THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, JULY 16, 2020 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY https://ingham.zoom.us/j/99666075833.

Agenda

Call to Order
Approval of the June 11, 2020 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office – Resolution to Authorize a Contract with Mid-Michigan Police K9 to Purchase and Train a Replacement Canine Dog for the Sheriff’s Office

2. 9-1-1 Dispatch Center – Resolution to Authorize the Conversion of the 9-1-1 Radio System Administrator from Part-Time to Three-Quarter Time

3. Law & Court Committee
   a. Resolution to Adopt the 2021 Juvenile Justice Community Agency Process Calendar
   c. Resolution Honoring Nicholas Matthew Rubeck

Announcements
Public Comment
Adjournment

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

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

Members Absent: None.

Others Present: Teri Morton, Heidi Williams, Sara Deprez, Scott LeRoy, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Slaughter at 6:00 p.m. virtually via Zoom in accordance with the Governor’s Executive Order 2020-75 regarding the Open Meetings Act.

Approval of the May 28, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES OF THE MAY 28, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Late –

1. Animal Control
   b. Resolution to Accept a Two Seven Oh! Grant for Reimbursement of Medical Costs

4. Circuit Court Family Division
   a. Resolution Authorizing Amending the Contract with the Ingham Intermediate School District
   b. Resolution Authorizing Amending the Contract with Highfields

Limited Public Comment

None.

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

1. Animal Control
   b. Resolution to Accept a Two Seven Oh! Grant for Reimbursement of Medical Costs
2. **Sheriff’s Office** – Resolution to Continue Support Service Agreement with Carousel Industries for the Jail & Training Rooms Audio & Video Systems with the Ingham County Sheriff’s Office

3. **Community Corrections** – Resolution to Authorize Submission of a Grant Application and a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for FY 2020-2021

THE MOTION CARRIED UNANIMOUSLY.

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

1. **Animal Control**
   a. Update from Animal Control Director Heidi Williams

Heidi Williams, Animal Control Director, updated the Law & Courts Committee on the Animal Control Shelter.

Chairperson Slaughter thanked Ms. Williams for the update.

Commissioner Crenshaw thanked Ms. Williams for the update. He stated that she was doing great work at the Animal Control Shelter. He further stated that before COVID-19, there was a worry about the fostering of animals.

Commissioner Crenshaw asked if Ms. Williams had been able to get all of the animals fostered.

Ms. Williams stated yes. She further stated that, in a matter of 18 hours, the Animal Control Shelter moved 140+ animals into foster homes.

Commissioner Crenshaw asked if some of those fosters had resulted in adoptions.

Ms. Williams stated that nearly 70 percent of the people who had fostered animals adopted them, including herself.

Commissioner Crenshaw thanked Ms. Williams for coming on and redirecting the Animal Control Shelter in a positive manner.

Ms. Williams stated that she was thrilled to be here.

Commissioner Celentino thanked Ms. Williams for focusing on compassion fatigue, something he was unfamiliar with and that her employees had suffered from. He stated that he commended Ms. Williams for thinking outside the box.

Commissioner Celentino stated that before COVID-19, he had an issue with one of his constituents and so he thanked Ms. Williams for handling the situation.
Discussion.

Ms. Williams stated that she was happy to help. Commissioner Crenshaw stated that he knew that Ms. Williams had rolled out an on-call program. He asked how that had been going with local law enforcement and if there had been a lot of requests.

Ms. Williams stated that they had not received an overwhelming amount of requests. She further stated that they found that local law enforcement was catching on to their night drop-offs, which was huge for them to be able to drop-off animals where it was safe.

Ms. Williams stated that it had been working out well. She further stated that there had not been any major problems with it.

Commissioner Trubac stated that he wanted to second what Commissioner Celentino said. He further stated it was very important work and he appreciated Ms. Williams for doing it.

Commissioner Schafer stated that he wanted to compliment Ms. Williams for her work. He further stated that he had always dragged his feet with the Animal Control Shelter because of some of the other priorities he had focused on in the County.

Commissioner Schafer stated that Ms. Williams was doing incredible work. He further stated that he was amazed at the initiatives and thought that she was a great addition to the staff.

Ms. Williams thanked Commissioner Schafer for his compliments. She stated that the Animal Control Shelter had incredible staff.

Chairperson Slaughter stated that the Animal Control Shelter would be open on Monday, June 15, 2020. He asked how that was going to look in terms of implementing social distancing.

Ms. Williams stated that there will be signs on the door requesting the public to wear masks and to exercise social distancing requirements. She further stated that there were signs in the various rooms limiting it to six occupants.

Ms. Williams stated that they worked with the Facilities Department to create the occupancy lists and they would have volunteers monitoring that. She further stated that they requested to people to make adoption appointments online to control the number of people in the Animal Control Shelter, but they would not turn people away who wanted to be with the animals because they recognized that not everyone had access to the internet.

Chairperson Slaughter thanked Ms. Williams for being creative and leveraging her resources. He stated that he was happy to have her on-board and the Board of Commissioners would continue to support her in any way possible.
4. Circuit Court Family Division
   a. Resolution Authorizing Amending the Contract with the Ingham Intermediate School District

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

Discussion.

Commissioner Celentino stated that he understood what the Juvenile program went through, as he went through a similar thing in his profession. He further stated that, as a teacher who worked with students who had Individualized Education Programs (IEP) and had to come up with 23 Continuity of Learning Plans (CLP), which was difficult because they had to get ahold of the parents.

Commissioner Celentino stated that he had read in the memo that the Ingham Academy and Circuit Court Juvenile Division agreed that remote learning was not well-suited. He asked Sara Deprez, Juvenile Programs Director, to speak to the technical difficulties faced and to how many students were being serviced from April 20, 2020 to the end of the school year.

Discussion.

Ms. Deprez stated that Commissioner Celentino’s point was well-taken. She further stated that the Juvenile program did not have students with IEPs, but they had students who were previously on them and needed a high-level of service.

Ms. Deprez stated that the technical difficulties faced were related to technology. She further stated that they had sent out a survey in contacting all of the families to ask if they had internet access, unlimited bandwidth, or a device, including whether that device was shared.

Ms. Deprez stated that they looked at holes in resources. She further stated that they started to look for holes in technology, and while many in the State of Michigan were scrambling for resources at the time, they were able to secure Chromebooks. She further stated that they were surprised and lucky that many of the students had access to technology.

Ms. Deprez stated that they had borrowed Chromebooks from Ingham Intermediate School District (ISD) and some old laptops that had been stored at the Ingham Academy. She further stated that another difficulty faced was that staff had desktops, so they had to find a solution to that problem.

Ms. Deprez stated that once they had everyone secured with a device, they created a schedule and had virtual classes every day. She further stated that the next issue faced was getting the students to participate.
Ms. Deprez stated that teachers were online and offered incentives, and they had some students who wanted to success. She further stated that one of the things that parents had heard was that if a student was on-track to graduate or to get their credits on March 13, 2020, they would receive their credits.

Ms. Deprez stated that on-track was a subjective term and students were not on-track to graduate. She further stated that one of the other issues was getting parental support, as quarantine was hard on both the students and parents.

Ms. Deprez stated that they did not and continue to not have the resource of the Detention Center, but that was not a reason to detain someone because they were not sending in a Google Meet. She further stated that they had drop-off and pick-up days for schoolwork.

Ms. Deprez stated that he had a lot of communication with their principal during this time, and she said that they were not alone and it was not unique to them that they struggled with remote learning. She further stated that, for their students, the positive relationships and structure mattered so much.

Ms. Deprez stated that they finished their school year on June 5, 2020, so she had not yet heard how many credits were issued for Third and Fourth Quarters. She further stated that, to be transparent, the results would not be great, but she knew that the principal had focused a lot on students who were slated to graduate.

Ms. Deprez stated that, at the beginning of the academic year, they thought they had 8 students who were going to graduate this year, but they did not factor in a pandemic. She further stated that they had two students who met the requirements to graduate during this stressful time.

Ms. Deprez stated that she believed they would have 5 graduates this year, but they had obviously hoped for eight students to graduate. She further stated that she hoped she had answered Commissioner Celentino’s questions.

Commissioner Celentino asked if the teachers had implemented Google Classroom or Apex, and if students had a choice as to what program they wanted to use to participate.

Ms. Deprez stated that students were not really given a choice. She further stated that their principal had met with the teachers and went through every students to know what they had to work on, and they decided to use Google Classroom because Zoom was not acceptable to the school district.

Discussion.

Ms. Deprez stated that they used Edgenuity (E2020) for the Spanish curriculum, but some students, even before the pandemic, who were closer to graduating got an E2020 class to work on.
Commissioner Celentino stated that, in the contract, they had the money available for a summer school program, but because of the situation and technical difficulties, they had to amend both of the contracts because it was not working between the Ingham Academy and Circuit Court Juvenile Division. He asked if that was correct.

Ms. Deprez stated that he was correct. She further stated that Ingham Academy met every week to brainstorm ideas to engage students and historically, they struggled with attendance in the summer.

Ms. Deprez stated that they struggled with attendance when they went out to pick up students, and if they did not get on the van, they called them and went out a second time. She further stated that, not having that in-person instruction and the difficulties faced with remote learning, it was not a productive or effective way for students to learn.

Ms. Deprez stated that resources would be better spent on the fall since they did not know what things were going to look like. She further stated that classes were slated to start August 26, 2020, but with social distancing, they were not sure how they would have students be six feet apart and to wear masks, so they were going to have to be creative.

Commissioner Celentino stated that he and Commissioner Crenshaw were also not sure how the upcoming school year would look. He further stated that they were entering into a new agreement with Agenda Item Nos. 4a and 4b.

Commissioner Celentino asked what agreement was being entered into from only August 12, 2020 to September 30, 2020.

Ms. Deprez stated that their current agreement was for the Child Fund Fiscal Year, so it would have naturally expired on September 30, 2020.

Commissioner Celentino asked if they would have to do something after September 30, 2020.

Ms. Deprez stated that would be done through the regular budget process.

Commissioner Celentino thanked Ms. Deprez for her answers.

Discussion.

Chairperson Slaughter stated that he understood the challenges for providing instruction over the summer. He asked if there were concerns that students would be behind for not having this summer session.

Ms. Deprez stated that there were concerns. She further stated when they got students into their program, 95 percent were behind.

Ms. Deprez stated that, when looking at the Third and Fourth Quarters, those students were going to be further behind. She further stated that there would still be services provided this
summer, as they would be assigned a Juvenile Court Officer and have access to all of their normal services.

Ms. Deprez stated that their Pride program was being done virtually, and while attendance was not great, there were incentives for students. She further stated that they would continue to receive an array of services based on their risk level and to address those problematic areas.

Ms. Deprez stated that she met with all of the staff to direct their targeted behavior to get student motivation so they understood where they were credit-wise. She further stated that time was of the essence, and not attending one or two school days was not an option, so they were looking to do motivational interviewing over this summer to gain an awareness of what needed to be completed to graduate.

Ms. Deprez stated that she hoped that students would be able to return to in-person instruction for five days a week, which was her preference. She further stated that Governor Whitmer suspended the requirements for a work permit, sometimes students had trouble getting a work permit because they were often told that their first job was being a student, so this was an opportunity for them to get a job and receive credits.

Chairperson Slaughter thanked Ms. Deprez for her comments.

Chairperson Slaughter stated that he was interested in hearing via email or telephone the outcome of the summer. He further stated that he was concerned with students losing traction.

Ms. Deprez stated that she could provide them with that information. She further stated that she shared his concerns and if she could restructure the educational system, all schools would be year-round because it was hard to go three months without education.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

4. \textbf{Circuit Court Family Division}
   
   \textbf{b. Resolution Authorizing Amending the Contract with Highfields}

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

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

\textbf{Announcements}

Commissioner Crenshaw stated that he did not believe he did this after the passage of the resolution declaring racism as a public health crisis, but he wanted to thank his colleagues for supporting that resolution. He further stated that he received nothing but positive feedback from the community, so he wanted to thank his colleagues for standing up and voting in favor of that resolution.
Commissioner Sebolt stated that, as a reminder, the County Services Committee would be meeting in-person on June 16, 2020 to deal with closed session items, among other items. He further stated that he was requesting everyone that was medically able to wear a mask when they attended that meeting.

Chairperson Slaughter thanked the Commissioners for supporting the resolution declaring racism as a public health crisis. He stated that, like he had said to people, this was just the start and he looked forward to their future conversations. He further stated that he had received nothing but positivity and love from people who had also said that this was long overdue.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:42 p.m.
RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. **Sheriff’s Office – Resolution to Authorize a Contract with Mid-Michigan Police K9 to Purchase and Train a Replacement Canine Dog for the Sheriff’s Office**

   This resolution will approve the entry into a contract on behalf of the Ingham County Sheriff’s Office with Mid-Michigan Police K9, in an amount not to exceed $13,500 to purchase a new Canine dog and to train its handler. This will be a replacement for Canine Smoke, who retired due to age on June 18, 2020. Funds are available within the Sheriff’s Office budget for this purchase.

   See memo for details.

2. **9-1-1 Dispatch Center – Resolution to Authorize the Conversion of the 9-1-1 Radio System Administrator from Part-Time to Three-Quarter Time**

   This resolution will approve converting the 9-1-1 Radio System Administrator Position #325066 (UAWH) from part-time to three-quarter time. The 9-1-1 Center is currently implementing a new Public Safety Radio System, and this position is an integral part of this project. In order to meet the deadlines for this project, the position will need to work more than the 20 to 29 hours per week that are allowed for a part-time employee. A three-quarter time position, which may work 30 to 39 hours per week, will be able to meet this need. The additional annual cost of the position conversion would be $30,418 and is available within the 9-1-1 fund. The UAW is supportive of this position change.

   See memo for details.

3a. **Law & Courts Committee – Resolution to Adopt the 2021 Juvenile Justice Community Agency Process Calendar**

   This resolution will authorize the adoption of the 2021 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount. A total of $125,000 was allocated in 2020 out of Juvenile Justice Millage funds for this program. Grants were awarded in the amount of $143,071.

   See memo for details.

DISCUSSION ITEM:


   Attached are reports from Community Mental Health, the Sheriff’s Office, Community Corrections, the Health Department, and the Pretrial Services Division of the Circuit Court providing information about new programming funded by the Justice Millage.
At this time, these agencies, along with the Controller’s Office, are also seeking direction for moving forward with funding allocations for the 2021 budget year.

See memo for details.

**HONORARY RESOLUTION:**

3c. *Law & Courts Committee* – Resolution Honoring Nicholas Matthew Rubeck
TO:          Board of Commissioners / Law and Courts Committee
FROM:       Lieutenant Andy Daenzer
DATE:       Thursday, June 25th 2020
SUBJECT:    Request to Purchase a New Canine for ICSO

BACKGROUND
The Ingham County Sheriff’s Office would like the approval to enter into a contract to purchase and train a Narcotics/Patrol Canine with Mid-Michigan Police K9 to replace a retired Canine.

ALTERNATIVES
The alternative is to not replace the retired Canine. The ICSO currently has 4 Canine Teams assigned to the road patrol. The teams are a regional asset utilized by every police agency in the County. If we do not replace the retired Canine, we would have less availability to respond to the average 200 plus calls for service the Canine team handles annually.

FINANCIAL IMPACT
The cost for the Canine and training is $13,500. The training includes a 5-week handler course.

STRATEGIC PLANNING IMPACT
The strategic plan may be impacted if this is not approved by reducing the Sheriff’s Office’s ability to maintain its current ability to locate missing and/or wanted persons, as well its continued efforts to combat the opiate epidemic.

