefits and will be a member of the OPEIU funded for the duration of the grant which ends September 30, 2018; and

WHEREAS, the grant also includes the continued funding of 2 Special Part-time Program Assistants to provide supervision, testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2018; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$150,000, which includes new employment of a ¾ time FDTC Coordinator that would be part of the OPEIU, with benefits, and continued employment of 2 grant funded Special Part Time positions, at a UAW B pay grade, without benefits, for the time period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that a grant subcontract with the National Council on Alcoholism (a.k.a. Mid-Michigan Recovery Services) is authorized to provide substance abuse assessments at \$115 each, cognitive behavioral therapy at \$40/session, Trauma Recovery group at \$40/session, Individual sessions at \$45/session, and Peer Support Coaches at \$13/hour; total costs not to exceed \$25,000 for the duration of this grant period; and to provide in-patient treatment services not to exceed a total of \$500 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring at a cost of \$25.00 activation & \$9.50/day for SCRAM alcohol tether, \$5.75/day for the Soberlink portable PBT device, and \$5.50/day for the house arrest tether, total costs not to exceed \$15,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide oral swab substance abuse testing at costs not exceeding \$15.00 5-panel tests, \$18.00 10-panel tests, \$18.00 EtG tests; and \$22.00 special request tests (i.e. synthetic marijuana); total costs not to exceed \$6,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Norman Miller, MD, JD, PLLC is authorized to provide psychiatric evaluation, pain management assessment, and case consultation at a cost of \$300.00/hour; total costs not to exceed \$3,600 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychology Clinic is authorized to provide trauma assessments at a cost of \$600/assessment; total costs not to exceed \$9,000.

BE IT FURTHER RESOLVED, that a grant subcontract with ADAM (Alcohol Drug Administrative Monitoring, Inc.) is authorized to provide urinalysis testing for alcohol use (EtG testing) at a cost of \$25/test; total costs not to exceed \$1,250.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2017 and 2018 Circuit Court Family Division budget and Position Allocation List.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Law and Courts Committee
Finance Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: September 15, 2017

RE: **RESOLUTION TO AUTHORIZE A CONTRACT FOR ATTORNEY SERVICES
FOR THE JUVENILE DIVISION**

The Resolution attached with this memo is requesting the authority for the Circuit Court Juvenile Division to enter into a contract with several attorneys, for legal representation of children in delinquency, and neglect and abuse cases. The Court has entered into these delinquency contracts since 2010, and Lawyer Guardian Ad Litem contacts since 2002, in an effort to reduce costs for attorney fees, and provide consistent and efficient representation to children and indigent youth.

The Circuit Court Juvenile Division is presenting this resolution because after 13 years as a Lawyer Guardian Ad Litem, Annette Skinner has elected to terminate her contact. Ms. Skinner's resignation caused Judge Economy's Lawyer Guardian Ad Litem to request the contract in front of Judge Lawless, thus creating an opening in front of Judge Economy. For continuity, it seemed appropriate to request authorization to renew all attorney contacts within one resolution.

The Judiciary selects specific attorneys for these contacts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients.

The contracts will be in effect from October 1, 2017 through December 31, 2018, unless otherwise noted. Funds to support these contacts have been allocated in the existing 2017 budget and recommended in the 2018 budget. No additional funding is required.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR ATTORNEY SERVICES FOR THE JUVENILE DIVISION

WHEREAS, the County Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the County Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with attorneys; and

WHEREAS, in the 2017 budget approved by the Board of Commissioners, funds were approved to continue the existing delinquency and Lawyer Guardian Ad Litem contracts; and

WHEREAS, one of the existing Lawyer Guardian Ad Litem has resigned their position, creating a cascade of movement amongst the Lawyer Guardian Ad Litem, as detailed below; and

WHEREAS, the Circuit Court Juvenile Division recommends extending the contract for Attorney Peter Brown, to provide legal representation on juvenile delinquency and truancy cases assigned to Judge Richard J. Garcia effective January 1, 2018 through December 31, 2018 in the amount of \$2,104.16 per month, not to exceed \$25,250.00; and

WHEREAS, the Circuit Court Juvenile Division recommends extending the contracts for Attorney Steven Feigelson and Attorney Robert Ochodnicky to provide legal representation, on one-half of the juvenile delinquency cases, respectively, assigned to Judge R. George Economy October 1, 2017 through December 31, 2018 in the amount of \$1,010.00 per month, per attorney, not to exceed \$15,150.00; and

WHEREAS, the Circuit Court Juvenile Division recommends entering into contracts with the following Lawyer Guardian Ad Litem to represent children in neglect and abuse cases, effective October 1, 2017 through December 31, 2018:

- Attorney Michael Van Huysse, for Judge R. George Economy, at \$3,282.50 a month, not to exceed \$49,237.50.
- Attorney Keith Watson, for Judge Janelle A. Lawless, at \$4,040.00 a month, not to exceed \$60,600.00.

WHEREAS, the Circuit Court Juvenile Division recommends entering into contracts with the following Lawyer Guardian Ad Litem to represent children in neglect and abuse cases, effective January 1, 2018 through December 31, 2018:

- Attorney Kaitlin Fish, for Judge Richard J. Garcia, at \$4,040.00 a month, not to exceed \$48,480.00.
- Attorney Michael Staake, for Judge Laura Baird, at \$4,040.00 a month, not to exceed \$48,480.00.