OTHER CONSIDERATIONS
Our narcotics trained Canines are a frontline tool in fighting the opiate epidemic in the public and in our jail facility. The Sheriff’s Office has a responsibility to use every tool at its disposal to maintain safety and security in the confines of our jail by conducting random Canine searches. A narcotics trained Canine is a forward locating tool in eliminating the potential pit falls of narcotics in our jail.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with Mid-Michigan Police K9 to purchase and train a new Canine for the ICSO Canine team.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH MID-MICHIGAN POLICE K9 TO PURCHASE AND TRAIN A REPLACEMENT CANINE DOG FOR THE SHERIFF’S OFFICE

WHEREAS, the Ingham County Sheriff’s Office has had, during Sheriff Scott Wriggelsworth’s tenure as the Sheriff, a Canine Team; and

WHEREAS, the Canine Team has consisted of 4 canines assigned to road patrol that serve as a regional and Ingham County Jail asset; and

WHEREAS, Deputy Narlock retired Canine Smoke on June 18, 2020 in good standing due to age; and

WHEREAS, the new Canine team would be trained to detect narcotics including opiates for detection in our jail, schools and the public; and

WHEREAS, the new Canine team would also be trained in obedience, article search, area search and tracking for suspects and missing persons including children and adults; and

WHEREAS, the Ingham County Sheriff’s Office has a long history of purchasing trained Canine dogs; and

WHEREAS, the Ingham County Sheriff’s Office requests to enter into a contract with Mid-Michigan Police K9 to purchase a new Canine and to train its new handler at a cost not to exceed $13,500; and

WHEREAS, the Ingham County Sheriff’s Office would use account number 10130110 Special Units to pay this cost; and

WHEREAS, upon the future retirement of this new Canine with a handler in good standing the ownership and any liabilities and responsibilities for the Canine will be transferred from Ingham County to the handler for $1.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the entry into a contract on behalf of the Ingham County Sheriff’s Office with Mid-Michigan Police K9, in an amount not to exceed $13,500 to purchase a new Canine dog and to train its handler.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff’s Office budget.
TO: Board of Commissioners Law & Courts, County Services and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: July 2, 2020
SUBJECT: Resolution to Authorize the Conversion of the 9-1-1 Radio System Administrator from Part-Time to Three-Quarter Time

For the meeting agendas of July 16, 21 and 22

BACKGROUND
Staffing at the 9-1-1 Dispatch Center includes a part-time Radio System Administrator. The 9-1-1 Center is currently implementing a new Public Safety Radio System, and this position is an integral part of this project. A part-time employee is allowed to work between 20 and 29 hours per week. In order to meet the deadlines for this project, more work hours will need to be performed by this position. A three-quarter time position, which may work 30 to 39 hours per week on average, will be able to meet this need.

ALTERNATIVES
Without the increase in hours for this position, there may be project delays, or the need to contract for expert services, which would be more costly and less efficient than increasing the hours of the current position.

FINANCIAL IMPACT
The additional annual cost of the position conversion would be $30,418 and is available within the 9-1-1 fund.

OTHER CONSIDERATIONS
For the incumbent employee, there would not only be the benefit of increased wages, but also of the availability of increased fringe benefits. It is requested that this position be increased to three-quarter time indefinitely. Once the Public Safety Radio System is fully implemented, the position will be returned to its part-time status by resolution of the Board of Commissioners. The UAW is supportive of this position change.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONVERSION OF THE 9-1-1 RADIO SYSTEM ADMINISTRATOR FROM PART-TIME TO THREE-QUARTER TIME

WHEREAS, the 9-1-1 Center is currently implementing a new Public Safety Radio System, and the part-time 9-1-1 Radio System Administrator is an integral part of this project; and

WHEREAS, a part-time employee is allowed to work between 20 and 29 hours per week and in order to meet the deadlines for this project, more work hours will need to be performed by this position; and

WHEREAS, a three-quarter time position, which may work 30 to 39 hours per week on average, will be able to meet this current need; and

WHEREAS, the additional annual cost of the position conversion would be $30,418, and is available within the 9-1-1 fund; and

WHEREAS, the UAW has reviewed and is in support of this proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting the 9-1-1 Radio System Administrator Position #325066 (UAWH) from part-time to three-quarter time.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution.

BE IT FURTHER RESOLVED, that when the Public Safety Radio System is fully implemented, a resolution will be brought before the Board of Commissioners to return to this position to part-time.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.
TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: July 7, 2020

SUBJECT: Resolution to Adopt the 2021 Juvenile Justice Community Agency Process Calendar

For the meeting agendas of Law & Courts July 16 and Finance July 22

BACKGROUND
This resolution would authorize the adoption of the attached 2021 Juvenile Justice Community Agency Process calendar to establish time lines and a budgeted amount for the process. The Board of Commissioners has reserved a portion of the Juvenile Justice Millage annually to enable this grant process. This process partners with local agencies to provide some preventive services to eligible at-risk county youth outside the formal judicial process to help reduce the Court’s formal dockets.

ALTERNATIVES
This is a discretionary program and is not required.

FINANCIAL IMPACT
In 2020, the Board of Commissioners allocated $125,000 in funding for this program from the Juvenile Justice Millage proceeds. The 2019 year end audited fund balance is $2,400,900 for the Juvenile Justice Millage Fund.

OTHER CONSIDERATION
Grant awards for 2020 were in the amount of $143,071:

- Child and Family Charities – Nexus Program $ 40,024
- Child and Family Charities - Teen Court $ 26,547
- Resolution Services Center of Central Michigan – Restorative Justice $ 37,500
- Resolution Services Center of Central Michigan – Youth Diversion $ 20,000
- Small Talk Children’s Assessment Center $ 19,000

RECOMMENDATION
I recommend approval of the attached resolution after the Board of Commissioners establishes an amount for the 2021 Juvenile Justice Millage Community Agency Process along with the attached calendar.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE 2021 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and subsequently renewed, 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 wishes to adopt a resolution to establish the 2021 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of $________ for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached 2021 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 28, 2020</td>
<td>The Board of Commissioners adopts the 2021 Juvenile Justice Community Agency Process Calendar Resolution.</td>
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<tr>
<td>July 29, 2020</td>
<td>A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 19, 2020 at 5:00pm.</td>
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<tr>
<td>August 21, 2020</td>
<td>The Controller’s Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney’s Office to ensure that the agency’s proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.</td>
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<tr>
<td>September 22, 2020</td>
<td>A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator’s Office. The notebook includes all agencies who submitted applications for review by the Law &amp; Courts Committee. (Notebook is distributed at the September 22, 2020 Board of Commissioners’ Meeting)</td>
</tr>
<tr>
<td>October 1, 2020</td>
<td>The Law &amp; Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law &amp; Courts Committee meeting. The Law &amp; Courts Committee makes their recommendations by resolution to the Finance Committee.</td>
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<tr>
<td>October 7, 2020</td>
<td>The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.</td>
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<tr>
<td>October 13, 2020</td>
<td>The Board of Commissioners authorizes a resolution for the 2021 Juvenile Justice Community Agency grant awards.</td>
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<td>October 16, 2020</td>
<td>The Juvenile Justice Community Agency applications are sent to the County Attorney’s Office for contract preparation.</td>
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<tr>
<td>October 16, 2020</td>
<td>Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.</td>
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<tr>
<td>December 2020</td>
<td>Contracts are received from the County Attorney’s Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.</td>
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<tr>
<td>January 2021</td>
<td>Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency’s signed contract and the appropriate documentation as listed above.</td>
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<tr>
<td>July 9, 2021</td>
<td>The Juvenile Justice Community Agencies send in their first six month report to the Controller’s Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.</td>
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REPORT ON NEW TREATMENT PROGRAMMING FUNDED BY THE JUSTICE MILLAGE
Resolution #19-441 allocated a total of $891,853 in 2020 for additional treatment programming funded by the Justice Millage. The agencies receiving funding have submitted mid-year reports, which are included in this packet.

- Community Based Programs: $100,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change. (Attachment #1)
- Community Mental Health Correctional Assessment and Treatment Services (CATS): $556,614 to fund three full time mental health therapists to provide mental health therapy and case management services and to coordinate care and increase collaboration at the Ingham County Jail, one full time nurse case manager to work directly in partnership with the Ingham County Health Department/Jail Medical to integrate behavioral health and physical health care, and one full time mental health secretary to provide clerical support for these services. Also funded is a full time Program Manager to assist in the direct management of Jail Re-entry; inclusion in the Ingham County Health Department Medication Assisted Treatment initiative; and to manage Jail Diversion activities, both of which include community liaison and development of the services necessary for re-entry purposes (Attachment #2)
- Ingham County Health Department Pathways to Care Program: $91,810 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid use. (Attachment #3)
- Ingham County Sheriff’s Office/Jail: $99,000 to fund Break Out/MRT, trauma centered yoga, restorative justice, inmate garden initiative, educational DVDs, and seeking safety. (Attachment #4)
- Circuit Court/Pretrial Services: $161,457 to fund a Pretrial Services Clerk and a Pretrial Services Investigator. (Attachment #5)

Also, Resolution #20-180 allocated an additional $115,000 from the 2019 unspent allocation for an increase in electronic monitoring due to overall high utilization this fiscal year and additional services needed due to COVID-19.

REQUEST FOR DIRECTION ON 2021 PROGRAMMING PROPOSALS
The allocated funds for programming from the millage are subject to approval and appropriation by the Board of Commissioners each year. In 2020, $1,024,000 was allocated for programming from the Justice Millage. For 2021, a total allocation of $1,043,456 is requested, allowing for a 1.9% inflationary increase.
The Controller’s Office and the agencies currently providing these services are seeking direction for requesting allocations from this total amount for the 2021 budget year. If the Law and Courts committee would like to continue the current programs, staff can work to calculate the 2021 estimated cost to do so, and bring back proposals to use any remaining allocated funds (if any), or seek requests for new proposals. Direction is also requested to address the allocation of unspent funds from previous years.

Representatives from all the reporting agencies will be present to discuss the attached reports and to address expectations for future funding approval.

Please feel free to contact me if you have any questions or if you would like any additional information.
ATTACHMENT # 1

COMMUNITY CORRECTIONS
MILLAGE FUNDED PROGRAMMING
January – May 2020

ELECTRONIC MONITORING
Provider: Judicial Monitoring Services, Ltd (JSG)

FY 2020 Millage Allocation:  $135,000
Jan-May Expenditures (Fee for Service): $68,584
Target Population: Court Ordered and determined indigent

COVID-19 IMPACT: The impact of COVID-19 on electronic monitoring utilization has been significant. Utilization of electronic monitoring, as a direct result of COVID-19, began to increase mid-March and has continued through May and into June. The number of indigent users has increased 37% due to lost jobs, reduced hours, and diversion from jail. There has been a clear shift from incarceration to the use of electronic monitoring in order to reduce the risk to the jail population.

$18,099 of $49,702 Indigent EM expenditures from March through May was a direct result of COVID-19

PROGRAM DESCRIPTION: JSG accepts referrals from Circuit and District Courts, Pretrial Services, FOC, and the Ingham County Sheriff’s Office. A full range of equipment, including home monitoring, active GPS, and Breath and Transdermal Alcohol monitoring is available, as well as monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources. JSG services include enrollment, installation, removal and maintenance of monitoring equipment, input of monitoring specifications, equipment activation within 24 hours after referral/same day when possible, fee assessment and collection, and non-compliance alerts and notifications to referral source personnel as required as specified by the referring agency.

KEY 2020 DATA (from January 1 - May 31):
Average daily number of EM users overall has increased from 166 in January to 219 in May
Pay Type: Offender Pay (59%) / Indigent (32%) / Other Grants, incl. Specialty Courts (9%)
EM Devices: GPS (53%) / Soberlink Breath Alcohol (25%) / Scram Transdermal Alcohol (22%)
Referral Source: Pretrial (26%) / Probation (72%) / Early Jail Release (2%)

Terminations:
Successful Completion Rate: 119 (65%)
Unsuccessful: Jailed: 32 (18%) / Non-Payment 19 (10%) / Client Removal (7%)

PSYCHOLOGICAL EVALUATIONS
FY 2020 Millage Allocation:  $10,000  Jan-May Expenditures (Fee for Service): $1,200
The cost of 1 evaluation provided at the request of the 30th Circuit Mental Health Court
COMMUNITY CORRECTIONS
MILLAGE FUNDED PROGRAMMING
January – May 2020

DAY REPORTING
Provider: Northwest Initiative – ARRO

FY 2020 Millage Allocation: $52,000  Jan-May Expenditures (Fee for Service): $12,684
Target Populations: Sentenced Misdemeanors, Felons not eligible for PA511 funding, Felons eligible for PA511 funding when funds are exhausted.

COVID-19 IMPACT:  Day Reporting began providing services for the Millage funding in Ingham County in the third quarter of calendar year 2019.  Two and a half months into 2020, COVID-19 hit all programming operations. While Day Reporting was able to quickly switch to virtual services, along with Court operations, new enrollments came to a halt. There have not been any new enrollments March through May.  A presentation early in 2020 was planned for District Court Judges, Probation Officers, and new Probation officers in Circuit Court, but COVID stopped these plans temporarily. With Court operations ramping up, enrollments will also increase.

PROGRAM DESCRIPTION: Day Reporting provides supervision and rehabilitation services. Working to stabilize the client in the community and achieve successful integration into the community, the program provides fundamental needs services and addresses barriers unique to each participant. By working very closely with each participant and their assigned probation agent to create a successful outcome, Day Reporting has become the “go-to” program for agent's whose clients are dealing with multiple issues and barriers. The program design requires participants to physically report at the appropriate frequency (1 to 3 days per week) for a minimum of three hours per report session.

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

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

During reports, progress relative to compliance with probation requirements is discussed and progress on the participant’s Individual Plan for Success is reviewed, updated and modified as appropriate. Documentation verifying off-site activities is reviewed with the participant. Participants remain on-site to participate in planned activities for a minimum of three hours. Activities include working on obtaining an ID, homework required by other PA511 programs and GED preparation, filling out job applications, participating in supervised on-site activities, groups, and workshops, and mapping out personal action steps to achieve identified goals.

The program continues to improve and expand its ability to provide assistance in key criminogenic needs areas including Residential Instability, Vocational/Education, Cognitive Thinking and Behavior, and Self-Efficacy for women.  This is accomplished by training program staff and developing relationships with community partners.
**VOCATIONAL EDUCATION AND TRAINING:** A strong focus on vocational education and training opportunities and employment assistance is provided by developing and offering onsite workshops and classes and one-on-one assistance, by cultivating relationships with employers; and, by finding and creating vocational training opportunities.

Based on experience with apprenticeship failures, the program added a curriculum called MC3 to improve outcomes. MC3 provides a pathway to union careers in the construction trades by better preparing participants to successfully complete the apprenticeship. Components of this program include: Developing a Good Work Ethic, Industry Awareness, Construction Trade Awareness, Tools and Materials, Word Key Basic Construction Math, Diversity, Green Construction, OSHA, CPR, Blueprint Reading. The curriculum also includes Employment Development, Physical Fitness, Hands on Training, Sexual Harassment, and Rights and Responsibilities.

**EDUCATION:** Onsite programming also includes a focus on Education with onsite access to Cyber Education which allows participants to earn a high school diploma, onsite GED preparation, facilitating and scheduling GED testing, assistance with LCC registration and financial aid applications.

**HOUSING:** The program helps participants find appropriate housing and assists them with the documentation and processes required for financial assistance, as well as Fair Housing Coalition advocacy as needed.

**OTHER ONSITE SERVICES:** Other onsite services include financial literacy, life skills, NA/AA. Other support groups available to Day Reporting participants are Restorative Justice groups, Seeking Safety support groups, CBT and MRT, Anger Management, and DBT. Day Reporting also provides onsite and offsite community service opportunities. The program monitors compliance and provides agents with reports on the number of hours completed, helping clients with Court ordered community service requirements.
KEY 2020 DATA FOR MILLAGE FUNDED CLIENTS:
19 - received services in CY 2020
5 – successful completions (63%)
1 – neutral termination - client placed in a residential program to provide housing for newly born baby
2 – unsuccessful terminations
17 - found employment and all of them have remained employed during COVID
2 - completed their GED
1 - were diligently working toward their GED when testing ceased due to COVID
1 - came to the program not knowing sight words, is now at a 4th-grade education level
10 - completed Cognitive Behavior Therapy
10 - completed Anger Management, DBT, and Seeking Safety
16 - attended AA or NA
4 - clients have completed MRT Moral Reconciliation Therapy

SUCCESS STORY: One of the first Millage funded clients was a young woman struggling in an abusive relationship. Her goal was to get her GED. But, she lacked the self-esteem to believe in herself. Some one-on-one Cognitive Behavior Therapy was provided to help her through her struggles in the abusive relationship and to enhance her self-confidence. Originally placed in a CBT group, it was found that, with no other clients dealing with the same issue, her shame didn’t allow her to discuss this issue. MSU Spartan Fair Chance, our employment program, found the client a management level job application, but she continued to doubt herself. The program conducted mock interviews with her which helped her to feel more confident in her ability. Also, working with the onsite teacher at the same time, she was assisted one-on-one in working on the four GED tests. As this young mother become more confident in herself, she finally passed her first GED test. The client went on to pass her other three GED tests to obtain her GED. During her enrollment, we continued to work on her self-esteem and confidence and are happy to report that she left the abusive relationship, got the management position, and is making enough money to take care of herself and her child. She is also on her way to enrolling in college to fulfill her goals.

NOTE: This success story highlights the individual assessment and work with each individual client to address their unique needs.
MRT
Provider: Prevention and Training Services, Inc.

FY 2020 Millage Allocation: $18,600
Jan-May Expenditures(Fee for Service): $1,325
Note: $50,000 General Fund Allocation Oct. – Sept

Target Populations: Sentenced Misdemeanors, Felons not eligible for PA511 funding, Felons eligible for PA511 funding when funds are exhausted.

**COVID-19 IMPACT:** The impact of COVID-19 on MRT attendance has been significant. Two and a half months into 2020, program operation came to a halt. As the program attempted to switch to a virtual platform to provide services, barriers emerged. Virtual platforms require newer technology while many MRT clients are using cell phones, some that are older models, and have limited minutes or limited coverage. Changes in phone numbers and inaccurate phone numbers have been a recurring problem in trying to get clients back on program. Several clients have no cell phone and can only participate by landline (audio only participation). Early on after restart, PATS staff spent much effort in directly calling clients who would say, yes they are attending MRT tonight and then never join the meeting. There have been two new enrollments CYTD.

**PROGRAM DESCRIPTION:** MRT is an evidence-based program conducted by MRT certified facilitators. Program participants meet once per week for 1.5 hours for an average of 24 sessions. Participants move forward and backward as necessary depending on their grasp and application of the work in each step's topic. The program provides a critical service, by addressing criminal thinking, cognitive behavior, and criminal personality; together, a top criminogenic needs for Ingham County for both men and women. Recidivism is reduced by addressing criminal thinking and negative thinking patterns that lead to criminal activity and non-compliance, resulting in participants being more likely to successfully complete probation without further violations. The curriculum progresses through the following skills:
- Step 1: Honesty
- Step 2: Trust
- Step 3: Acceptance
- Step 4: Raising Awareness
- Step 5: Healing Damaged Relationships
- Step 6: Helping Others
- Step 7: Long-term Goals & Identity
- Step 8: Short Term Goals & Consistency
- Step 9: Commitment to Change
- Step 10: Maintain Postitive Change
- Step 11: Keeping Moral Commitments
- Step 12: Choosing Moral Goals
- Steps 13 -16: Evaluate Relationship between Inner Self and Personality.

**KEY 2020 DATA FOR MILLAGE FUNDED CLIENTS:**
9 – received services in 2020
8 - successful completions (100%)
Community Mental Health Millage Report June 19 – June 20
Correctional Assessment & Treatment Services (CATS)
Justice Behavioral Health (JBH)

Currently approximately 45% of the jail’s population is being served by general CATS programming, of that 21% are receiving direct behavioral health services with JBH staff. From June 2019 to June 2020, JBH has independently served 345 unique clients.

- Upon the hiring process, JBH was fully staff with three mental health therapists (MHT), one nurse care manager (NCM) and one secretary from May 2019 through December 2019. JBH did have a three month staffing gap for one of the therapist positions which has been filled however, new hire training has been limited due to the COVID-19 pandemic.
  
  - JBH MHT provides weekly therapy both in individual and group modalities. Overall, JBH has provided 1,347 individual therapy sessions. JBH considers individuals under the 18 years of age as a high priority population so they are served as soon as possible. **JBH has provided 138 services to this specific population over the last year.**
  - JBH MHT has been facilitating routine weekly Anger Management Groups, Coping Skills group and Dialectical Behavioral Groups until Mid-March 2020 (COVID -19 pandemic has prevented all current group work). The majority of these groups are on weekends and during evening hours which allows clients to attend more daytime programming. In the future there are plans to add a Co-Occurring Group to address substance use issues as well. **JBH has provided 2,623 group encounters.**
  - JBH NCM continues to play a vital role in integrated healthcare between the ICHD/Jail Medical and behavioral health needs. The NCM also serves as a liaison for the MSU Psychiatric Residency Program at the jail. The NCM creates transitional healthcare plans by linking clients with community providers upon release. **JBH has had over 200 direct care contacts.**
  - JBH secretary continues to provide clerical support and processes all of the needed paperwork for the program.
Ingham County Health Department (ICHD) Pathways to Care Program: Client-Centered Approach to Working with Substance-Involved Individuals Incarcerated at the Ingham County Jail

- Pathways to Care continues to provide services to substance involved individuals housed in the Ingham County Jail. Two Recovery Coach trained Community Health Workers (CHW) meet regularly in the jail to build rapport and create a client centered plan for release. The CHW continues to provide support and resources to the client, 90 days to one year following release.

- Services provided include navigational support to assist clients in securing long-term healthcare, connection to treatment and recovery resources, housing, food, clothing, employment and social connections with the goal of increasing natural healthy supports and long-term recovery.

- This year, the Pathways to Care Program utilized funds provided by the jail millage to increase capacity, strengthen programming, streamline referral systems, and continue the work of connecting clients with chronic health conditions to recovery resources, healthcare, and social services.

- In July 2019, the Community Health Worker (CHW) working in the Ingham County Jail departed the position leaving the vacant position to be filled.

- In August after an extensive interview process the Pathways to Care Program hired an excellent replacement for that role. The new CHW came to the program with Recovery Coach training, several years in long term recovery, and an extensive knowledge of the community.

- September 9th through the use of a complimentary funding source, six CHW’s in the Pathways to Care Program as well as several other CHW’s employed by Ingham County engaged in an intense college level course to become Certified Community Health Workers. This curriculum increased skills by covering multiple competencies including:
  - Advocacy and Outreach
  - Organization and Resources: Community and Personal Strategies
  - Teaching and Capacity Building
  - Legal and Ethical Responsibilities
  - Coordination, Documentation and Reporting
  - Communication Skills and Cultural Competence
  - Healthy Lifestyles
  - Mental Health

- September 13th utilizing a cost free extension of the Blue Cross Blue Shield grant a RFP was released to complete a Medication Assisted Treatment Feasibility Study and Implementation Plan in the Ingham County Jail.
- October 16th the Clinical Supervisor for the Pathways to Care Program leveraging funds from Mid-State Health Network provided Overdose Education and Narcan kits for the entire Jail medical staff.

- October 25th the Clinical supervisor of Pathways to Care leveraging these same funds provided Overdose Education and Narcan kits to 55th District Court staff and court participants.

- October 30th, the entire staff successfully passed, and completed training and are now certified CHW’s. Ingham County has the second largest number of certified Community Health Workers in the state of Michigan.

- In November Larder Data Consulting was chosen to complete the feasibility study to provide MAT in the Ingham County Jail.

- November 18th newly hired CHW’s and supervisors met with Lieutenant Earle, to review and update the client visitation process and tour the jail facility. During this meeting a specific area of the jail was designated for CHW’s to meet with clients, improving the ease of access and connection to Pathway’s services to clients.

- In December Larder Data Consulting produced a progress report regarding the feasibility study and the Pathways to Care Clinical Supervisor participated in a key informant interview.

- January 6th the Pathways to Care Supervisor, Prevention Programs Coordinator, and Health Promotion and Prevention Manager met with Community Mental Health’s Supervisor of Substance Abuse Services to create a process to improve communication and increase referrals from the Correctional Assessment and Treatment program (CATS) in the jail to the Pathways to Care Program.

- Larder Data Consultants completed the feasibility study January 27th 2020, and presented findings in February to the Building Bridges group, which is a cross-collaborative group created to support the implementation of Medically Assisted Treatment (MAT) in the jail.

- On February 5th Pathways to Care Clinical supervisor as well as the two CHW’s working in the jail met with the entire CATS program leading to a significant strengthening in partnerships between programs, and an increase in inmate access to program referrals.

- In February the CHW’s working in the jail, specialty courts, and supervisors attended the Capital Area Pain Conference. This Conference increased staff understanding of trauma-informed care, prescribing practices, and culturally responsive strategies to working with diverse substance using populations.

- In March the Pathways to Care Clinical Supervisor and the Manager of Health Promotion and Prevention joined the Building Bridges group to offer additional support services alongside CMH to ensure that every client that participates in the Ingham County Jail’s MAT program would be connected a Pathways CHW for discharge planning and support services before and after release.
• Pathways met with the lead Probation officer and probation staff at the 54B district court on March 6th in East Lansing. During this meeting Pathway’s CHW’s and Clinical Supervisor presented information regarding program services and the referral process when client’s with substance use disorder are incarcerated in the jail. This meeting lead to an increase in referrals and a better understanding from the probation department of services that are available to clients during and post-incarceration.

• March 17th the county shut down due to COVID-19. In-person home visiting services continue to be suspended, and CHW’s remain unable to enter the jail. This could have been significantly detrimental to programming and services offered to clients. However, due to the strengthening of relationships that has occurred over the last year, Pathways to Care has persisted and been able to continue to provide substantial services to clients in need.

• Pathways to Care and employees of the CATS program through CMH have maintained consistent almost daily communication about client needs, referrals for services, release dates, housing issues, and other barriers to success upon release.

• Occasionally clients are released early; in response Pathways to Care created a process that allows for immediate notification ensuring interruptions in service do not occur. CHW’s register clients through MIVINE so upon release CHW’s receive notification of the client’s return to the community, removing delays in post-release services.

• Despite the community having a significant reduction in available services due to COVID-19, CHWs have been able to use their knowledge of resources and community connections to continue helping clients access shelter, treatment, MAT services, basic needs, and health insurance.

• As recovery resources in community both diminished and changed due to COVID-19 the Health Promotion and Prevention department saw a need to create a resource manual to support the community, especially individuals with substance use disorders being released from jail. The project specialist using funds leveraged from Mid-state Health Network has almost completed this directory which includes numerous and diverse recovery resources. Upon completion this directory will be provided to, and used as a support tool for every client engaged in Pathways to Care re-entry services.

• Pathways to Care has received over 40 referrals from Community Mental Health’s CATS program since February of 2020.

• Pathways to Care served 74 clients in the Ingham County Jail since November 2019, and is on track to double that number by this time next year.
ATTACHMENT # 4

Millage Funded Programs Progress Report 2020

**Inmate Initiatives** – Inmate initiatives afford ICJ discretionary opportunity to facilitate needs of our population. To date our focus has been on the Inmate Garden Project.

**Facilitated by**, Cynthia Johnson, Inmate Program Coordinator

Since the last update in July 2019, the inmate garden had a successful year. The total weight of produce grown for 2019 was 1042 lbs.

For 2020, female inmates were again able to again grow plants from seed. Unfortunately, the inmates also were able to learn how weather can affect the transplants. This Spring was much cooler than previous years and there were several hard freezes that occurred late in the cool vegetable growing season. Some of the transplants were lost but the inmates learned to continue to move forward in spite of the difficulties.

We have planted the following vegetables: mixed lettuces, peas, tomatoes, potatoes, mustard greens, collards, swiss chard, radishes, beets, turnips, cabbage, peppers, various squash, watermelons, pumpkins, onion, eggplant and several different herbs.

This pandemic period has brought some difficulty with the amount of female inmates that were available to tend the garden and we have had male inmates to assist when there is heavy work that needed to be done. Both male and female inmates have been enthusiastic in working in the garden. The inmates were able to learn the valuable skill of growing from seed, transplanting, maintaining and harvesting a vegetable garden. The female inmates also learned how to plan, design and grow a flower garden.
It Takes a Village and the Ingham County Correctional Facility partner to provide strategic and thoughtful conflict management and resolution mechanisms through teaching Restorative Justice to its residents. We believe and have seen this partnership improve integration and assimilation into the facility, as well as when they return into our communities. It can reduce marginalization, separation and the increased criminality that commonly accompanies those incarcerated. This kind of progressive programming may help explain why Michigan’s Recidivism rates are the lowest in MDOC history, currently at 27% as reported in Mlive Mar. 6, 2020. (https://www.mlive.com/news/2020/03/michigans-recidivism-rate-lowest-in-state-history.html)

The Ingham County Restorative Justice classes, resulting from the 2018 Justice Millage Election, officially started in March of 2019 with separate sessions for male and female inmates. The men’s classes had been established two years prior under the auspices of an outside community organization. Thus classes continued using a highly successful format from before - meeting weekly on a voluntary sign up basis. Emphasis is placed on understanding that their actions directly and indirectly impact others and despite their current circumstances, they can identify this impact, concentrate on making amends, with actions that extend to family members, victims, the community, and themselves.

**Class objectives are that participants:**

- Understand the restorative philosophy and adopt its mindset
• Apply restorative practices to resolve and prevent conflicts
• Learn how these practices improve communication skills for both professional, social and personal situations
• Model restorative justice as a means of being accountable to and responsible for positive engagement in the various communities in which they are “members” including ICJ

Methods used in the sessions:
• Group dialogue and lessons on the history, philosophy and values of Restorative Justice
• Role plays, activities, some homework for skill development-listening, empathy, respect and speaking
• Engage in circle or conference facilitations designed for problem solving, conflict resolution, building communication skills, fostering relationships
• Award certification of participation on basic restorative training after 15 weeks
• Award certification of participation training with ability to facilitate basic circle process for conflict resolution after 30 weeks participation

DATA AND OUTCOMES
Data on the effectiveness of restorative justice programming is growing. Research methods vary depending on the institution, funding, and the many factors involved in any human study. However most present very favorable results for its use:

...Many studies find that restorative justice programs reduce recidivism (Vos, Coates, and Lightfood 2005). A recent and exhaustive meta-analysis, for example, found that restorative justice conferences cause a “modest but highly cost-effective reduction in the frequency of repeat offending by the consenting incarcerated/formerly incarcerated individuals randomly assigned to participate in such a conference” (Sherman et al. 2015: 1). Another recent meta-analysis of a sample of 11,950 juveniles found that restorative justice programs generated a 34 percent reduction in recidivism (Bradshaw and Roseborough 2005; see also Umbreit et al. 2005) pg 7  https://jsis.washington.edu/humanrights/wp-content/uploads/sites/22/2017/02/Restorative_Justice_Report_Beckett_Kartman_2016.pdf

Our program experiences great success because the objectives and methods are inherently uncomplicated. Though simple values, exercising them within our complex and paradoxical social, economic and political systems can present many challenges. They require a re-training of our thought processes in order to embrace restorative justice’s key principles presented in class:

 Punishment alone in not effective to deal with someone whose done wrong.
 Crime/conflict is not limited to those immediately and directly involved but impacts the community/state
 Responsibility and accountability to right a wrong works best when you build relationship opportunities, on a basic human level with open dialogue
 Understanding the impact of the harm caused reduces recidivism

Our successes are gauged with the expected and unexpected challenges of operating within these complex systems. A brief discussion of those successes and some of the challenges and adjustments made to them are discussed below:

1. DEMOGRAPHICS – Currently, there is no official demographic tracking of students by this contractor. It will be discussed with the Dean of Education on how best to garner this data for the
upcoming year, if needed. Yet a diverse representation of age, race, ethnicity, background and offenses attend the class weekly. Generally there are more men of color, predominantly African American, attending the men’s group with most appearing to be between late twenties and early forties. There were at least 56 men (non-duplicated) and 59 women (non-duplicated) who attended the classes since March 2019. The women’s group is much more eclectic in age and race with no distinct or predictable trends. Many appear to be mid-twenties and late thirties, but the range was wide. Restorative justice directly teaches equity and understanding of everyone regardless of racial, economic, cultural, or other differences. It does acknowledge that these differences are often the implicit and explicit factors contributing to conflicts (both in and out of jail). The class demonstrates the skills needed to address conflict acknowledging these differences and how they influence our thoughts and reactions. Student practice having dialogue using empathy, active listening and respect to confront the biases they have and perceive of others.

EXAMPLE: One inmate noted how conflict over the use of the telephone privileges resulted in verbal and physical altercations. He spoke to the helplessness of the problem because how “they” (White guards/admin) structure who goes first. His attempt to reason with the inmates had fallen on deaf ears. In a couple of sessions the class discussion focused the issue on the restorative principals of:

“WHAT HAPPENED”: Succinctly, the same people were getting and monopolizing phone time.

“WHO AND HOW IS BEING AFFECTED BY THE SITUATION”:

All the inmates - frustration, anger, power struggles, physical and emotional harm, no contact w/loved ones, divisive and tense

Persons on the outside- waiting to hear from their loved ones- disappointed, confused, anger, frustrated

Guards and administration – Harder to do their jobs, paperwork to write up discipline, intervening fights is dangerous, possible write ups of their actions, animosity from inmates, etc.

“What needs to happen to repair the harm of those affected”:

Many ideas were generated by the men to mitigate help the harm. One of which was to apply for an additional phone to be placed in the area.