THEREFORE BE IT RESOLVED the Ingham County Board of Commissioners hereby approve the legal counsel for children, at the rates designated within said resolution:

- Attorney Peter Brown, for Judge Richard J. Garcia, at \$2,104.16 per month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Steven Feigelson, for Judge R. George Economy, at \$1,010.00 a month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Robert Ochodnick, for Judge R. George Economy, at \$1,010.00 a month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Michael Van Huysse, for Judge R. George Economy, at \$3,282.50 a month, not to exceed \$49,237.50. Effective 10-01-2017 through 12-31-2018;
- Attorney Kaitlin Fish, for Judge Richard J. Garcia, at \$4,040.00 a month, not to exceed \$48,480.00. Effective 01-01-2018 through 12-31-2018;
- Attorney Michael Staake, for Judge Laura Baird, at \$4,040.00 a month, not to exceed \$48,480.00. Effective 01-01-2018 through 12-31-2018; and
- Attorney Keith Watson, for Judge Janelle A. Lawless, at \$4,040.00 a month, not to exceed \$60,600.00. Effective 10-01-2017 through 12-31-2018.

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

Agenda Item 4

TO: Board of Commissioners, Finance and Law & Courts Committee
FROM: John Dinon, Director – Ingham County Animal Control
DATE: 19 September 2017
SUBJECT: Resolution to accept Bissell Pet Foundation Grant
For the meeting agendas of September 28, October 4, and October 10.

BACKGROUND

The Ingham County Animal Control Department (ICAC) has applied for and been awarded a grant to reimburse ICAC for no fee adoptions finalized on October 14, 2017 as part of the BISSELL Pet Foundation's Empty the Shelters Free Adoption event. ICAC will make animals available to qualifying adopters for free and the BISSELL Pet Foundation will reimburse ICAC at the following rates:

\$48/senior dog (6 years and older)
\$103/dog (6 months to 6 years)
\$135/puppy (under 6 months)
\$45/senior cat (6 years and older)
\$70/cat or kitten (under 6 years)

ICAC will use our regular adoption application, screening process and adoption agreement for adoptions done as part of this event. The grant will facilitate an increase in adoptions and marketing of the event will help raise the profile of ICAC's adoption program in the community.

The amount of the grant will be determined by the number, species and ages of the animals adopted on October 14, but is anticipated not to exceed \$5,000. There is no match requirement.

ALTERNATIVES

If the grant is not accepted, ICAC will adopt animals at the regular adoption fees that date.

FINANCIAL IMPACT

Accepting the grant may slightly enhance County revenue due to increased adoptions.

OTHER CONSIDERATIONS

Three previous Bissell Foundation adoption events were very successful and increased adoptions from ICAC.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the Bissell Pet Foundation Grant.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A BISSELL PET FOUNDATION EMPTY THE SHELTERS FREE
ADOPTION GRANT**

WHEREAS, the Ingham County Animal Control has applied for and has been approved to receive a grant from the BISSELL Pet Foundation; and

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control for no fee animal adoptions finalized on October 14, 2017; and

WHEREAS, the award amount of this grant is dependent on the number of animals adopted on October 14, but is anticipated to not exceed \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from the BISSELL Pet Foundation for an amount to be determined by the number of adoptions finalized on October 14, 2017, but not to exceed \$5,000 with no match requirement.

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

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

TO: Board of Commissioners Law and Courts Committee
FROM: Lance Langdon, Director 9-1-1
DATE: September 19, 2017
SUBJECT: Purchase TriTech Inform Browser, software, training and support
For the meeting agenda of September 28, 2017

BACKGROUND

With the move in 2015 to the TriTech computer aided dispatch system (CAD), our agencies no longer have an easy way to access the data in CAD to locate information on their calls for service, as they have in the past with Visionair CAD. To allow our agencies direct access to their call information, the Inform Browser system/program can be used as needed by agencies, without having to make requests from the Center for their call for service information. The browser program also can be used to easily find call information for 9-1-1 Center staff as well when looking up historical data.

In seeing the need for this program it was placed into the 9-1-1 Centers CIP request in the 2018 budget. With review of this program, agencies through the Advisory Board have requested that if possible, that we seek to implement this program/purchase as soon as possible.

ALTERNATIVES

We can continue without this program but agencies would not have easy access to their call data, to easily see what calls they have responded to both short term and historically. Simple reports also are not available for their use, and require staff time to develop and supply data to them. The program is currently a CIP project in the Controllars recommended budget.

FINANCIAL IMPACT

It is recommended that the 9-1-1 Center provide this program for use by our public safety customers. This will include \$15,200.00 for the purchase of the software, training and support for the first year and then ongoing costs of \$2,200.00 per year for continued support.

OTHER CONSIDERATIONS

Agencies also when requested for information on their responses to calls, often have information that is logged into a call by 9-1-1 Staff and their staff into the CAD system through mobile clients. Access to this information using Browser can help reduce the number of FOIA requests that are received by the center, as agencies cannot provide it.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase the TriTech Inform Browser program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF TRITECH INFORM BROWSER FOR USE OF
9-1-1 CENTRAL DISPATCH CENTER AND PUBLIC SAFETY PARTNERS**

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened June 27, 2012; and

WHEREAS, the Ingham County Board of Commissioners approved the purchase of TriTech Inform Computer Aided Dispatch system reference resolution #14-081 which went live in April of 2015; and

WHEREAS, the Ingham County 9-1-1 Administration in working with the 9-1-1 Advisory Board, have identified the need for the purchase of the Inform Browser Software System, for use by Police, Fire and 9-1-1 Center staff members to allow access to CAD computer aided dispatch information; and

WHEREAS, the proposed 2018 budget did include the purchase of this program, but Advisory Board members would like to obtain the program and access to data as early as possible.; and

WHEREAS, the Ingham County 9-1-1 has obtained a quote to add this software system to include forty concurrent licenses, training and support totaling \$15,200.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order/contract to purchase the TriTech Inform Browser software, training and support, from the 9-1-1 Emergency Telephone Dispatch Services - 911 Fund balance, not to exceed \$15,200.00.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any purchase order/contract documents on behalf of the County after approval as to form by the County Attorney.