Most of the men were very pessimistic that the process would be successful “they don’t care what we think”. It’s a set up to keep us in chaos so they can keep Black men locked up. Fighting with each other is exactly what they want us to do”, remarked one man. A role play circle modelled a mock conversation between an inmate and administration. Showing the possible perspectives of the guards and administration garnered some empathy for their position. It challenged the “them vs us” mentality in ways that they could see both sides, easing their anger and frustration. The circle opened up possibilities that their biases would not allow them to conceive previously. Now they could verbalize how an additional phone would benefit the guards as well - less fights to break up, fewer write ups, and lock downs. Likewise, they were able to process their own reactions to the problem and understand that while race was an issue in their view, utilizing Restorative methods gave them an avenue to navigate past their perceptions, real or not. At first the grievance was “denied”. Again restorative dialogue encouraged them to persevere- “respond not react.” Much to their astonishment, their action prevailed and demonstrated that utilizing a different approach towards conflict had many benefits and reduced harm.
2. **WOMEN CLASS** - Since this was a new program for the woman residents, it took time for their sessions to become established with regular attendees. Women typically were more verbal and apt to express their emotions in class. The 15 minutes less time than given to the men made a significant difference in how much was covered even with generally fewer students. Creating a learning “community” requires opportunities to build trust and openness, something many of the woman struggled with for a variety of reasons i.e., physical and substance abuse issues, past failed relationships, separation from parents and/or children, to mention a few. Processing mental and emotional pain in non-destructive or illegal ways became a critical component of the classes. Men suffer from the same issues but it manifested differently in class – more silence, indirect and direct angry or aggressive attitudes/expressions. They often said much less but when they did, it is usually extremely relevant. Women shared more and more readily, often needed more just social time.

Their attendance was less consistent with at least one new person each week. This meant constantly restarting and reviewing. It slows the ability for the individual skill development needed to practice restorative justice on your own, which takes time as well. Also the females tend to have shorter stays in the facility and maybe only attend one or two sessions before being released. Despite this, many students raved about the class and how even one visit was a positive change in their life.

**Example:** A newcomer to the group listened to the review of what the class is about, how we engage with each other, and how conflict can be resolved by understanding how actions impacted those we care about. More importantly, the responsibility they could assume to fix things the harm that they caused. She began to stare off as if she were bored or upset. After several minutes I asked if she were okay. She stated being in this class “made me forget that I was actually in jail” and what she had done to get there. Without speaking specifically about her case, she spoke that for the first time she really understood how what she’d done had affected her grandson! She would return to other classes and worked on conversations/visits she could have with him to process what he’s gone through because they just hadn’t talked about it.

3. **COMPETING INTERESTS** – Unavoidable schedule conflicts impact the attendance of class. Obviously completing a GED course, medical needs, visits, court hearings, garden project, trustee work or lock downs must take priority over this class. Nevertheless, how students grasp the concepts and interact in class and within the jail can be affected. To meet the goals and objectives of restorative justice, regular attendance is important and necessary to maintain the type of successes previously obtained through the class. Embedded in the lessons are maneuvers that can literally save lives by not resorting to violence, returning to substances abuse, or committing crimes- habits of the past. These skills help to empower and transform while incarcerated and improves the likelihood they will return home sooner and safer. One person stated after receiving a lengthy sentence: “I will take RJ with me and do it there!” Students repeatedly report incidences where they avoided trouble because they remembered something from class or calmed someone else down. They bring active conflicts to the class to resolve before things jump off. Even after something gone wrong, they reflect on what to do next time or ask how to remedy the harm to deescalate the dangers of retribution. However, the expectation that they will be able to understand and formally facilitate restorative circles without the time it takes to be thorough enough and build a willing community, as some students have done previously becomes more questionable. The men who were doing those circles were attending the classes regularly and for longer times, some as long as 2 years. They were able to fully grasp the tenants and able to have support when they returned to class for improvement, etc. Competing interest may mean having realistic expectations of what the students will be able to gain or effectively do. Even on an individual and personal level, the work is remarkable and reaps benefits within ICJ.
In review, this year met its objectives and challenges. Without doubt Covid 19 will present even more changes for the upcoming months. It Takes a Village understands how important Restorative Justice will be for helping residents in adapting to these unavoidable changes.

**APPENDICES:** Statements from Sharon McWilliams, co-teacher
- Statement from Holly Gruber, MSU Student Intern
- Statements from ICY residents: Burton, Wardlaw, Bates, Stevenson

### Men vs. Women

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I spent three months in the Ingham County Jail working with inmates of all shapes, sizes, races, and ages. I worked next to two incredibly talented, smart, and knowledgeable women, Greta and Sharon. I say next to because I wasn’t working above or under them, I was working simply and equally beside them. I learned a lot over my internship with these women in that environment. I learned that people in jail are people that have often been treated like animals. I learned that people in jail are kind, smart, funny, sarcastic, and much more. I learned that crying can sometimes heal wounds. I learned that the one who talks the loudest isn’t always the smartest. I learned that patience is a real gift and talent. I learned that talking through problems and issues can relive pain and suffering. I learned that the toughest guys on the block have the biggest hearts for their mamas. I learned substance abuse is as prevalent today as ever before, and there are not enough resources in society to support people. I learned to ask what happened and whose been affected, in every situation in my own life. I learned empathy is a trait everyone should be taught. I learned you have to really listen, really work to understand, respect everyone even when you don’t think you can-respect them not what they have done, and empathize with the people and community you have hurt or have hurt you. I learned to ask, what needs to happen so that….?

Most importantly I learned that we are all part of a community, together-even if someone is serving time, they belong or should belong. The class helps that become a reality.

Restorative Justice is a concept that many have yet to understand. It’s a concept that allows healing to take place and conflict to be handled. It’s not something that can be learned overnight, or something that can be learned in just a few class sessions. Restorative Justice takes time, effort, understanding, and patience. Over my three months at the jail I saw transformations beginning to happen. I saw grown men passionate about changing their lives through Restorative Justice. One man in particular I had the privilege of getting to meet was JM. JM was a regular in class and would lead circles. He had been in for a while and he worried his case wasn’t really going anywhere. Through all his trials and frustrations JM still showed up to class, some days he was happier than others, but at the end of the day he wanted to be there for himself. I noticed change in JM, he became more compassionate and empathetic to the people he had hurt. He was a loyal man, but realized he needed to change his life. He found answers and hope in Restorative Justice.

Another man I got to know over my time at the jail was CJ. CJ was an interesting man with a lot to say. CJ was in class from the first time I went to my last day there. The thing about CJ was that he was court ordered to attend class. This posed some tension and conflict in the classroom space and it was a struggle to find a common ground with his resentment for having to be there. Some days CJ participated and seemed to understand Restorative Justice. Other days CJ seemed to struggle with his conflicts and resort back to previous patterns of being sullen and dismissive- “I gotta do what I gotta do to get out.” He always had a lot to say when he wanted to talk. I think an important note I took away from CJ is that you cannot simply force Restorative Justice upon someone. Restorative Justice is about doing things with people, not for them, not to them, but with them. The system made the decision for and to CJ and forced him into learning something that really cannot be forced. Greta explained that “force” per se was indeed contrary to the philosophy of Restorative Justice. She asked him, “What needs to happen so that you get what you need from the class?” In the class sessions, we worked with CJ to help him understand this was a true conflict for all of us not just him. The situation was a constant challenge. CJ’s situation made us think about things deeper, made us think out our responses, and made us practice patience and empathy because he tried everything to get out or dismiss us. Gradually and eventually CJ showed signs that somethings were sinking through his tough exterior. Memorably, there was a
discussion about domestic violence that made him sit straight up and take notice. Another inmate had shared how his mother had been brutally beaten by a man and how it haunts him to this day. CJ related that his case was about just that- albeit “mistakenly” and while he’d not done wrong this time, he’d done plenty wrong before without given any thought to it. Now, he was beginning to understand his impact on other people he affected. Deep down he wanted to change, but by being forced into something at my age “hasn’t been the easiest adjustment” he said, “but I got something out of all of this anyway. A big victory!

Over my time at the jail I also had the privilege of working with women. That experience will forever have an impact on me. My first time at the jail no women were coming to class, but we had one girl show up that day. This woman showed up alone to an hour and a half class with a cloud hanging over her head. Let me say, that hour and a half was by far the most powerful thing for her and myself. BM had a weight hanging over her shoulders and didn’t know how to process or understand it. During the session she opened up and express her story (what happened). She cried, laughed, and we role played a situation with her regarding the harm her substance abuse, stealing and being incarcerated had created in her family. Her guilt had her trapped in shame. She was able to finally understand her power over her situation- something she could do besides cry and feel bad- make it right. She realized what her family wanted that she had the power to do. She realized her potential to resolve a conflict that she had held onto for years and it would start with reaching out to her father and grandmother. She rallied up the troops and brought them to class with her the next week and every week after that. She returned t “beaming” as she told others what had happened because she made that call- resolution and peace. BM was a regular in our program and became the face of the female Restorative Justice class. Fortunately, for she was released back into society, but left jail with more knowledge and understanding in conflict resolution than before and a resolve to stay clean.

The women’s class was always interesting. There were always conflicts that needed to be resolved, and through Restorative Justice the women were able to do that. If I could say one thing that changed the most in the women’s class, it would be their knowledge of power. We focused a lot on empowerment and power in the women’s class. Many of the women in ICJ are unaware that they carry power and weight in their own lives. I saw every woman that attended class start to realize the power they had and how that can affect their lives. Personal empowerment is a huge part of Restorative Justice and the women finally got to understand the impact they have on power and change.

Overall, my three months at the jail taught me a lot. Restorative Justice takes time, effort, and understanding to live it out through and through. The impact Restorative has had in the jail is incredible. It has shown men and women their impact on their societies and families and how they can mend their harm. It has given a voice and power to those who didn’t know they had it. Restorative Justice has given inmates a chance to look back at their lives and what they have done and think about it from the victims stand-point. It has given them knowledge and empathy for their society and themselves. Overall, Restorative Justice has given a voiceless community a voice and ways to make amends with their society.
Sharon McWilliams  
Psychology, MA

I was employed in educational and mental health settings for 32 years and retired in 2016. During the last 20 years of employment, I worked in the Student Services Office of the Lansing School District. My role included coordinating programs, collaborating with community agencies, and working with the parents, building personnel, and students themselves who were not being successful due to serious or persistent behavioral issues.

One collaboration brought together the Lansing School District, CEI Community Mental Health and other agencies in a partnership to explore the concept of restorative justice and to promote its use in schools. Restorative justice resonated with me because in many ways I had been using restorative practices throughout my career. Working with troubled young men and women I witnessed first-hand the devastation the absence of fathers and positive male images had on their lives, particularly in minority populations. The situation intersects with many of our critical social ills-mass incarceration, unemployment, and education and perpetuates unyielding generational cycles. As many as 35% of Michigan children are living in single parent homes, most often without a male presence. [https://www.aecf.org/m/databook/2019KC_profile_MI.pdf](https://www.aecf.org/m/databook/2019KC_profile_MI.pdf).

According to "What Can the Federal Government Do To Decrease Crime and Revitalize Communities?" from the U.S. Department of Justice, children from fatherless homes account for:

- Suicide: 63 percent of youth suicides
- Runaways: 90 percent of all homeless and runaway youths
- Behavioral Disorders: 85 percent of all children that exhibit behavioral disorders
- High School Dropouts: 71 percent of all high school dropouts
- Juvenile Detention Rates: 70 percent of juveniles in state-operated institutions
- Substance Abuse: 75 percent of adolescent patients in substance abuse centers
- Aggression: 75 percent of rapists motivated by displaced anger

The criminal justice system is usually their next stop.

When invited to assist teaching restorative practices at ICJ, I saw how this program had the potential to shift these staggering numbers. The basis of restorative justice is community. This program first and foremost helps the inmates see themselves as a vital part of a community, many for the first time. The class helps them realize that their absence from their homes, neighborhoods their children’s lives, and the workplace leaves a vacuum that creates a negative effect on everyone. When people only see themselves as losers with no earthly good, contained in what is designed to be a space for housing not living, they will live up to that expectation-survival of the fittest.

Restorative justice moves them from an individual/competitive mindset towards the recognition that “what affects one affects all”. It was gratifying to see light bulb moments throughout the year. 1) A class dialogue asked, “What needs to happen for you to be a man/father”? Several responded, “to teach and take care of my children” as they lamented about not being there for their kids when they have those coming of age moments-driving, victories, disappointments, deaths or first dates. True to restorative justice, empathy, not sympathy is the effective tool that builds the unity for a community. Folks they resented were less resentful. The men were also challenged to understand that their responsibility doesn’t end just because they are behind bars. The RJ circle collaborated on what they COULD DO. Just saying “don’t be like me” was insufficient. They had to be intentional in showing their children “how” to do better. Their suggested actions included identifying
supportive surrogates; having restorative conversations with their sons/daughters to let them express the harm of having incarcerated parent(s); being accountable as a parent to make it right -get out and stay out; or being a role model for the younger inmates. Many came to recognize that they had no idea, but at least sign up for the parenting class with a new focus.

2) Participants often come to class suffering from severe life circumstances. Learning to heal from their experiences became an important part of class. One woman carried trauma from the killing of a young man in her neighborhood by another teenager. Although it happened many years ago, she couldn’t bring herself to talk about it at first. She passed on answering the opening question for the circle that day. Later, she recounted the event and spoke about seeing the mother of the dead youth and her fear for own children’s safety. She’d never processed the hurt and anger. We role played an RJ circle between the “teen” who’d done the killing, using another class member and the woman. Everyone commented that it felt so “real”. The woman was so relieved when she left, “lighter” she said. The power of this process demonstrated to the women just how past events, unresolved, still trouble us. They trigger unexpected emotional issues, anxieties and conflicts in our daily life.

Weekly the classes make a phenomenal imprint on how the participants view their own circumstances through the restorative model. Many of the men reported having been in zero fights since attending the class. Likewise, the women shared avoiding impending conflicts because of the anticipated effect it would have on themselves or others.
What R.J. has given me a change in my thinking, feeling, and behavior
1. Taught me new language
   Listening, 75 per cent of 100 is
2. R.J. Taught me how to communicate with people and to understand
   people better in different lives
3. R.J. Show me how to respect
   Other people’s opinion good or bad
4. R.J. Show me how to explain things to people to help them
   Bring out the best in each other
   Without being too judgemental
5. R.J. Taught me that everyone has
   A need and respect needs
6. What I am getting from R.J. is
   That it is not about A, it is about
   Life as a community of God child
   The words of integrity, humility, hope, meaning, and love comes to
   Mind when I heard the words of
   R.J.
7. What I am giving R.J. Back is
   My integrity, my time, my loyalty,
   To a man to my community,
   As a voice to my family and
Two days before Christmas on post FC it was a fight that broke out on the
guy got knocked out over 2 phases. The next
time it happened we all came with an solution
of fixing the problem without having to cause
of fighting, so it worked for a while until
one day my buddy came with a good
suggestion to write an grievance to come up
with another phone without causing fights
and we gathered up a few inmates to
write some with us and they did as well.
It came out with a response saying "Good
Suggestion" So we appeal the grievance from as
soon we appeal the grievance we receive another
phone and everyone was relieved that
the issue was resolved without having bad
attitudes about those phones.
Good morning, good afternoon.

I never thought I would have to take a man like, defending myself, and someone I care about and love.

Although sometimes I still don't feel guilty about what I understand the ramifications from both our actions, I'm very remorseful and still having a hard time forgiving myself. If I responded instead of reacting, is possible this sequence of events would never occurred.

Since attending Restorative Justice I have developed a different mindset.

A mindset of conflict resolution to deescalate conflicts.

Understanding what happened, who was affected, and how to repair or fix the problem. Violence against women is a concern that needs to be addressed properly. I have never been violent to a woman I love because when I was young, my mother was a survivor of domestic violence. She was stabbed 8 times by her significant other. I felt all the physical, mental, and emotional pain. I really feel like I had a flash back during this time, didn't want the same outcome for this. Because a lot of people were affected by our actions, for that I apologize. With a restorative mindset I feel we all can become a part of a community that understands violence isn't the way, and can find a way out of all these systems we are born into. Now I have to reframe myself to a prison system which is not built for rehabilitation and breaks you down and puts you to more violence and institutionalization.

My life has consisted of helping my family and moving my children even though I don’t want to lose my family, and institutionalized until be died. All I ever wanted is to take care of my family and be loved as much as I love people. If I could do it all over I would love just called the police so they could address the situation.

All I can do is live my life according to God's will and understand none of us are perfect.
Restorative Justice - Since I joined the course
cor d learning to think cognitively through restorative justice I
have begun to think about all my actions on a macro/micro
scale. Also, as to how my actions not only affect me but
the others in the community around me. My actions everyday
affect others as well as relationships mutually, emotionally, psychologically.
but most of all actions could result in physical contribution.

Which damages relations, however this course has not only taught
me how to think things through but also how to take the first step
into repairing broken damaged or the conflict that may arise from
my actions towards others. This class has not only provided me
with the proper mindset but also with the correct questions to ask.
Someone when attempting to avoid or resolve a conflict also perhaps
mediation skills that consist of using 1-U.R.E., which is useful because
we only know what we think, these questions are simple.

1. What happened?
2. Whose been affected?
3. What needs to happen to fix it?

However, these questions could be an failed attempt if not properly
handled in a neutral setting with the help of 1-U.R.E.