To: The Law and Courts Committee, Ingham County Board of Commissioners

From: Lance Langdon, Director 9-1-1

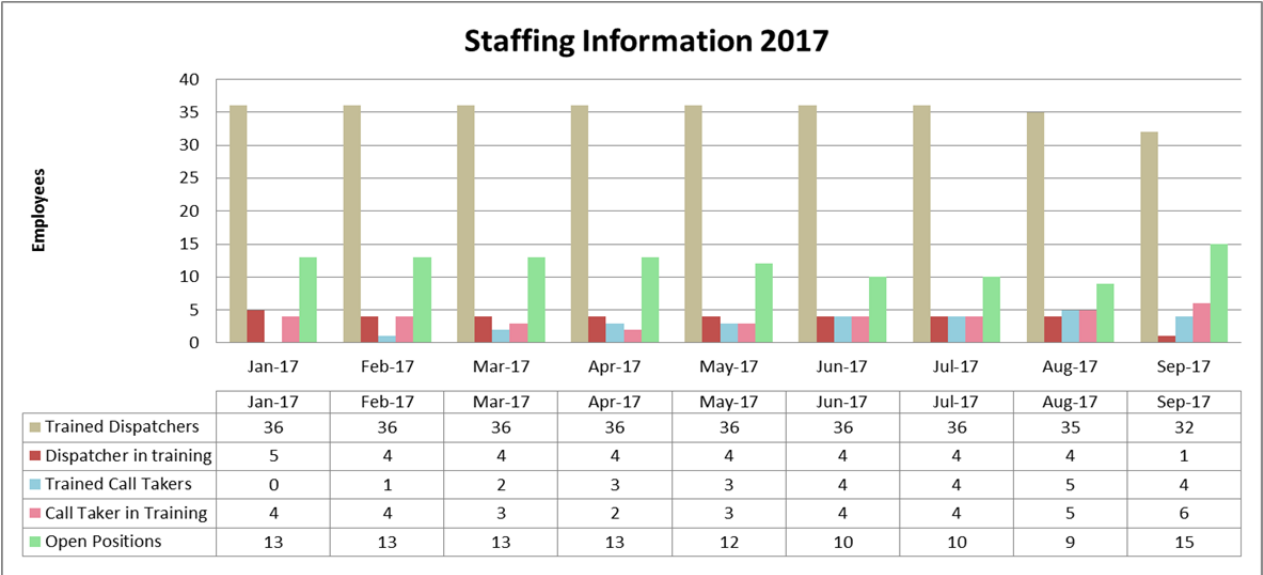
Date: September 21, 2017

Topic: Ingham County 9-1-1 Central Dispatch, Committee Update

I was asked to update the Committee since my last report in February. While I would like to say that all our efforts have been successful and that conditions have improved, I am unable to do so. We continue in our struggles to find employees, like many centers around the country. This is not an excuse but a reality in 9-1-1 and public safety across the board.

As a result of our staffing problems, overtime worked by staff is high, morale is low, and staff is unhappy. Because of this we have had additional turn over losing more employees with a few others looking to leave in the near future.

Our current staffing levels are shown below.



From this chart you will see that we have lost 4 fully trained Dispatchers so far in 2017 with only one still needing to complete their training for dispatch. On the positive side, this year we are now up to 4 trained Call Takers with 6 more in training. Call Taker has been our entry level position since last fall and has been added to staffing. The number of employees that count in January were 36 fully trained dispatchers while in September, with the addition and loss of staff, we still have only 36 counting employees.

With the 12 call takers in place that were negotiated with the bargaining unit, our entry level positions are filled. As a result, we will be promoting up to 4 Call Takers to the Dispatcher position and begin their Dispatcher training. Because they are trained Call Takers they have the ability to also be used at times and count for staffing when needed or to cover additional overtime.

Our recruiting team continues to attend events that unfortunately are few and far between. We have been surveying applicants when attending testing and of 86 that responded we found the following:

Where Applicant Found Hiring Information

6	Mich Works	2	Gov Jobs.com
6	Employees	10	Friend
19	IC Web Site	1	County Commissioner
31	Indeed	1	Online
4	LCC Job Fair	2	family
1	Kmart Flyer	1	Google
2	MSU Career Fair		

You will see that the greatest numbers of our applicants are getting information on our positions from searching the County website or going to the Indeed website.

After discussions with the Controller's office, we decided to search for a marketing company to help us determine the best way for us to advertise our positions to attract more candidates that are not aware of the job opportunities here with 9-1-1.

The extreme stress that the 9-1-1 positions are under is taking its toll. All of our trainers are volunteers to the position, some of which have been working for over 5 years, and are burned out. We have had some withdraw from the training cadre and some of our newer staff members have stepped in to help us with training. Unfortunately, because we still need to fill so many positions there is no end in sight. Some staff members have also expressed dissatisfaction regarding inconsistencies in training styles among trainers. The management and supervisors will make it a priority over the next several weeks to improve the consistency of the training program.

We have also looked at why people are leaving. We lose our greatest number of employees due to the inability to successfully complete training. We continue to evaluate our testing, hiring, and training to find new employees that will be more successful in making it through training.

We will continue to search for and hire good employees to fill the needed positions. We hope with the aid of a marketing company we can attract people to our center.

We will also discuss what possible options there are to make the position more attractive for both new and potential employees to want to work here, but also to provide incentives for people to stay employed with us and not look elsewhere for employment.

As we look to 2018, we are in the midst of our staff's vacation picks. We have again continued to allow 2 employees off per team at any given time to allow for up to 8 people to be off within the same time frame. As all time off causes overtime this does not cost us extra overtime, but it does push more overtime into covering prime vacation dates.

Our workgroups and committees have not been very active primarily due to vacation schedules, but there has been some work done in most of the areas that our committees have been working with. As we move out of vacation season, we plan to have them much more active and involved.

We have continued to work on and publish updated policies and hope to have the remaining new policies in place for the year's end. Some of these rely on our customers making decisions in their agencies so that we can complete them for our staff. Our CTO group has also updated the call handler guides throughout the year and updates are entered into our CAD system.

With staffing being short we also have limited the training that we are sending staff to while maintaining the mandatory required training to keep certifications as required. We had plans for department-wide training this fall, but have pushed it back to 2018 due to the large amounts of overtime that it would require.

This brings us to where are we going next. We will continue as described to increase staffing, as this is the main cause of many of our problems. I will be submitting a reorganization proposal that will allow us to better allocate work and devote a staff member to work with the people side of the organization. Focusing on things to improve the center with the staff is the primary focus. I will be bringing and seeking ideas from the union groups as we begin contract negotiations to find ways to attract and keep staff members.

There is no single magic solution that is available to fix things quickly. It takes a great deal of time to teach staff how to do this job, and overtime will continue to be a problem and cause a great deal of stress to the employees each and every day. We are working very hard to reduce and eliminate this problem, but again it is a problem that plagues most larger centers across the country.

To reiterate, the biggest problem facing the Center at this time is the ongoing staffing shortage. There has been no improvement over the last several months. We will work to take a more creative look at marketing and recruiting, such as a marketing consultant and/or recruiting firms.

The second biggest problem is employee morale, which is also not improving. Our proposed solution to this is to add a Staff Services and Development Manager Position to the Center. This position will focus on the areas that need greater attention that we are not currently able to address adequately. The position will oversee the Quality Assurance and training programs, provide desired levels of leadership to supervisors and staff, and supplement our ability to respond to employee concerns in a timely manner. It is hoped that the addition of this position would allow Center management to respond more proactively to issues facing the center.

Ingham County is very fortunate to have the people we do in our 9-1-1 Center. The Dispatchers and Call Takers are here 24/7 and each shift many are working on their days off and away from their families to cover staffing to serve our citizens and our Police, Fire, and EMS partners. They do extraordinary work each and every day keeping everyone safe and are not thanked nearly enough for all they do.

TO: Board of Commissioners Law and Courts Committee
FROM: Lance Langdon, 9-1-1 Director
DATE: September 21, 2017
SUBJECT: Discussion Item- Reorganization of Ingham 9-1-1 Administration
For the meeting agenda of September 28, 2017

BACKGROUND

With the consolidation of the 9-1-1 Centers, it was established with a Director and Deputy Director to run the center. The amount of work to run our center properly requires additional staffing to properly run the operations, implement and complete projects in a timely manner. In the 2017 and 2018 budget requests, I did request funding for an additional administrator position. In working with the Controller's office, it has been proposed to reorganize the Center Administration, eliminating the title of Deputy Director and creating two 9-1-1 Manager Positions. These two positions would be 9-1-1 Staff Services Manager and 9-1-1 Systems Manager.

The Staff Services Manager, which would be a new position, would be responsible for the day to day people side of the organization. They would oversee all of the Supervisors, Dispatchers, Call Takers, Training, Hiring and the implementation of Quality Assurance.

The Systems Manager would oversee our Radio System Admin and Contracted GIS person and will deal with the many systems used in the center such as CAD-Computer Aided Dispatch, 9-1-1 Phones, Radio, GIS, Mapping, MSAG and LEIN as our centers LASO. They will be responsible for configuration, updates and training on the systems, while also acting as project manager for upgrades or implementation of new systems.

Adding this new position allows duties not currently being done as well as a portion of the duties currently done by the two current administrators to be spread out between three people allowing for greater efficiency and timeliness of projects, with a person to focus on working with staff more directly and regularly.

Our 9-1-1 Supervisors Union has suggested and requested that we add additional staffing in the past while at the bargaining table. This has also been discussed with the JLT who also agree that the position would be a positive addition to the center.

ALTERNATIVES

If we continue with just the two current administrators, we continue with status quo and do not have someone to really address the employee/people side of the organization as well as it should be. The position also gives us a leader for our much needed Quality Assurance program, which will be much more successful with adding a new manager to oversee it.

FINANCIAL IMPACT

Information has been provided by HR and the positions would be a MCF 11 which is the same level as the current Deputy Director position. The impact for step 1 in 2017 is \$110,822.00, while step 5 would be \$129,334.00. Additional costs estimated at \$25,000.00 would allow for some alteration to make office space for the position.

OTHER CONSIDERATIONS

Our staff has recognized the need for additional staffing and suggested it both at the bargaining table and in our JLT meetings. As we deal with staffing and morale issues, having an administrator that can deal with the staff or people side of the operation giving them the attention that is needed will definitely be a big boost to them, and should also have some impact on our retention.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the reorganization, to include a new Administrative position and funds for conversion of office space.