Listen
Understand
Respect
Explain
June 11, 2020

To Ingham County Jail;

Thank you for the opportunity to serve the Ingham County jail since 2015 providing quality educational programs to the inmates. 2019 brought with it a great expansion of our services. From 2015 to 2017 our services to the jail were offered for free as a community service. We were fortunate to build the MRT program that so successfully served the community. Wellness wrote the standards by which other education programs were held. From 2017 to 2019 staff from Wellness provided advanced degree educators to teach the programs. We are proud of the work we were able to accomplish.

The following report will provide details regarding the programs:

1. Men's Moral Reconciliation Therapy (MRT)
2. Women's MRT
3. Men's Seeking Safety
4. Women's Seeking Safety
5. Men's Parenting
6. Women's Parenting

All dates are for calendar year 2019, January to December. It should be noted that the programs were given verbal permission/email permission by Major Southworth to continue until the notice of Award of 2020 contracts was given, which came in March 2020. Wellness continued to offer all programs until the jail was closed due to Covid-19 per request. As of this writing, there is still outstanding invoices being resolved. Classes offered and outcomes of those classes from January 2020 to March 2020 will be provided at the end of 2020 or earlier pending resolution of the outstanding invoices.

MRT programs will have the following data: Month, average of persons on the list to be called, average number of persons attending class, average number of new participants, average number of court ordered participants. Actual number of graduates and released after Step 10 without completion, number of those returning and number of those dropping for different reasons.

Seeking Safety programs will have the following data: Month, average of persons on the list to be called, average number of persons attending class, average number of new participants,
average number of court ordered participants. Actual number of released, number of those returning.

Parenting programs will have the following data: Month, average of persons on the list to be called, average number of persons attending class, average number of new participants, average number of court ordered participants.

Ms. Lori Haney, a highly skilled and competent instructor taught for the duration of 2019. Unfortunately, due to COVID-19 employment changes, these data were compiled based on the review of class participation notes and not by the instructor of the course. It is certain that Ms. Haney would have been able to provide narrative explanation of the numbers. Please accept this report as Wellness best effort to provide information. Should you have additional questions, please feel free to contact me directly at 517-610-8257.

Sincerely,

[Signature]

Deborah J Smith, PhD, LPC
Clinical Director and Co-Owner
Wellness, InX
### MRT – Men’s

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Completed: 36.4% graduation rate
Returns: 5% return rate

### Women’s MRT

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Completed: 92.4% graduation rate
Returns: 5% return rate
### Men - Seeking Safety

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40 Discrete participants

### Women’s Parenting

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33 Discrete participants

*Column represents the monthly average and then a total average for the year. This will be consistent throughout each report.*
\(^{8}\) Represents the number of persons called each week from the list to attend. Persons were called to classroom by deputy assigned. Persons who not come due to court, release, conflict with Attorney or CATS treatment or for unknown reasons. Persons choosing to miss three classes were automatically dropped from the list.

\(^{86}\) Each month was a total- not an average of new people called into the class. The final row was the average new person per month - 14.3.

\(^{17}\) Average monthly court ordered persons.

\(^{1}\) Graduates and Released numbers reflect those persons who received a certificate for completion and those who were on track to complete but were released prior to. Persons in Release column were consistent participants and had completed at least Step 10 of 12. Total to graduation/near graduation -12.

\(^{16}\) Of the 8 (less than 1-person average for the year) that returned, only one person in June returned for unknown reasons. The remaining 7 persons had already completed Step 12 and there was room in the class for them to come back to complete advanced Step 13-16.

\(^{18}\) An average of 5 (4.9) persons dropped the course - these included persons released from jail prior to completion of Step 10 and unknown reasons.

\(^{188}\) There was no data indicating those who graduated.
Body Connection Yoga

Efficacy Report of Trauma Sensitive Yoga provided at Ingham County Jail

Prepared by Debra Hartnagle
Founder/Provider, Deb Hart Body Connection Yoga

Study Period May 2019-March 2020

Report prepared May 2020
Debra Hartnagle, aka ‘Deb Hart’, was contracted by Ingham County to provide Trauma Sensitive Yoga for inmates at the Ingham County Jail in Mason, MI. The weekly, one-hour classes, were held, separately, for those identifying as male or female. It was determined that Hart would offer yoga participants an anonymous survey, which she created, to fill out before and after class. Copies of surveys are provided to ICJ after classes.

The survey, copy included in this report, asks participants about their pain before and after class, as well as discomfort, anxiety/stress/agitation, ability to notice their body in contact with the floor, their breath and their mood.

Between May of 2019 and the first week of March 2020, 369 inmates attended class with 338 (91.5%) filling out the surveys, which are voluntary.

A quick breakdown of the numbers, as depicted in the charts on the next six pages:

1) Those reporting ‘no pain’ before class grew from 37 to 69 percent

2) People reporting ‘no discomfort’ rose from 31 percent before to 64 percent after.

3) Those indicating ‘yes’ to anxiety/stress/agitation levels fell from 41 percent before class to 4% post.

4) Seventy four percent of participants reported noticing their body in contact with the floor before; that number grew to 85 percent afterwards.

5) Awareness of breath increased from 64 percent before, to 92 percent after class.

6) 63 percent of participants reported their mood as ‘good’ before class and after, 92 percent of participants indicated their mood as ‘good’.
NOTICE BODY BEFORE TSY

- Yes: 74%
- No: 11%
- Some: 14%

NOTICE BODY AFTER TSY

- Yes: 85%
- No: 11%
- Some: 4%
In addition to the six questions asked, space was included for comments/suggestions. Those comments included:

"My mind was a mess thinking and overthinking about my daughters and custody issues. It's looking like I'll get full custody but I was still stressing. Yoga and the way you teach it help me to relax muscles and what's most helpful was what this class does for my mind. Thank you so much. Very appreciated."

"Very relaxing."

"Sweep the gym before class the floor is dirty"

"I focused on mindfulness and a few stretches, clearing my mind was the main goal today."

"1st time & I loved it thanks so much"

"Noticing the body was great."

"I really enjoy this class thank you"

"Great instructure (sp?), great class"

"This is my last class (tether Friday). I want to say thank you. This class provided relief physically and mentally. It centers me more than I ever thought possible. If I'm angry this calms me. If I'm worried, this gives me strength. If I'm confused, this class provides clarity. My mind and body feel pure and clear by the end of class. No stress, no discomfort. Only peace & clarity. Thank you so much for this wonderful experience and the opportunity to explore the wonders and joys of yoga. I'm humble and grateful." (male inmate comment 6.25.2019)

"I'm in much less pain and a lot more peaceful feeling. Loved it!"

"Thank you for your help. Be blessed!"

"Still worried but focused on conducting myself with honor."

"First time doing yoga in my life! It was amazing. I definitely look forward to more outside of jail as well."

"Soothing. Instructor non-judgemental, respectable (respectful?)."

"Have you considered a more advanced class?"
“Wonderful class...more people need to join. Leaving next week or would explore more.”

“Very good for helping mood. I encourage this as a pregnant person.”

“Lots of ‘maybes’ but great class.”

“I feel great now.”

“Less lighting. Maybe some meditation music. Thank you so much for your time.”

“This is very helpful and relaxing. Thank you so much.”

“More stretching next time.”

“I love class”

“Love class would love some music though would make class better”

“Some moves give me migranes so I stopped. I was resting!”

“Beyond great”

“Your voice & cadence was/is very relaxing & helpful with my anxiety. Thank you.”

“Love class so relaxing! Takes my mind elsewhere very much needed”

“I’m very comfortable and relaxed in this class.”

“Thank you for showing up! It gives us hope that the outside world still care(s).”

“Love it!”

“Soothing music, dimming of lights...blessed, thank you.”
The precise protocol employed in Hart’s facilitation of two Trauma Sensitive Yoga classes each week at County was formulated upon evidence based research culled over twenty-plus years at the Center for Trauma and Embodiment at the Justice Resource Institute in Brookline, MA, from where she received 340 hours of training and continues to receive on-going support and education.

This protocol has been shown to be useful as an adjunct to cognitive behavioral therapy; recent studies also indicate that this particular style of yoga may reduce PTSD symptoms.

Trauma Sensitive Yoga offers participants an opportunity to be present in their body, in the moment, in a safe space. It is not uncommon for persons who’ve experienced complex/chronic (especially in childhood) to ‘dissociate’ - not be connected to their physical self, as the physical body is/was where trauma occurred. The language used in Hart’s TSY classes is invitational, offering a more even power dynamic, rather than instructional, where they are being told what to do.

Giving options of whether or not to explore what’s offered is an opportunity for choice-making for participants; the very root of trauma is when an individual’s power has been stripped from them and they are left without choice. The role of a TC TSY facilitator is to create a safe space where an individual can explore being present in their body, in the moment, if that’s available and if it’s useful to them.

Hypervigilance is not uncommon in people who’ve experienced trauma, therefore if a person feels safe enough to rest or sleep during class, that is also their choice. Sleep deprivation can be a contributing factor to anxiety and depression, and can negatively affect the ability of the brain to function. Participants are offered the option to ‘rest’ during class if they choose, either seated or lying down. Often times individuals who have experienced trauma (and those who are incarcerated) maintain a state of hyper vigilance, which can be physically, mentally and emotionally exhausting. Sometimes the choice is to rest during yoga, which is designed to be a safe space.

There’s also an emphasis on the option to physically explore the shapes and forms offered, which is an opportunity for choice-making, having some control over the self.

The objective of offering TSY to the population at County with the intention it may transfer to the individual’s life after (and during) incarceration, offering a tool that may be useful in creating more positive life outcomes.
Before Class:

1. Am I in pain?          Yes  No  Some Pain
2. Do I have any discomfort?  Yes  No  Some Discomfort
3. Am I anxious, agitated or tense?  Yes  No  Some
4. Do I notice my body in contact with the floor?  Yes  No  Some
5. Do I notice my breath movement?  Yes  No  Some
6. I would describe my mood right now as:  Good, Not Good, Not Sure

After Class:

1. Am I in pain?          Yes  No  Some Pain
2. Do I have any discomfort?  Yes  No  Some Discomfort
3. Am I anxious, agitated or tense?  Yes  No  Some
4. Do I notice my body in contact with the floor?  Yes  No  Some
5. Do I notice my breath movement?  Yes  No  Some
6. I would describe my mood right now as:  Good, Not Good, Not Sure

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* Dropped = Bad attendance or attitude
** Released = Released from custody prior to completing.
Pretrial Services
General Trial Division
30th Circuit Court of Ingham County

POSITION EXPECTATIONS SUMMARY

2020

EXPECTATIONS FOR NEW POSITIONS
Pretrial Services Investigator:

- Pretrial Supervision / Case Management
  - The primary duties for the Pretrial Services Investigator position created by the passage of the Justice Complex Millage, have been designated as pretrial supervision and case management.
  - This Pretrial Services Investigator position will allow for a reduction in the caseload for the Senior Pretrial Services Investigator, who has been mainly responsible for pretrial supervision and monitoring activities.
  - The reduction in caseload for the Senior Pretrial Services Investigator, will allow for more focus to be placed on completing a number of special projects, professional development and training planning, and a number of other team lead duties and responsibilities.
  - The reduction in overall caseloads will allow for each Pretrial Services Investigator to be more effective and efficient in their supervision responsibilities and to be more responsive to violation of bond condition / non-compliance events.

- Bond Recommendation Reports
  - The new Pretrial Services Investigator will assist with completing bond recommendation reports, pre-arraignment and post-arraignment, as needed.

Pretrial Services Clerk:

- Initial Point of Contact
  - The Pretrial Services Clerk position created by passage of the Justice Complex Millage, will act as the initial point of contact to Pretrial Services for defendants, attorneys, and other members of the public.

- Case Management
  - The Pretrial Services Clerk will create a “Pretrial Case File” (“PTC”), for each felony defendant arraigned in Ingham County. The PTC is a file used to document pretrial activity and the supervision of defendants in the COURTVIEW records management system.
The Pretrial Services Clerk will create “tickler reports” to track defendants required to report to Pretrial Services and initiate contact with defendants who have not reported. The Pretrial Services Clerk will conduct case status checks to determine whether a defendant’s case is in an open or closed status, which will assist the Pretrial Services Investigators with their assigned case management duties.

• Data Collection & Clerical Duties
  - The Pretrial Services Clerk will collect, enter, and maintain pretrial data for the Pretrial Services Division.
  - The Pretrial Services Clerk will assist in compiling required data and information for reports, as needed.
  - The Pretrial Services Clerk will assume general clerical duties for the Pretrial Services Division that have previously been carried out by Pretrial Services Investigators.

• Back-up Coverage
  - The Pretrial Services Clerk will provide coverage for the Bind-Over Clerk and Court Appointed Counsel, upon absences of either position.
  - The Pretrial Services Clerk will handle binding over cases from the district court to the circuit court, for felony pleas taken at the district court.
  - The Pretrial Services Clerk will appoint attorneys to represent defendants charged with felony offenses, in certain limited situations where the Ingham County Public Defender’s Office is unable to provide representation.

• Surrender / Rebook of a Defendant
  - The Pretrial Services Clerk will be assigned the responsibility of collecting surrender / rebooks. The clerk will conduct verification of a defendant having been returned to custody and then forward the documentation to the judicial assistant for the judge of record.

SUMMARY

The addition of a full-time Pretrial Services Investigator and Pretrial Services Clerk, made possible through the Justice Complex Millage, has provided Pretrial Services with the ability to increase the number of risk assessments / bond recommendation reports completed and the ability to more effectively supervise those defendants who are released into the community, while their cases are pending.

The addition of a Pretrial Services Investigator position to the unit has resulted in the Pretrial Services Investigators responsible for the case management of pretrial supervision enrollees to more effectively handle their individual caseloads, as the supervision duties are being distributed equally, amongst these team members. Additionally, the hiring of the new Pretrial Services Investigator has allowed for the Senior Pretrial Services Investigator to focus on revising current procedures, developing new policies, and implementing new processes to assist the Pretrial Services Division in striving to accomplish its mission.

The creation of the Pretrial Services Clerk position has directly impacted the Pretrial Services Division as well. This new position has allowed for the transference of numerous clerical tasks from the Pretrial Services Investigators to the Pretrial Services Clerk, which has subsequently allowed for the Pretrial Services Investigator to focus on their core responsibilities of:

1. Providing the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.
2) Providing supervision and monitoring activities for felony defendants who are in a pretrial status and have been released into the community on a conditional bond release.

Pretrial Services is a critically important service component of the Ingham County judicial system. Pretrial Services provides bond recommendation reports to the Courts, to assist judges and magistrates in making informed release and detention decisions. Pretrial Services also can provide supervision and monitoring of defendants involved in the pretrial stages of a criminal case, which allows for a substantial reduction in the inmate population within the Ingham County Jail.

The Pretrial Services Division of Ingham County is able to assist in the mitigation of unnecessary detention of individuals and decrease jail costs.

Pretrial Services
General Trial Division
30th Circuit Court of Ingham County

INFORMATIONAL GUIDE
2020

Ingham County Pretrial Services is Committed to the Promotion of Pretrial Justice and Community Safety
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INTRODUCTION

Pretrial services

The Ingham County Pretrial Services Division is a core component of the 30th Circuit Court of Ingham County – General Trial Division.

Pretrial Services strives to provide the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.

Pretrial Services also provides supervision and monitoring activities for felony defendants who are in a pretrial status and have been released into the community on a conditional bond release.

Pretrial services – Part of The Solution

The Ingham County Courts and Ingham County Sheriff’s Office are charged with the responsibility of determining an appropriate utilization of jail space and resources. Pretrial Services endeavors to assist the Courts and the Sheriff’s Office with this obligation as it relates to individuals that are in a pretrial status. As national averages show, a significant percentage of a local county jail’s inmate population are “pretrial” detainees – those individuals who are not yet convicted of a crime and have the presumption of innocence. The cost of pretrial detention does add a significant burden to the budget of Ingham County. The average cost to lodge an inmate per day within the Ingham County Jail has shown annual increases over the last five years from $68.07 (2016), to $78.68 (2017 and 2018), to $84.98 (2019), to $92.85 (2020). Pretrial detention can detrimentally impact the accused, his/her family, and the community. If an individual is identified as low-risk for court non-appearance and / or public safety, extended detainment can have adverse effects upon that individual’s employment, housing, relationships, and other related quality of life issues.

It is critical that individuals identified as high-risk for court non-appearance and / or public safety are detained, or placed under an appropriate level of pretrial release supervision and monitoring.

Pretrial Services offers a mechanism to provide those services needed to better discern the proper balance between the rights of an individual, the integrity of the judicial process, and the safety of the public.

Informational guide

The members of the Pretrial Services Division have worked together in developing an informational guide to assist the honorable members of the Ingham County Board of Commissioners, the Ingham County Bench, the 30th Circuit Court of Ingham County Administration, our community partners and stakeholders, and the citizens of Ingham County to better understand who we are and what we do.