INGHAM COUNTY
JOB DESCRIPTION
9-1-1 Staff Services Manager

General Summary: Under the direct supervision of the Director, as part of the centers management team, the 9-1-1 Staff Services Manager, performs administrative level planning, operational, administrative and technical tasks in managing the 9-1-1 communications center staff and day to day operations. Manages the efficient operation and assists with operational oversight and the implementation of policies and procedures. Ensures compliance with all dispatch regulations and policies. Oversees dispatch center staff schedules. Assists with equipment maintenance, operation and upgrades

Essential Functions:

1. Assigns or delegates responsibility for assignment of work; directs personnel; fixes priorities; reviews, designs, revises, drafts ICCD policies and protocols; evaluates performance of all subordinates, plans and implements necessary training and professional development.
2. Maintains standards through the effective coordination of activities and allocation and assignment of personnel. Establishes and oversees training programs for staff. Develops, coordinates and administers training regarding policies, procedures and equipment, professional development and in- service training programs as needed.
3. Assists in the recruiting, hiring, training, directing and supervision of the ICCD operational staff, including Call Takers, Dispatchers and Shift Supervisors. Evaluates dispatch staffing levels and makes recommendations for additional staff as needed. Supervises and directs the work of operational staff. Oversees work schedules to ensure efficient operations, while minimizing overtime, and ensuring compliance with policies. Assists in managing overall personnel activities.
4. Manages, maintains, creates and directs the Quality Assurance Program. Participates in the evaluation and promotion of ICCD staff. Directs staff in the evaluations of subordinates and the efficient use of the Quality Assurance Program.
5. Receives complaints and questions regarding center incidents. Investigates, responds to concerns, develops solutions and takes corrective action. Reviews complaints with recommendations for correction/prevention with the Director.
6. Recommends disciplinary action and ensures that proper labor relations and conditions of employment are maintained; assists as needed in employee grievance procedures and bargaining. Addresses employee concerns and problems and provides counseling as needed. Undertakes or reviews investigations and makes recommendations regarding discipline, promotions and discharge.
7. Provides 'on call' assistance 24/7 and maintains a cell/mobile phone for communications.
8. May be assigned to act on behalf of the Director, in the event of absence or vacancy to ensure continued execution of the Director's responsibilities.
9. Assists with the 9-1-1 Advisory Committee and agencies to establish and maintain the operating procedures for ICCD.
10. Assists the Director with the monitoring of operations to ensure quality services are provided in an efficient, cost-effective and timely manner. Facilitates continuous development and improvements to center operations.
11. Assists with oversight and maintenance of personnel and departmental records including personnel files, Standard Operating Procedure manuals, training manuals and Policy and Procedures Standards.
12. Provides guidance and direction during critical incidents and assistance with emergency response activities.
13. Performs research, reviews and compiles statistics, submits memos and reports and makes policy recommendations as requested. Performs special projects as directed.

14. Attends meetings as needed to include ICCD staff and admin team meetings, Fire or Police Chief Meetings, and others as assigned by the Director. Serves as a liaison with local, state, and federal agencies on matters relating to emergency dispatch operations.
15. Assists as needed with the processing of Freedom of Information Act requests.
16. Assists with oversight and use of social media, public notification sites and software.
17. Participates in community and other agencies' education and promotional activities.

Other Functions:

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

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

Employment Qualifications:

Education: Bachelor's Degree in public safety administration, criminal justice or related field and three years of progressively more responsible experience supervising 9-1-1 center activities including supervision of 9-1-1 personnel.

OR

Associate's Degree in public safety administration, criminal justice or related field and five years of progressively more responsible experience supervising 9-1-1 center activities including supervision of 9-1-1 personnel.

Other Requirements:

- 9-1-1 Related certifications from NENA-National Emergency Number Association and APCO-Association of Public-Safety Communications Officials, to include: Emergency Number Professional (EMP), Center Manager Certification Program (CMCP), Registered Public Safety Leader (RPL) and/or Certified Public-Safety Executive (CPE) , preferred.
- Michigan Vehicle Operator's License.
- LEIN and CPR certifications and State mandated Telecommunicator training requirements must be completed to maintain employment.
- Ability to respond to emergencies or service needs on a 24-hour basis.

(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)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***September 2017
MCF – 11***

INGHAM COUNTY
JOB DESCRIPTION
911 Systems Manager

General Summary: Under the direct supervision of the Director, as part of the centers management team, the 9-1-1 Systems Manager is responsible for administrative level planning, operational and technical tasks in managing the 9-1-1 communications center systems to include analysis, development, installation, application modification, and procedures to assure operability of the computerized dispatch hardware, software and other systems used and managed by ICCD. The 9-1-1 Systems Manager is responsible for the administrative/technical support of all hardware, software, and networks utilized by the Ingham County 9-1-1 Central Dispatch Center. Assists with the management, planning and implementations of systems and assures policies and procedures are maintained to assure adequate security, and continued operability and compatibility with first responders and center operations. Provides technical training for staff related to this function.

Essential Functions:

18. Responsible for the proper functioning and security of all the equipment in the Dispatch Center including, but not limited to, networks, computers, radio and telecommunications systems. This includes application of systems analysis techniques and procedures, including consulting with management, dispatchers, first responders and stakeholders to determine hardware, software or system functional specifications.
19. Assures the optimal operation of, and improves, the Computer Aided Dispatch (CAD) mapping system. Coordinates the Master Street Address Guide (MSAG) and GIS data. Plans, builds and implements all CAD enhancements, including but not limited to the addition and deletion of users, units, codes, recommendations, interfaces and notifications. Prepares reports on a periodic basis as requested. Updates emergency response zones and corrects addressing errors in a timely manner. Acquires and makes available current maps for use by the Dispatch Center and assures proper modification and updates.
20. Ensures or performs network administration functions such as maintaining user accounts and passwords, overseeing the installing, upgrading and maintaining software on servers, upgrading hardware and troubleshooting and resolving network connectivity issues. Ensures that proper backup and archiving procedures are used. Periodically performs tests on such systems. Assists in developing contingency plans.
21. Act as the primary contact person between the Dispatch Center and various third party vendors. Assures all security, maintenance and testing of all equipment, hardware and software. Facilitates and assures network access, both local and remote, to approved vendors and services.
22. Works with vendors to gather quotes, recommends contractors and vendors, projects budgets for special projects, tracks contracts and ensures projects stay on budget, ensures contractors/vendors are paid for services and works with Director on the overall 911 center department budget.
23. Assigns or delegates responsibility for assignment of work; directs personnel; fixes priorities; reviews, designs, revises, drafts ICCD policies and protocols; evaluates performance of subordinates, plans and implements necessary training and professional development.
24. Resolves technical issues between Dispatch Center and the Michigan State Police LEIN interface. The 9-1-1 Systems Manager is the primary LEIN Terminal Agency Coordinator/LASSO.
25. Receives complaints and questions regarding center systems. Investigates, responds to concerns, develops solutions and takes corrective action. Reviews these complaints and implements corrections and recommendations for correction/prevention to the Director.
26. Oversees the design, development, documentation, analysis, creation, testing or modification of networks, computers, radio and telecommunications systems or programs, based on and related to user or system designs specifications;
27. Responsible for coordinating and assisting the Director with implementing disaster recovery plans. Serves as an integral part of planning, testing, and staying current with the needs of the Disaster Recovery Plan.

28. Assists in locating, evaluating, recommending, selection and implementation of new technologies. Evaluates and recommends new technology after ensuring compatibility between proposed and existing systems. Reviews enhancements prior to installation and evaluates their impact on all systems and procedures. Installs and tests new hardware and software. Strives for a high level of utilization for all systems.
29. May be assigned to act on behalf of the Director, in the event of absence or vacancy to ensure continued execution of the Director's responsibilities.
30. Attends and presents training sessions as needed or required by the Director. Strives to improve knowledge in many technical areas related to job functions.
31. Attends meetings as needed to include ICCD staff and admin team meetings, Fire or Police Chief Meetings, and others as assigned by the Director. Serves as a liaison with local, state, and federal agencies on matters relating to emergency dispatch systems operations.
32. Works with the 9-1-1 Advisory Committee and all agencies to assist in the establishment and maintenance of the operational/technical procedures for ICCD.
33. Assists as needed with the processing of Freedom of Information Act requests.
34. Develops and/or maintains documentation for all hardware and software including licensing, instructions, maintenance agreements and repairs. Prepares additional documentation on various procedures, modifications and configurations affecting both hardware and software.
35. Provides appropriate support at back-up PSAP location(s) and command vehicles for all operating systems of ICCD.
36. Oversees Internet access and website development and maintenance.

Other Functions:

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

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

Employment Qualifications:

Education: Bachelor's Degree in public safety administration, criminal justice or related field and three years or progressively more responsible experience supervising 9-1-1center activities and personnel, including two years of experience in administration of technology; preferably with public safety answering point (9-1-1) systems.

OR

An Associate's Degree in public safety administration, criminal justice or related field and five years or progressively more responsible experience supervising 9-1-1center activities and personnel, including two years of experience in administration of technology; preferably with public safety answering point (9-1-1) systems.

Other Requirements:

- 9-1-1 related certifications from NENA-National Emergency Number Association and APCO-Association of Public-Safety Communications Officials, to include: Emergency Number Professional (EMP), Center Manager Certification Program (CMCP), Registered Public Safety Leader (RPL) and/or Certified Public-Safety Executive (CPE), preferred.
- Michigan Vehicle Operator's License.

- LEIN and CPR certifications and State mandated Telecommunicator training requirements must be completed to maintain employment.
- Ability to respond to emergencies or service needs on a 24-hour basis

(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)

Working Conditions:

3. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
4. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
5. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

TO: Lance Langdon, 911 Dispatch Director
FROM: Joan Clous, HR Specialist
DATE: September 18, 2017
RE: Memo of Analysis for reorganization of the 911 Dispatch Center

The 911 Dispatch Center is reorganizing to enhance their ability to serve the residents of Ingham County.

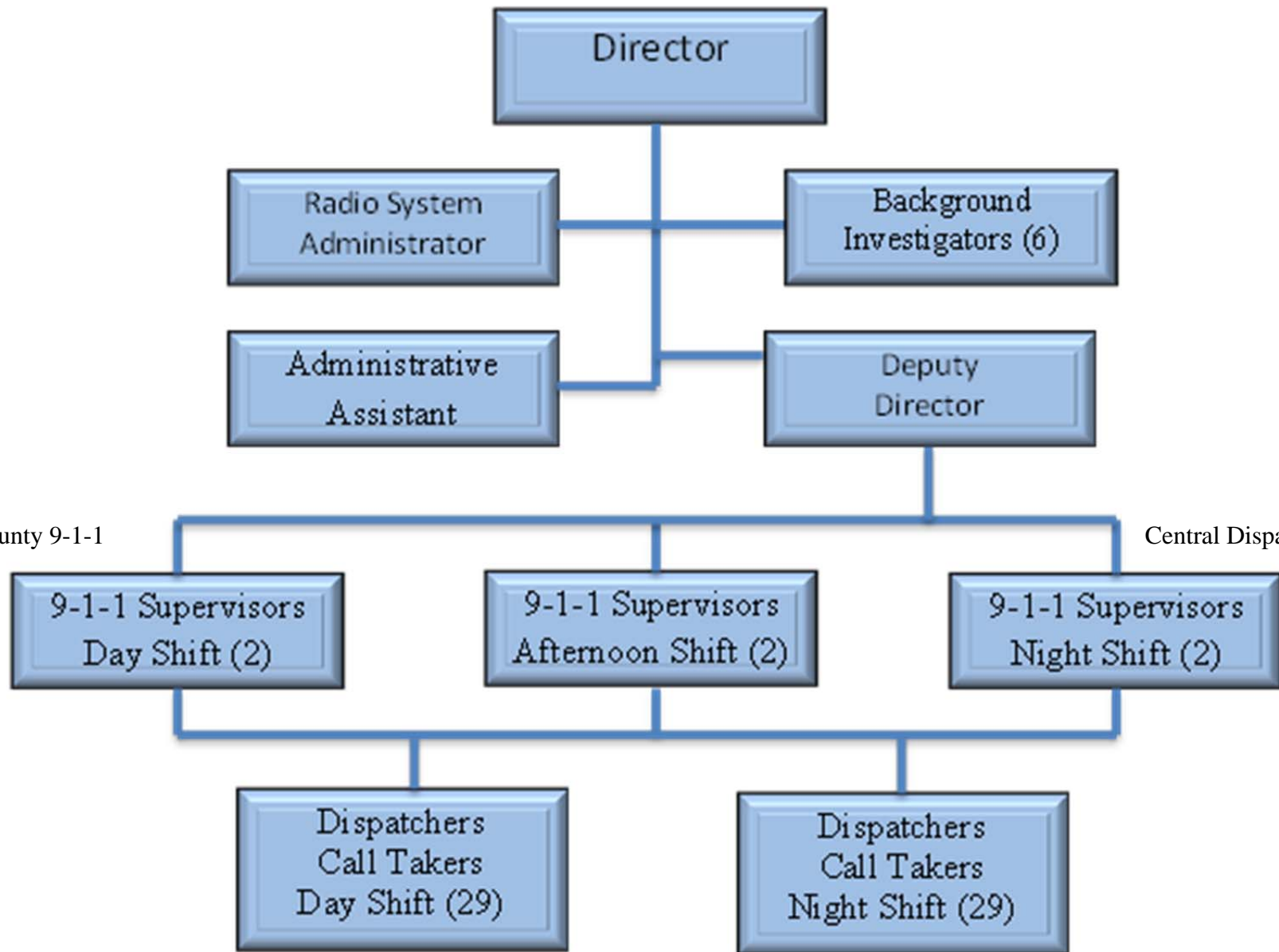
1. Position number 325001 is the 911 Dispatch Director, there is an update to the job description no change to the level of this position, it will remain at an MCF level 13 (\$76,432.50 - \$91,740.12).
2. Position number 325002 is currently the 911 Dispatch Deputy Director, there has been an update to this job description which has resulted in a job title change to 911 Systems Manager, no further change has resulted from this reorganization and it will remain at an MCF level 11 (\$66,543.19 - \$79,872.54).
3. The 911 Dispatch Center is creating a new position which will be titled Staff Services & Development Manager it has a community of interest within the MCF unit and will be classified at a level 11 (\$66,543.19 - \$79,872.54).

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

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

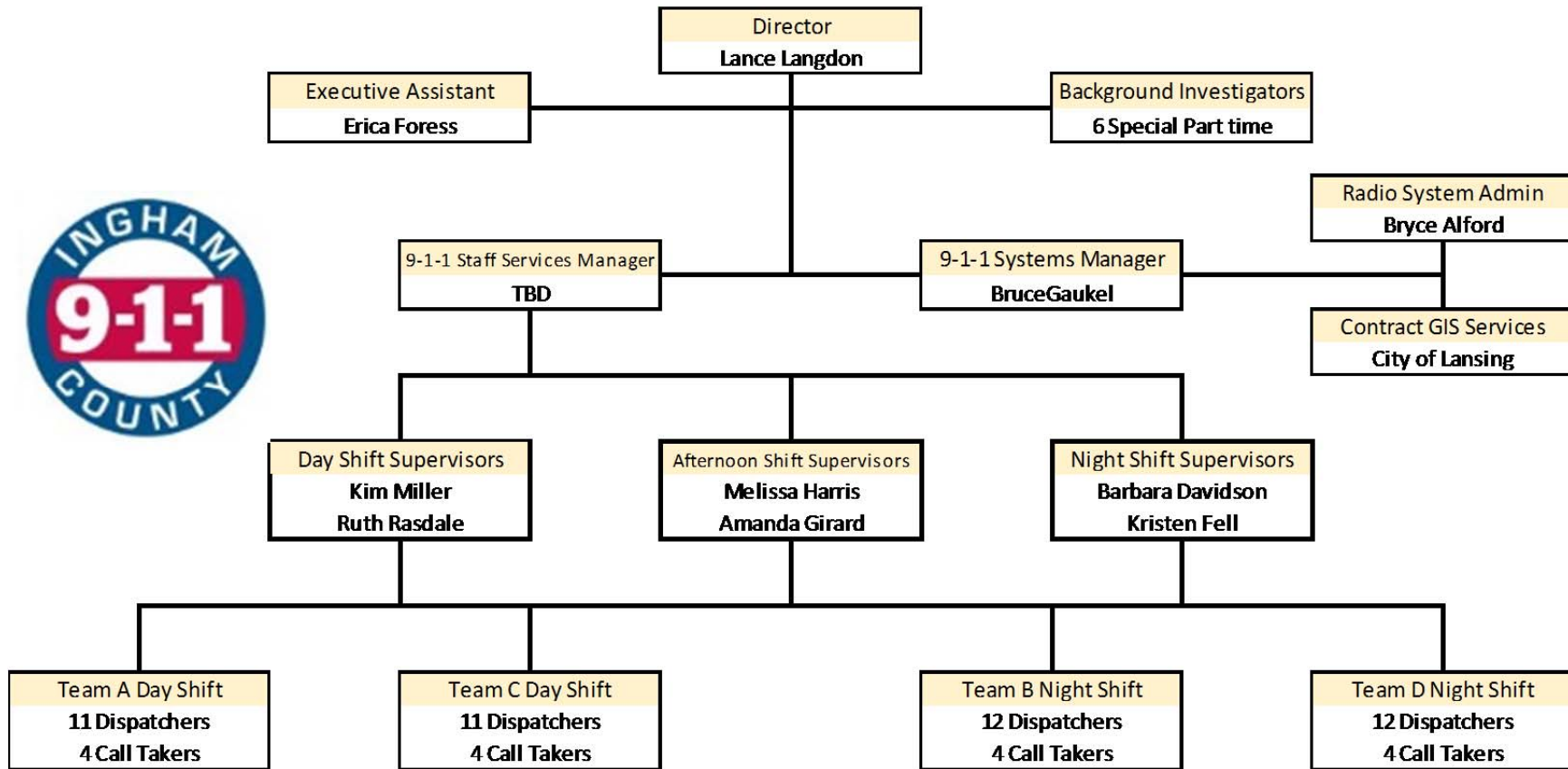
Financial Impact information from Budget Director Townsend for
 9-1-1 Staff Services Manager; MCF -11 Position