MISSION, VISION, & PRINCIPLES

MISSION STATEMENT
Ingham County Pretrial Services is Committed to the Promotion of Pretrial Justice and Community Safety.

Vision

Ingham County Pretrial Services is dedicated to gathering and providing accurate and complete information to the Court, to be used in the determination of release / detainment decisions and conditions of pretrial release. Ingham County Pretrial Services is dedicated to utilizing an objective evidence-based risk assessment instrument and other methodologies based on the recommended practices and standards of the National Association of Pretrial Services Agencies (NAPSA) and other pretrial professionals, in the delivery of pretrial services to Ingham County.

Ingham County Pretrial Services is dedicated to assisting the Court in recommending the least restrictive conditions of release for individuals charged with felony offense(s), consistent with appearance for court and public safety.

Ingham County Pretrial Services is dedicated to carrying out pretrial supervision and monitoring activities and interactions in a fair, respectful, dignified, and professional manner.

Principles

Ingham County Pretrial Services will seek to adhere to its vision and mission statement by observing the following core principles and values:

**Integrity**: Employees will demonstrate honesty and carry out their duties in compliance to the highest standards.

**Respect**: Employees will show courtesy and professionalism in their interaction with clients, visitors, co-workers, management, judicial officials, and other county employees.

**Service**: Employees will deliver excellent service to clients, visitors, co-workers, management, judicial officials, and other stakeholders, while utilizing effective communication skills.

**Teamwork**: Employees will strive to have positive interaction with co-workers, practice cooperation with one another, and recognize the contributions of all members.

**Work Ethic**: Employees will exhibit dependable performance of work assignments and the efficient and effective use of time and resources.

**Diversity and Inclusion**: Employees will embrace the cultural and individual differences of others and strive to develop a welcoming and positive environment.

**Professional Development**: Employees will be encouraged to seek continual learning, improvement, and professional development.

ORGANIZATIONAL STRUCTURE & CONTACT INFORMATION

ORGANIZATIONAL STRUCTURE
The Pretrial Services Division is a sub-unit within the General Trial Division of the 30th Circuit Court of Ingham County and is under the direct supervision of the Deputy Circuit Court Administrator.

Pretrial Services is currently comprised of a Senior Pretrial Services Investigator, (3) Pretrial Services Investigators, a Pretrial Services Clerk, and a part-time Pretrial Services Investigator. The part-time position is funded by a grant administered through the Office of Community Corrections.

The Justice Complex Millage, passed by the residents of Ingham County in August 2018, has established designated program funding in addition to the construction of a new jail and court facilities.

Pretrial Services was identified as an entity that can assist Ingham County in reducing the number of felony pretrial detainees lodged at the Ingham County Jail. The addition of a full-time Pretrial Services Investigator and Pretrial Services Clerk, made possible through the Justice Complex Millage, has provided Pretrial Services the ability to increase the number of risk assessments / bond recommendation reports completed and to more effectively and efficiently supervise those defendants who are released into the community while their cases are pending.

**PRETRIAL SERVICES STAFF MEMBERS**

**Gregory Feamster – Senior Pretrial Services Investigator:**
Mr. Feamster has been employed as a Pretrial Services Investigator since July 2015 and has been performing the duties of the Senior Pretrial Services Investigator since March 2019.

Mr. Feamster is responsible for overseeing the training and development for Pretrial Services and acts as a team leader for the Pretrial Services Division. The Senior Pretrial Services Investigator position is also responsible for assisting in the development of policies and procedures related to the duties of the Pretrial Services Investigators. The Senior Pretrial Services Investigator also serves as the LEIN Terminal Agency Coordinator (TAC) for the Pretrial Services Division. Mr. Feamster is also responsible for conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Mr. Feamster previously served twenty-one years as a police officer / sergeant with the City of Fenton Police Department (1993-2014) in Genesee County, prior to entering the field of pretrial services as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County.

Mr. Feamster holds a Master of Public Administration Degree with a concentration in Criminal Justice Administration, from the University of Michigan – Flint (’07) and a Bachelor of Science Degree in Criminal Justice, from Northern Michigan University (’93). Mr. Feamster is also a graduate of the Oakland Police Academy – Oakland Community College.

Mr. Feamster attended the National Association of Pretrial Services Agencies (NAPSA) national conference in Pittsburgh in 2017 and is currently in the process of preparing for the NAPSA level one certification. Professional Statement: “I am committed to the development of a Pretrial Services structure that encompasses processes that facilitate pretrial justice and promote public safety within Ingham County, utilizing resources in an effective and efficient manner”.

**Jessica Escobedo-Emmons – Pretrial Services Investigator:**
Mrs. Escobedo-Emmons has been employed as a Pretrial Services Investigator since July 2015.
Mrs. Escobedo-Emmons is responsible for interviewing individuals arrested for felonies and completing a bond recommendation report, utilizing the Michigan Risk Assessment Instrument (PRAXIS) to objectively identify a person’s risk to fail to appear in court and/or commit another criminal offense if released.

Mrs. Escobedo-Emmons currently completes pre-arraignment bond recommendation reports for the 55th District Court and post-arraignment bond reports for all three district courts (54-A, 54-B, and 55th), as well as for the 30th Circuit Court.

Mrs. Escobedo-Emmons is also responsible for conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Mrs. Escobedo-Emmons previously served fourteen years with Oakland County Community Corrections – Pretrial Services (2001-2015), prior to entering employment as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County.

Mrs. Escobedo-Emmons served in a number of roles during her service with Oakland County Community Corrections – Pretrial Services, including the following: Pretrial Services Investigator, Pretrial Services Supervision – Case Manager, and Pretrial Services Tether Unit - GPS Tether / Step Down Program. Mrs. Escobedo-Emmons holds a Master of Public Administration Degree with a concentration in Criminal Justice Administration, from the University of Michigan – Flint (’03) and a Bachelor of Science Degree in Political Science with a concentration in Public Administration, from Central Michigan University (’97).

Mrs. Escobedo-Emmons has attended the National Association of Pretrial Services Agencies (NAPSA) national conferences in Cleveland (2007) and Fort Worth (2018). Mrs. Escobedo-Emmons has achieved NAPSA level one certification.

Professional Statement: “As a pretrial professional for over eighteen years, I hope to continue to be an advocate for the continuation of pretrial reform by promoting pretrial justice within Ingham County, by using current evidence-based best practices while maintaining community safety”.

Deborah Morrissey – Pretrial Services Investigator:
Mrs. Morrissey has been employed as a Pretrial Services Investigator since May 2019. Mrs. Morrissey was hired into the position of Pretrial Services Investigator, created as part of the Justice Complex Millage. Mrs. Morrissey is currently responsible for conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Mrs. Morrissey has been assigned the task of completing informational reports for submission to the Court, regarding those defendants that have failed to comply with an order to report to Pretrial Services. Mrs. Morrissey had served in the Ingham County Prosecutor’s Office as a clerk from 2016-2019. Previously, Mrs. Morrissey was employed with the City of Lansing Police Department where she served as a police officer for sixteen years.

Mrs. Morrissey’s educational endeavors include earning a Bachelor’s Degree in Applied Science with a minor in Professional Communication through Siena Heights University.

Mrs. Morrissey is also a graduate of the Lansing Community College Police Academy (’00) and an alumnus of Lansing Sexton High School.
Jessica Smith – Pretrial Services Investigator:
Mrs. Smith has been employed as a Pretrial Services Investigator since August 2019.
Mrs. Smith is responsible for interviewing individuals arrested for felonies and completing a bond recommendation report, utilizing the Michigan Risk Assessment Instrument (PRAXIS) to objectively identify a person’s risk to fail to appear in court and/or commit another criminal offense if released.

Mrs. Smith currently completes pre-arraignment bond recommendation reports for the 54-A District Court and assists with completing post-arraignment bond reports for all three district courts (54-A, 54-B, and 55th). Mrs. Smith also assists in enrolling defendants into Pretrial Services Supervision who have been released from custody, on conditional bond release.

Mrs. Smith previously served seven years as a Corrections Officer with Ionia County (2012-2013), Clinton County (2013-2015), and Eaton County (2015-2019), prior to entering the field of Pretrial Services as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County.

Mrs. Smith holds a Master of Science Degree with a concentration in Criminal Justice from Wayne State University – Detroit ('19) and a Bachelor of Science Degree in Criminal Justice, with a concentration in Law Enforcement and Corrections, from Olivet College - Olivet ('08). Mrs. Smith holds a certification from the Michigan Sheriff’s Association in Instructor Development – Train the Trainer through Macomb Community College – Warren ('18). Mrs. Smith is a graduate of the Olivet College Corrections Academy – Olivet College ('12).

Shantel Rodriguez – Special Part-Time Grant-Funded Pretrial Services Investigator:
Ms. Rodriguez has been employed as a Special Part-Time Pretrial Services Investigator since October 2018. Ms. Rodriguez’ Pretrial Services Investigator position is funded by a grant administered through the Ingham County Office of Community Corrections, in coordination with the Pretrial Services Division. This position has been allocated for 19 hours per week.

Ms. Rodriguez is currently responsible for conducting the supervision and monitoring of a specific population of defendants who have been released from custody, on conditional bond release. Defendants placed into this grant-funded program are identified through a screening mechanism at the time of initial reporting to Pretrial Services, post-arraignment:

Defendants who are identified as having a high-risk score through utilization of the Michigan Risk Assessment Instrument (PRAXIS) are charged with a felony offense(s), meet specified program eligibility guidelines, and have posted the required bond and are on pretrial release, are enrolled into this special-grant funded intensive pretrial supervision program.

Defendants who are identified as having a low-risk score through utilization of the Michigan Risk Assessment Instrument (PRAXIS), are charged with a felony offense(s), meet specified program eligibility guidelines, and are currently lodged within the Ingham County Jail, may be considered for placement into this special-grant funded intensive pretrial supervision program. The Pretrial Services Investigator will complete a “Request for an Order Amending Bond Report” and submit same to the
presiding judge to consider placing the defendant on a personal recognizance bond or lowering the financial bond, and then directing the defendant to report to Pretrial Services to be placed into this program.

Outside of her role with Pretrial Services, Ms. Rodriguez also has worked as a Capital Mitigation Specialist since 2007, where she has utilized critical clinical and information-gathering skills in providing an integral component to a defense team in capital cases. Ms. Rodriguez initially began this work in Houston, Texas and is currently involved in this endeavor as a Life History Investigator, where she assists defense teams in cases involving the resentencing proceedings of juvenile defendants who had been sentenced to “life without parole” throughout Michigan.

Ms. Rodriguez holds a Juris Doctor degree from City University of New York School of Law and a Bachelor of Arts in Anthropology through the University of Michigan.

Professional Statement: “I truly enjoy working with the Pretrial Services team and exploring new ways for the division to become an expanding resource for the clients and the Courts”.

Shelby Ensign – Pretrial Services Clerk:
Mrs. Ensign has been employed as a Pretrial Services Clerk since April 2019. Mrs. Ensign was hired into the position of Pretrial Services Clerk, created as part of the Justice Complex Millage.

Mrs. Ensign is currently responsible for administrative support to the Pretrial Services Division.

Mrs. Ensign acts as the initial point of contact to Pretrial Services for defendants, attorneys, and other members of the public.

Mrs. Ensign collects, enters, and maintains pretrial data for the Pretrial Services Division.

Mrs. Ensign has become an integral and valued component of the Pretrial Services Division, in the short amount of time she has been employed in this role. Mrs. Ensign has demonstrated initiative, dedication, a desire to learn, and organizational skills that have assisted the Pretrial Services Division in developing and implementing revisions to existing, as well as creating new, procedures and processes for the unit.


Mrs. Ensign has previously served in an internship role with both the Isabella County Juvenile Probation Division (Mt. Pleasant) and Connolly Finan Fleming Solicitors in Dublin, Ireland.

Professional Statement: “I am excited to be part of the Pretrial Services staff because we are changing, growing, and expanding our capabilities as a team, to serve and supervise our defendant population”.

Staff Directory:
Gregory Feamster: gfeamster@ingham.org (517)483-6351
Jessica Escobedo-Emmons: jemmons@ingham.org (517)483-6439
Deborah Morrissey: d morrissey@ingham.org (517)483-6528
Jessica Smith: jsmith2@ingham.org (517)483-6440
Shelby Ensign: sensign@ingham.org (517)483-6529
Shantel Rodriguez srodriguez@ingham.org (517)483-6500 #6603
BOND RECOMMENDATION REPORTS & PRETRIAL RISK ASSESSMENT INSTRUMENT

The Pretrial Services Division strives to provide the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.

Currently, Pretrial Services provides pre-arraignment bond recommendation reports for the 54-A District Court and 55th District Court and post-arraignment recommendation reports for the aforementioned courts, as well as 54-B District Court and the 30th Circuit Court.

Pretrial Services Investigators utilize the objective and evidence-based Michigan Pretrial Risk Assessment Instrument to complete the bond recommendation reports provided to the Ingham County courts.

The Pretrial Services Division had been involved in discussions amongst national, state, and local pretrial professionals and entities regarding the revision of pretrial release recommendations and subsequently implemented the practice of providing bond reports recommending the following pretrial release options to the courts, in March 2019: (1) release recommended, (2) release with conditions recommended, or (3) release on own-recognizance not recommended. The Pretrial Services Division no longer would provide a financial component to bail / bond recommendations.

Ideally, as pointed out in the National Institute of Corrections (NIC) “A Framework for Pretrial Justice – Essential Elements of an Effective Pretrial System and Agency”, “Pretrial Services agencies should screen all defendants eligible by statute for release consideration to make informed, individualized, risk-based recommendations to the court regarding release, supervision, and detention decisions.” [p. 36].

However, due to finite staffing and resources, Pretrial Services previously had been required to set parameters and guidelines for post-arraignment bond recommendation reports. Post-arraignment bond recommendation reports had been completed only when bond had been set at arraignment as a cash / surety bond in the amount of $7,500 or greater and the defendant remained in custody at the Ingham County Jail. An exception to this rule would be if Pretrial Services received a motion for a bond report and / or an order of the court.

The additional staff and dedicated funding that the Justice Complex Millage has provided to Pretrial Services has allowed the transference of a number of clerical and administrative duties from Pretrial Services Investigators to the newly created Pretrial Services Clerk position. In addition, the creation of a new Pretrial Services Investigator position, which is mainly tasked with supervision duties, has allowed for the two Pretrial Services Investigators responsible for the completion of bond recommendation reports to better focus their efforts on this core activity.

After the passage of the Justice Complex Millage and the resulting increase in staff members, the Pretrial Services Division was granted authorization to lower the threshold for post-arraignment bond reports from $7,500+ to $5,000+ cash / surety bonds. This step was taken to increase the number of bond recommendation reports completed. The Pretrial Services Division implemented this positive step July 1, 2019. After an initial training period had taken place for the newly hired Pretrial Services Investigators, the Pretrial Services Division re-examined the parameters regarding the completion of post-arraignment bond reports. At that time, it was determined that the Pretrial Services Investigators would be able to lower the threshold for
post-arraignment bond reports from defendants having a $5,000+ cash / surety bonds to defendants having a cash / surety bond, with any the dollar amount. This step was taken to again, increase the number of bond recommendation reports completed. The Pretrial Services Division implemented this policy change November 18, 2019.

**PRETRIAL SUPERVISION**

The Pretrial Services Division provides for the supervision and monitoring of defendants charged with felony offenses who have been released on personal recognizance or have posted a monetary bail and who have been directed by the Court to “Report to Pretrial Services” and / or where bond conditions require that a defendant be placed on substance testing, electronic monitoring, or other circumstances that necessitate the services of this unit.

With the presumption of innocence being afforded to all persons placed under the authority of the Pretrial Services Division, the focus of pretrial supervision activities is to utilize the least restrictive means of supervision and monitoring to ensure court appearance and to minimize risk to public safety.

The Pretrial Services Division segregates those defendants under pretrial supervision and monitoring into the following categories: (1) General Pretrial Supervision and (2) Office of Community Corrections Pretrial Program Supervision.

As previously referenced, those defendants who meet specific eligibility requirements are placed under the supervision of the special-grant funded part-time Pretrial Services Investigator’s supervision (Office of Community Corrections Pretrial Program Supervision). All other defendants that are required to be placed under Pretrial Supervision, are supervised and monitored by full-time Pretrial Services Investigators (General Pretrial Supervision).

The Pretrial Services Division is dedicated to treating all persons who come under its authority with respect, dignity, equity, fairness, and professionalism. Pretrial Services Investigators strive to build relationships of confidence and trust.

The Pretrial Services Investigator position, which was created with the passage of the Justice Complex Millage, has provided critically needed assistance in the division of responsibility for case management of defendants that have been placed into pretrial supervision.

This position has increased the number of full-time Pretrial Services Investigators within the Pretrial Services Division by 25%. This position, as well as the Pretrial Services Clerk position, which was also created with the passage of the Justice Complex Millage, has increased the overall full-time staffing level of the Pretrial Services Division by 40%.

Pretrial Services has supervised or monitored an average of

**PRETRIAL SERVICES CLERK**

**Summary of Pretrial Services Clerk Responsibilities:**

- Creating/Closing Pretrial Case (PTC) Files
- Tickler
- Supervision Report
- Defendants Reporting
- Entering Alcohol / Drug Test Results
- Data Collection
- Court Appointed Attorney Information
- Surrender/Rebook of Defendant
- Back Up for Bind-Over Clerk / Court Appointed Counsel Clerk
**MISCELLANEOUS TASKS**

**Introduction**
This position was created as a direct result of the passage of the Justice Complex Millage. Pretrial Services did not previously have a clerk position, therefore the assigned duties and responsibilities have been developed after the position was filled.

On a daily basis, the clerk receives the Register of Actions from each district court, for all new felony cases filed within Ingham County. The clerk subsequently creates a Pretrial Case File (PTC File) for each felony case a defendant has been arraigned on. The PTC File is the foundational tool for Pretrial Services utilizes with the COURTVIEW records management system.

The PTC File allows Pretrial Services to document and track all pretrial supervision and monitoring activities involving a defendant; from the point of a pre-arraignment bond recommendation report being completed, to the arraignment of a defendant, through the various pretrial stages of a criminal case, and up until the adjudication of a case.

The Pretrial Services Clerk is the initial contact for most defendants that are required to report to Pretrial Services, as well as attorneys, court employees, and numerous other entities.

A significant portion of what the Pretrial Services Clerk does on a daily basis revolves around reaching out to clients to inform them that they must report to Pretrial Services, as well as greeting defendants that report into the office, at which point the defendant’s contact information is verified and updated within the PTC File. The Pretrial Services Clerk is responsible for assigning defendants to a Pretrial Services Investigator, utilizing a rotational system of case assignment.

The Pretrial Services Division is working together as a team, to create more effective and efficient processes to ensure adequate supervision of all defendants that are required to report. The current duties and responsibilities of the clerk are outlined below.

A typical week involves creating PTC files, running the tickler and supervision reports.

**Creating PTC (Pretrial Case) Files**
Creating PTC files happens each day, at any point throughout the day. The office receives Register of Actions (ROAs) from the 54A, 54B, and 55th District Courts. The Pretrial Services Clerk will print those ROAs and check to see if the defendant is in custody. The clerk will then determine if someone has already created a PTC. If not, the clerk creates the PTC entering all information including bond, bond conditions, and upcoming court dates. If the defendant is scheduled to report to Pretrial Services and are out of custody, the clerk will create a tickler giving those defendants 48 hours to report. If the defendant fails to report and that tickler is not completed, their name will be flagged in the tickler report.

An objective of the Pretrial Services Clerk initiating the PTC files, was to allow the assigned Pretrial Services Investigator to be able to immediately pull up the correct PTC in COURTVIEW, upon meeting with a defendant reporting to Pretrial Services, and begin entering information. This process has been beneficial to the Pretrial Services Investigators, as the time saved from the investigator having to create the PTC file has allowed the investigators to conduct a reporting contact in less time. Over the course of a work day this is very helpful, over the course of a year, the amount of time saved in the aggregate, has to be extremely substantial.
Tickler Report
Each Monday, the clerk prints the Tickler Report for the previous week. The tickler shows all defendants that were required to report. If they have not made contact, the clerk performs a case status check and follows the Tickler Report Procedure:

First week, the clerk attempts to contact them via phone. If no contact can be made due to an inability to identify a telephone number, the clerk sends a “Failed to Report Letter” to the listed address of the defendant and the defense attorney.

Second week, another attempt is made via telephone. If there are two attempts to contact via telephone, a “Failed to Report Letter” will be sent to both the defendant and defense counsel. The tickler will be adjusted (7) days, after those (7) days, if the defendant has still not reported, an “Informational Report” will be sent to the Judge of Record to notify of the defendant’s failure to report to Pretrial Services.

A tickler report is sent out to the investigators every week, usually by Tuesday, with the most recent updates of each case on the tickler.

Supervision Report
On Monday the clerk also prints out the Supervision Report of defendants that are supposed to either report in person or by telephone for the upcoming week. That list is sent to the investigators and the clerk keeps a copy. This allows for the office to be prepared and aware of who will be either calling or reporting that week. If they do report, the investigator will result the event in the PTC File within COURTVIEW, as the defendant has reported in.

On Friday, the clerk will review who was supposed to have reported and update the case with a docket entry in the PTC File. Sometimes cases move quickly, so reviewing cases this often ensures that our unit is up to date on the current caseload. At the end of the week, the clerk will email the investigators again with a report about the case status of those who missed contact, had their cases closed, dismissed, or contact that was rescheduled.

Defendants Reporting
When defendants report to Pretrial Services, they fill out a sign in sheet with their name, date, time, current phone number, current address, email address, the court they were arraigned at, and who they met with previously, if this is a return visit. Once they have completed this form, the clerk will pull up the PTC file in COURTVIEW and verify their information. Then, the clerk will create a docket entry to say that the information has been verified. The clerk will notify the investigator that the client is checked in and waiting for them.

Entering Alcohol & Drug Test Results
Entering alcohol / drug test results is a daily task, as investigators will send the clerk testing results from ADAM of Lansing, or other testing facilities. The clerk will open the results, find the corresponding case in COURTVIEW, and create a docket entry listing the results of the test. The testing facilities also send no show notifications, in which the clerk will enter that the defendant failed to report to testing. This prompts the clerk to check on the status of the case, which is sometimes closed out. If the case is closed, the clerk emails the testing facility, letting them know Pretrial Services has ended supervision on the defendant. The clerk also will notify the investigators of the case being closed or dismissed.

Court Appointed Attorney Information
Once an attorney has been appointed to a defendant, the clerk receives an email from the Court Appointed Counsel Clerk. The clerk will create a docket entry and list who the attorney is and their contact information.
This allows staff to easily identify the defense attorney and provide that information to the client when the client reports to Pretrial Services and / or calls.

**Surrender/Rebook of a Defendant**
As of April 26, 2019, the Pretrial Services Clerk is in charge of collecting surrender/rebooks. A surety company will email, fax, or bring in person, proof that the defendant is in custody along with a verification form. The clerk will conduct a verification of this information and then forward the documentation to the Judicial Assistant of the Judge of Record.

**Back up for Bind Over- Clerk/ Court Appointed Counsel Clerk**
The clerk also provides back-up coverage for both the Bind-Over Clerk and Court Appointed Counsel Clerk. Upon the absence of either of these staff members, the Pretrial Services Clerk will handle binding over cases (felony pleas) from district court to circuit court and / or appointing attorneys.

**Miscellaneous Tasks**
The Pretrial Services Clerk often times, assists the investigators by completing various tasks. For example, when switching over from utilizing both a PTS and PTC file system, to solely utilizing PTC files at the start of 2019, the investigators had been unable to carry out this undertaking while still completing bond recommendation reports, enrolling new defendants into Pretrial Services, and managing their supervisory case load. So, one of the clerk’s initial assignments was to create PTC files for defendants who needed them and enter any existing information that was kept on hand-written enrollment sheets.

Other typical office tasks and administrative duties include answering and transferring phone calls, keeping the lobby clean and maintained, maintaining resource sheets in the front lobby, refilling the printer, etc. The clerk, who is often the first point of contact individuals encounter on floor 3R of the VMC-GPB, regularly assists individuals who “are lost” when they get off the elevator. Often times, individuals are looking for the Prosecuting Attorney’s Office - Child Support Division, Personal Protection Office, Mental Health Court Coordinator, restrooms, DNA testing, the court rooms, or other areas of the courthouse.

The clerk also assists with guiding interns in daily tasks. The clerk has helped teach the interns various duties during their time here; from conducting case status checks, alcohol and drug testing results data entry, closing out cases, creating cases, calling clients, etc.

**Clerk Data from 05/01/2019 – 12/31/2019**

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<td>176</td>
<td>38</td>
<td>N/A</td>
<td>6</td>
</tr>
</tbody>
</table>

* COVID-19 Pandemic Emergency – Modified Operations Initiated 03/16/2020*

** Public Defender’s Office Has Primary Responsibility for Appointment of Defense Counsel/ General Trial Division Appoints Counsel in Limited Circumstances **

The clerk maintains a daily log and records the following:
Check-Ins: the number of people who check-in, whether it is a first visit or return visit. The clerk makes note of other individuals who come into Pretrial Services that need help.

PTC Files Created/Closed: this is the number of PTC files the clerk has created or closed out in COURTVIEW. This number includes 2019 PTC files created from clients that had reported to Pretrial Services / cases that had been opened prior to 2019, but due to a lack of staffing, had not created.

Drug Tests Entered: The number of drug tests the office receives from ADAM and other testing facilities that are entered as a docket entry in COURTVIEW.

Defendant Contact: This is the number of times the clerk has either called a defendant, a defendant called me, or sent a “Failed to Report letter” to a defendant.

Bind Over: The number of times the clerk has bound over a case file from the district court to the circuit court.

Attorneys Appointed: The number of times the clerk appointed an attorney to a case.

Surrender/Rebook: The number of surrender/rebooks the clerk has received and forwarded.

PERFORMANCE MEASUREMENTS & OUTCOMES

Purpose of Performance Measurements & Outcomes:
According to the National Institute of Justice, “Pretrial Justice – How to Maximize Public Safety, Court Appearance, and Release”, the purposes of Pretrial Release and Detention can be referred to as the “Three Ms”: Maximize Release, Maximize Appearance, and Maximize Public Safety [p. 13].

The efforts of the Ingham County Pretrial Services Division are committed to these objectives. The team members of the Pretrial Services Division have worked hard at evaluating operational procedures and when necessary, proposing, developing, and implementing revised practices and processes.

In early 2019, the Pretrial Services Investigators participated in an all-day strategic work session, where ideas were shared, discussions took place, and proposals to change certain processes were initiated. This strategic work session resulted from preliminary discussions and non-formal planning that had taken place throughout the last couple of years. It was out of this work-session that the Pretrial Services Division identified its mission, its vision, and its guiding principles. These concepts have helped guide the members of this unit in striving to more fully encompass the ideals of the pretrial services field into a practical functioning component of the Ingham County judicial system. With the additional staff members made possible by the passage of the Justice Complex Millage, the Pretrial Services Division has become more effective and efficient in carrying out those important activities and tasks, which have allowed this team to be able to better serve the judicial system of Ingham County.

The addition of the new positions provided through the Justice Complex Millage, have allowed the Pretrial Services Division to better focus on the development of procedures and systems to more effectively carry out the core functions of Pretrial Services and to be able to collect data to provide information on performance measurements and outcomes.

Pretrial Services Division Data Collection Project:
The Pretrial Services Division staff has implemented a data collection process developed in part, through the efforts of Megan Gilliam, who had participated in an internship with the Pretrial Services Division for the Fall
2019 Semester. Ms. Gilliam, is a Graduate Research Assistant at Michigan State University finishing a Master’s Degree.

The Pretrial Services Data Collection Project identified three main outcome measurements that would highlight the efforts and work of this unit. The three outcome measures; Appearance Rate, Safety Rate, and Success Rate, are three primary measurements recognized within the Pretrial field as critical components for any Pretrial Services program.

- **Appearance Rate**: The percentage of cases in which defendants appear for all scheduled court proceedings, up to and including sentencing.
- **Safety Rate**: The percentage of cases in which defendants are not charged with a new misdemeanor and/or felony offense that occurred during the pretrial stage.
- **Success Rate**: The percentage of cases in which defendants meet all three criteria:
  - Appear for all scheduled court proceedings
  - Are not charged with a new misdemeanor and/or felony offense that occurred during pretrial supervision
  - Bond is not revoked for non-compliance reasons

Additionally, mission-critical data were identified as information to be tracked by the Pretrial Services Division:

- **Case Begin Date and End Date**
  - Begin Date = Arraignment Date at District Court
  - End Date = Case Closure Date [Dismissal, Plea at District Court, Transfer to Specialty Court, Sentencing at Circuit Court]
- **Release Type**
  - Release with Conditions / Release without Conditions
- **Disposition Type**
  - Sentenced, Dismissed, Plead at District Court, Transferred to Specialty Court, etc.
- **Custody Status** (Defendants – Never Reported)
  - Tracks whether or not a defendant who never reported when ordered to report to Pretrial Services was not released from custody, therefore the defendant was not able to report prior to the case being closed

The Data Collection Project has identified (4) subgroups of defendants that Pretrial Services tracks separately from each other. This was done due to the fact that cases/defendants in each identified category may be inherently different from one another and should not be placed into one singular group. Active and consistent supervision may impact a case in a way different from a case where there is no supervision at all, etc.

- **Supervised Defendants**: Case in which the defendants were ordered to report to Pretrial Services and are actively supervised
- **Monitoring Only**: Cases in which the defendants were ordered to report to Pretrial Services, but are not actively supervised.
- **Unsupervised Defendants**: Case in which the defendants were not ordered to report to Pretrial Services and are not supervised or monitored
Never Reported In: Cases in which the defendant was ordered to report to Pretrial Services, but for any reason, never reported.

- The only datum specifically tracked regarding the reason for the defendant never reporting into Pretrial Services is whether or not the defendant was in custody during the entire pretrial stage of the case.

2019
SUPERVISED

Cases Closed
568 cases closed between 1/1/2019-12/31/2019

<table>
<thead>
<tr>
<th>Reason</th>
<th># of defendants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to Appear</td>
<td>25</td>
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<tr>
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<td>25</td>
</tr>
<tr>
<td>Revoked</td>
<td>33</td>
</tr>
<tr>
<td>Successful</td>
<td>510</td>
</tr>
</tbody>
</table>

95% of defendants made court appearances
95% of defendants did not get re-arrest/new charges
94% of defendants did not have their bond revoked
89% of defendants were considered successful

Cases Open
386 cases remained open past 12/31/2019

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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<tr>
<td>New Arrest</td>
<td>35</td>
</tr>
<tr>
<td>Revoked</td>
<td>64</td>
</tr>
</tbody>
</table>

89% of defendants made court appearances
90% of defendants did not get re-arrested/new charges
83% of defendants did not have bond revoked

MONITORING ONLY

Cases Closed
69 cases closed between 1/1/2019-12/31/2019

<table>
<thead>
<tr>
<th>Reason</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>New Arrest</td>
<td>4</td>
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<tr>
<td>Revoked</td>
<td>2</td>
</tr>
<tr>
<td>Successful</td>
<td>63</td>
</tr>
</tbody>
</table>
97% of defendants made court appearances
94% of defendants did not get re-arrest/new charges
97% of defendant did not have their bond revoked
91% of defendants were considered successful

**Cases Open**
61 cases remained open past 12/31/2019

<table>
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</tr>
<tr>
<td>New Arrest</td>
<td>1</td>
</tr>
<tr>
<td>Revoked</td>
<td>5</td>
</tr>
</tbody>
</table>

93% of defendants made court appearances
98% of defendants did not get re-arrested/new charges
91% of defendants did not have bond revoked

**UNSUPERVISED**

**Cases Closed**
522 cases closed between 1/1/2019-12/31/2019

<table>
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<td>21</td>
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<td>New Arrest</td>
<td>16</td>
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</table>

95% of defendants made court appearances
96% of defendants did not get re-arrest/new charges

**Cases Open**
147 cases remained open past 12/31/2019

<table>
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<tbody>
<tr>
<td>Failure to Appear</td>
<td>32</td>
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<tr>
<td>New Arrest</td>
<td>9</td>
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</tbody>
</table>

78% of defendants made court appearances
93% of defendants did not get re-arrested/new charges

**NEVER REPORTED IN**

**Cases Closed**
451 cases closed between 1/1/2019-12/31/2019

<table>
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</thead>
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<tr>
<td>Failure to Appear</td>
<td>24</td>
</tr>
</tbody>
</table>
New Arrest   |   15
Revoked      |   14
Successful   |  416

94% of defendants made court appearances
96% of defendants did not get re-arrest/new charges
96% of defendant did not have their bond revoked
92% of defendants were considered successful

197 defendants out of 451 (44%) closed cases in 2019 remained in custody through the entirety of their case – no opportunity to fail to appear and / or commit a new criminal offense and the likelihood to have bond revoked for non-compliance, was significantly reduced.

Cases Open
215 cases remained open past 12/31/2019

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Failure to Appear</td>
</tr>
<tr>
<td>New Arrest</td>
</tr>
<tr>
<td>Revoked</td>
</tr>
</tbody>
</table>

82% of defendants made court appearances
94% of defendants did not get re-arrested/new charges
91% of defendants did not have bond revoked

138 out of 215 (64%) cases in 2019, which were in an “open” status past 12/31/2019, remained in custody while their case was pending.