	2017	2018
Step 1	66,543.19	67,208.62
FICA	5,091	5,141
DENTAL	904	922
VISION	124	124
HEALTH	13,855	14,894
MERS DB	14,739	17,420
MERS DC	1,664	1,680
WORKER		
COMP	133	34
DISABIL 60	87	87
UNEMPLOYMT	333	336
RTEE CHG B	3,347	3,447
SEPARATE	832	840
RET/HLTH/T	2,994	3,024
CARES (EAP	33	33
LIFE 50K	144	144
Total	\$110,822	\$115,336
Step 5	79,872.54	80,671.27
FICA	6,110	6,171
DENTAL	904	922
VISION	124	124
HEALTH	13,855	14,894
MERS DB	17,692	20,910
MERS DC	1,997	2,017
WORKER		
COMP	160	40
DISABIL 60	104	105
UNEMPLOYMT	399	403
RTEE CHG B	3,347	3,447
SEPARATE	998	1,008
RET/HLTH/T	3,594	3,630
CARES (EAP	33	33
LIFE 50K	144	144
Total	\$129,334	\$134,520



Ingham County 9-1-1
2017

Central Dispatch August



Ingham County 9-1-1 Central Dispatch, proposed re-organization September 2017

Agenda Item 6

To: Ingham County Law and Courts and Finance Committees
From: Teri Morton, Deputy Controller
Date: September 19, 2017
Re: Resolution Authorizing 2018 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2018 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #17-298 “Resolution to Adopt the 2018 Juvenile Justice Community Agency Process Calendar” and other background material will be distributed to the Board of Commissioners at its September 26 meeting per the adopted calendar.

The current 2017 allocation is as follows:

Child and Family Charities –Nexus Program	\$ 39,341
Child and Family Charities – Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 32,500
Small Talk Children’s Assessment Center – Sexual Trauma Recovery	<u>\$ 10,012</u>
	\$107,967

For 2018, \$100,000 is available for this purpose.

For 2018 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 39,600
Child and Family Charities - Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 32,500
Small Talk Children’s Assessment Center	<u>\$ 19,000</u>
	\$117,214

The requests total \$17,214 more than the \$100,000 available for this purpose.

Attached is some additional historical background information on the last three years of JJM funding for these organizations.

	2014		2015		2016		2017		2018	
Organization	Total Requested	Total Granted	Total Requested	Total Granted	Total Requested	Total Granted	Total Requested	Total Granted	Total Requested	Total Granted
Child & Family Charities Nexus Program	\$46,500.00	\$44,640.00	\$46,500.00	\$37,287.00	\$38,351.00	\$37,287.00	\$39,341.00	\$39,341.00	\$39,600.00	
Child & Family Charities Teen Court	\$30,000.00	\$28,800.00	\$30,000.00	\$23,902.00	\$24,393.00	\$23,902.00	\$26,114.00	\$26,114.00	\$26,114.00	
Resolution Services Center of Central Michigan	\$25,000.00	\$22,560.00	\$25,000.00	\$20,811.00	\$27,500.00	\$21,773.00	\$32,500.00	\$32,500.00	\$32,500.00	
Small Talk Children's Assessment Center	\$0.00	\$0.00	\$42,907.00	\$18,000.00	\$17,038.00	\$17,038.00	\$10,011.45	\$10,011.45	\$19,000.00	
Total	\$101,500.00	\$96,000.00	\$144,407.00	\$100,000.00	\$107,282.00	\$100,000.00	\$107,966.45	\$107,966.45	\$117,214.00	\$0.00
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Small Talk's Total Granted was later dropped to \$9,000 making the Total Granted for 2015 \$91,000.00 </div>										

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2018 AGREEMENTS
FOR JUVENILE JUSTICE COMMUNITY AGENCIES**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006, 2012, and 2016 for the purpose of funding an increase to Ingham County’s capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #17-398, reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2018 Juvenile Justice Community Agency process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2018 through December 31, 2018, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2018 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- Child and Family Charities – Nexus Program \$ _____
- Child and Family Charities – Teen Court \$ _____
- Resolution Services Center of Central Michigan \$ _____
- Small Talk Children’s Assessment Center \$ _____

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.