2020
SUPERVISED

Cases Closed
249 cases closed between 1/1/2020-6/24/2020

<table>
<thead>
<tr>
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<tr>
<td>New Arrest</td>
</tr>
<tr>
<td>Revoked</td>
</tr>
<tr>
<td>Successful</td>
</tr>
</tbody>
</table>

93% of defendants made court appearances
93% of defendants did not get re-arrest/new charges
88% of defendant did not have their bond revoked
83% of defendants were considered successful

Cases Open
759 cases remain open as of 6/24/2020
MONITORING ONLY

Cases Closed
23 cases closed between 1/1/2020-6/24/2020

<table>
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<th></th>
<th># of defendants</th>
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</thead>
<tbody>
<tr>
<td>Failure to Appear</td>
<td>1</td>
</tr>
<tr>
<td>New Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Revoked</td>
<td>1</td>
</tr>
<tr>
<td>Successful</td>
<td>19</td>
</tr>
</tbody>
</table>

95% of defendants made court appearances
100% of defendants did not get re-arrest/new charges
95% of defendant did not have their bond revoked
82% of defendants were considered successful

Cases Open
49 cases remained open as of 6/24/2020

UNSUPERVISED

Cases Closed
70 cases closed between 1/1/2020-6/24/2020

<table>
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<tbody>
<tr>
<td>Failure to Appear</td>
<td>9</td>
</tr>
<tr>
<td>New Arrest</td>
<td>2</td>
</tr>
</tbody>
</table>

87% of defendants made court appearances
97% of defendants did not get re-arrest/new charges

Cases Open
130 cases remained open as of 6/24/2020

NEVER REPORTED IN

Cases Closed
220 cases closed between 1/1/2020-6/24/2020

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Failure to Appear</td>
<td>12</td>
</tr>
<tr>
<td>New Arrest</td>
<td>15</td>
</tr>
<tr>
<td>Revoked</td>
<td>6</td>
</tr>
<tr>
<td>Successful</td>
<td>198</td>
</tr>
</tbody>
</table>

94% of defendants made court appearances
93% of defendants did not get re-arrest/new charges
97% of defendant did not have their bond revoked
90% of defendants were considered successful

144 defendants out of 220 (65%) closed cases in 2020 remained in custody through the entirety of their case – no opportunity to fail to appear and/or commit a new criminal offense and the likelihood to have bond revoked for non-compliance, was significantly reduced.

Cases Open
45 cases remain open as of 6/24/2020

Pretrial Services Division Output Information:
In addition to the information collected as noted above, the Pretrial Services Division has also identified specific categories of outputs to measure and assist in providing an accurate picture of what this unit has accomplished in 2019 and 2020.

The COVID-19 Emergency significantly altered County operations, including the operations of Pretrial Services. Since mid-March, 2020, the Pretrial Services Division has been carrying out modified operations, including the closing of the unit’s office to the public, the ceasing of in-custody interviews at the City of Lansing Police Department Detention Center, a combination of social distancing and remote work assignments for staff members, the termination of student internships, etc.

This pandemic has created challenges and obstacles that have subsequently decreased the overall outputs for a number of categories over the last four months (March, April, May, and June), such as the number of bond recommendation reports completed. There has also been a substantial increase on the caseloads of the Pretrial Services Investigators due to numerous defendants being released from the custody of the Ingham County Jail, due to health and safety concerns. Additionally, due to the orders issued by the Governor and the Michigan State Supreme Court, the courts have been significantly impacted. The requirement to transition to limited operations and services, has created a backlog of pending cases, which has increased the number of defendants under the supervision and monitoring of the Pretrial Services Division.

Bond Reports
- 2019: Bond Recommendation Reports Completed - [Appendix A1]
  - Total Reports Completed 535
    - Pre-Arraignment Bond Reports 396
      - 54-A District Court 230
      - 54-B District Court 0
      - 55th District Court 166
    - Post-Arraignment Bond Reports 139
      - 54-A District Court 78
      - 54-B District Court 08
      - 55th District Court 16
      - 30th Circuit Court 37

- 2020: Bond Recommendation Reports Completed - [Appendix A2]
  - Total Reports Completed 193
    - Pre-Arraignment Bond Reports 137
      - 54-A District Court 104
• 54-B District Court
• 55th District Court

Post-Arraignment Bond Reports
• 354-A District Court
• 54-B District Court
• 55th District Court
• 30th Circuit Court

2019: Risk Assessment Recommendation Reports - Followed/Not Followed [Appendix B1]
- Reports Followed 340 (64%)
- Reports Not Followed 137 (26%)
- Risk Assessment Not Utilized 07 (1%)
- Other Dispositions 50 (9%)
  (Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)

2020: Risk Assessment Recommendation Reports - Followed/Not Followed [Appendix B2]
- Reports Followed 122 (63%)
- Reports Not Followed 40 (21%)
- Risk Assessment Not Utilized 16 (8%)
- Other Dispositions 15 (8%)
  (Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)

Active Pretrial Supervision Cases – “Monthly Snapshots”
• Active Pretrial Supervision Cases – 02/28/2020 [Appendix C1]
  - Total Supervised Cases [398 Defendants] 436
  - General Supervision Cases [327 Defendants] 352
  - OCC PT Program Cases [71 Defendants] 84

• Active Pretrial Supervision Cases – 03/06/2020 [Appendix C2]
  - Total Supervised Cases [392 Defendants] 431
  - General Supervision Cases [319 Defendants] 345
  - OCC PT Program Cases [73 Defendants] 86

• Active Pretrial Supervision Cases – 04/24/2020 [Appendix C3]
  - Total Supervised Cases [411 Defendants] 445
  - General Supervision Cases [337 Defendants] 363
  - OCC PT Program Cases [74 Defendants] 82

• Active Pretrial Supervision Cases – 06/18/2020 [Appendix C4]
  - Total Supervised Cases [478 Defendants] 528
  - General Supervision Cases [411 Defendants] 449
  - OCC PT Program Cases [67 Defendants] 79

Change of Contact Information Reports
• 2019: Change of Contact Information Reports [Appendix D1] 249
- 30th Circuit Court 108
- 54-A District Court 113
- 54-B District Court 15
- 55th District Court 13

- 2020: Change of Contact Information Reports [Appendix D2] 153
  - 30th Circuit Court 71
  - 54-A District Court 67
  - 54-B District Court 05
  - 55th District Court 10

**Referrals for Service**

- 2019: Supervision Referrals [Appendix E1] 235
  - Alcohol/Drug Testing 193
  - Electronic Monitoring 34
  - Mental Health Court Referrals 08

- 2020: Supervision Referrals [Appendix E2] 90
  - Alcohol/Drug Testing 74
  - Electronic Monitoring 07
  - Mental Health Court Referrals 09

**Out of State Travel Requests**

- 2019: Out-of-State Travel Requests [Appendix F1] 50
  - Approved Requests 48
  - Denied Requests 02

- 2020: Out-of-State Travel Requests [Appendix F2] 33
  - Approved Requests 29
  - Denied Requests 04

**Violation of Bond Condition – Informational Reports**

- 2019: Violation of Bond Condition – Informational Reports [Appendix G1]
  - Total Submitted Reports 163
    - Prepare Bench Warrant & Bond Forfeiture 48
    - Take No Action 24
    - Prepare Summons Regarding Bond Violation 19
    - Prepare Order to Show Cause 31
    - Take Following Action (Other) 08
    - No Response 33
Moving forward

Looking forward, as the Pretrial Services Division continues through 2020 and into 2021, the staff members will be focusing on data collection and reporting efforts to clarify “who we are and what we do”. The Pretrial Services Division will attempt to resume scheduling monthly unit meetings so that team members can evaluate progress on the goals and objectives of the unit, as well as discuss whether current data collection categories are capturing the needed information, or determine whether revisions or the implementation of new data collection categories are needed, to provide clearer and more accurate performance measurements and outcomes.

In the initial “2019 Pretrial Services Informational Guide”, the Pretrial Services Division identified the following categories of information to be priority areas for data collection efforts moving forward: (1) successful / unsuccessful terminations, (2) court appearance, (3) public safety – new arrests, and (4) cost savings - jail bed days saved. At that time, it was determined that a process was needed to assist the Pretrial Services Division in identifying and collecting this information. The “Data Collection Project” was subsequently developed and implemented which has allowed the Pretrial Services Division to capture data pertaining to three of the four previously noted informational categories.

Since 2015, a data collection and reporting process has been developed and utilized for the special grant-funded Office of Community Corrections Pretrial Program (OCC PT Program). The data reports that have been generated with this information have been instrumental in illustrating the value of this specific program. The Pretrial Services Division will prioritize the development and implementation of a data collection and reporting process based on the system currently in place for the OCC PT Program, to capture the necessary and relevant statistics for the general supervision component of the Pretrial Services Supervision. The resulting data reports will highlight the success of the Pretrial Services Division and cost savings realized for Ingham County. The Pretrial Services Division will also be finalizing an initial “Standard Operating Procedures” manual. The Senior Pretrial Services Investigator has been developing a draft copy of this document with input and assistance of team members, to be submitted to the Circuit Court Administration for review. This manual will identify the purpose of the Pretrial Services Division, including the listing of this unit’s mission, vision, and principles. This manual will provide an overview of the organizational structure of the Pretrial Services Division and focus upon standardizing the multiple duties and responsibilities carried out by the professionals that comprise this team.

Finally, the Pretrial Services Division will also be prioritizing the development and implementation of an evaluation tool to be able to better evaluate the services provided by the unit and the professionalism of its staff members, including the interactions between employees and clients, as well as other key stakeholders. One component of this instrument will be the establishment of a mechanism to capture demographical information
on the clients served by the Pretrial Services Division, which would include data on ethnicity, race, gender, and other related characteristics.

CONCLUSION

The addition of a full-time Pretrial Services Investigator and Pretrial Services Clerk, made possible through the Justice Complex Millage, has provided Pretrial Services with the ability to increase the number of risk assessments / bond recommendation reports completed and the ability to more effectively supervise those defendants who are released into the community, while their cases are pending.

These positions have directly resulted in the ability of the Pretrial Services Division to be proactive in accomplishing a number of essential functions and to be able to often respond in “real time” to issues and / or problems that need immediate attention.

The increase in the Pretrial Services Division staff has had a positive effect upon the effectiveness and efficiency of the unit.

Specifically, the addition of a Pretrial Services Investigator has resulted in the Pretrial Services Investigators responsible for the case management of pretrial supervision enrollees to more effectively handle their individual caseloads, as the supervision duties are being distributed equally, amongst these team members. Additionally, the hiring of the new Pretrial Services Investigator has allowed for the Senior Pretrial Services Investigator to focus on constructing training modules, revising current procedures, developing new policies, and implementing new processes to assist the Pretrial Services Division in striving to accomplish its mission. The creation of the Pretrial Services Clerk position has directly impacted the Pretrial Services Division as well. This new position has allowed for the transference of numerous clerical tasks from the Pretrial Services Investigators to the Pretrial Services Clerk, which has subsequently allowed for the Pretrial Services Investigator to focus on their core responsibilities of:

1) Providing the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.

2) Providing supervision and monitoring activities for felony defendants who are in a pretrial status and have been released into the community on a conditional bond release.

The Pretrial Services Division is greatly appreciative of the allocated resources that have resulted from the passage of the Justice Complex Millage. The Pretrial Services Division will continue to work hard toward achieving its mission of promoting pretrial justice and community safety within Ingham County.
January Total = 49

February Total = 52
March Total = 40

April Total = 41
May Total = 49

June Total = 19
July Total = 55

August Total = 47
September 2019
09/01/2019 - 09/30/2019

September Total = 53

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<tr>
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<tbody>
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<tr>
<td>54B</td>
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<td>0</td>
</tr>
<tr>
<td>55</td>
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<td>4</td>
</tr>
<tr>
<td>30</td>
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October 2019
10/01/2019 - 10/31/2019

October Total = 46

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</tr>
<tr>
<td>30</td>
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</table>
November Total = 32

December Total = 51
January Total = 84

February Total = 64
March Total = 37

April Total = 01
May Total = 04

Risk Assessment Instrument Recommendation Reports 2019

- Followed [340]
- Not Followed [137]
- Not Utilized [7]
- Other Disposition [50]

- 340 (64%)
- 137 (26%)
- 7 (1%)
- 50 (9%)
Risk Assessment Instrument Recommendation Reports 2020

- Followed [122] (63%)
- Not Followed [40] (21%)
- Not Utilized [16] (8%)
- Other Disposition [15] (8%)

Appendix C1, C2, C3, & C4: Pretrial Supervision Cases [(4) “Monthly Snapshots”]

Pretrial Supervision Cases [02/28/2020]
436 Total Cases
398 Defendants

- General Supervision Cases [352 Cases / 327 Defendants]
- OCC PT Program Cases [84 Cases / 71 Defendants]
Pretrial Supervision Cases [03/06/2020]
431 Total Cases
392 Defendants

Pretrial Supervision Cases [04/24/2020]
445 Total Cases
411 Defendants
Appendix D1 & D2: Change of Contact Information Reports for 2019 & 2020

Change of Contact Information Reports
Total - 249 (2019)

- 54-A (113) 45%
- 30th (108) 43%
- 54-B (15) 6%
- 55th (13) 5%
Appendix E1 & E2: Pretrial Supervision Referrals for 2019 & 2020

### Change of Contact Information Reports
- **Total**: 153 (2020)
  - 30th: 71 (46%)
  - 54-A: 67 (44%)
  - 54-B: 5 (3%)
  - 55th: 10 (7%)

### 2019 Pretrial Supervision Referrals
- **Total**: 235
  - Alcohol/Drug Testing: 193 (82%)
  - Electronic Monitoring: 34 (15%)
  - Mental Health Court: 8 (3%)

**Appendix E1 & E2: Pretrial Supervision Referrals for 2019 & 2020**
Alcohol/Drug Testing
Electronic Monitoring
Mental Health Court

2020 Pretrial Supervision Referrals 90

Appendix F1: 2019 Out-of-State Travel Requests

Appendix F2: 2020 Out-of-State Travel Requests
Appendix G1 & G2: Violation of Bond Condition - Informational Reports for 2019 & 2020

Violation of Bond Condition - Informational Reports (2019)

- Prepare Bench Warrant & Bond Forfeiture (48)
- Take No Action (24)
- Prepare Summons Regarding Bond Violation (19)
- Prepare Order to Show Cause (31)
- Other (08)
- No Response (33)
Violation of Bond Condition - Informational Reports (2020)

- Prepare Bench Warrant & Bond Forfeiture (23)
- Take No Action (14)
- Prepare Summons Regarding Bond Violation (5)
- Prepare Order to Show Cause (4)
- Other (8)
- No Response (18)
REFERENCES

National Association of Pretrial Services Agencies – https://napsa.org
National Institute of Corrections – https://nicic.gov/pretrial

- “A Framework for Pretrial Justice – Essential Elements of an Effective Pretrial System and Agency”
- “Measuring What Matters – Outcome and Performance Measures for the Pretrial Services Field”
- “Measuring for Results – Outcome and Performance Measures for Pretrial Diversion Field”
- “Money as a Criminal Justice Stakeholder: The Judge’s Decision to Release or Detain a Defendant Pretrial”
WHEREAS, Nicholas Matthew Rubeck will be a freshman at the University of Michigan in the fall, he is a 2020 graduate of Williamston High School, where he participated in cross country, track, the InvenTeam and the National Honor Society, he was also a member of the Math and Science Academy; and

WHEREAS, Nicholas began his scouting career in 2008 with Williamston Cub Scout Pack 263, and attained Cub Scouting’s highest honor, the Arrow of Light in February of 2013; and

WHEREAS, he then joined Williamston Boy Scout Troop 63 in February of 2013 and served the troop as Senior Patrol Leader, Assistant Senior Patrol Leader, Quartermaster, Webmaster/Historian and Order of the Arrow Representative and served his patrol as Patrol Leader; and

WHEREAS, Nicholas attended numerous summer and winter campouts, which included canoeing, snowshoeing and a High Adventure trip on the Appalachian Trail; and

WHEREAS, Nicholas’s Eagle project was the proposal, design and construction of three benches and a swing for Crosaires Foundation; and

WHEREAS, he logged over 154 hours in service and leadership of fellow scouts, friends and adults to complete the project; and

WHEREAS, Nicholas has earned the highest rank attainable in Scouting, the Eagle Scout; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship while earning 21 merit badges before reaching the age of 18.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Nicholas Matthew Rubeck for earning the rank of Eagle Scout and extends its sincere appreciation to Nicholas for serving as a positive role model for the youth in our community.