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LAW & COURTS COMMITTEE
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MARK POLSDOFER
VICTOR CELENTINO
CHRIS TRUBAC
IRENE CAHILL
RANDY SCHAFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, FEBRUARY 24, 2022
AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR,
LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/81848426836>.

Agenda

Call to Order

Approval of the [February 10, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Resolution Services Center of Central Michigan – Resolution to Authorize a Contingency Appropriation to [Resolution Services Center of Central Michigan](#) to Support Small Claims Work
2. Sheriff's Office – Resolution to Purchase [Rapid Response Disturbance Control Suits](#)
3. Circuit Court – Resolution to [Transfer Funds Budgeted for Transcripts](#) from the Probate Court Budget to the Circuit Court General Trial Division Budget
4. Health Department – Resolution to Authorize an Agreement with Safe Passages dba Advance Peace for a Licensing Agreement for the [LifeMAP Management App™](#) Data Collection Tool
5. Probate Court
 - a. Resolution to Authorize the Continued Use of Probate Court's Outstanding [Capital Improvement Project Funds](#) Awarded Prior to 2018
 - b. Resolution to Authorize Statement of Work No. 22112 with [ImageSoft Corporation](#) for Imaging Project
 - c. Use of [Elder Millage](#) for Probate Court Purposes (*Discussion*)
6. Animal Control and Shelter
 - a. Resolution to Purchase Computer Aided Dispatch ([CAD](#)) Licenses from Central Square for the Ingham County Animal Control and Shelter
 - b. Proposed [Reorganization](#) of the Office Staff of Ingham County Animal Control and Shelter (*Discussion*)
7. 9-1-1 Dispatch Center – [Update from 9-1-1 Director](#) (*Discussion*)

Announcements
Public Comment
Adjournment

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

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

LAW & COURTS COMMITTEE

February 10, 2022

Draft Minutes

Members Present: Slaughter, Celentino, Cahill, Polsdofer

Members Absent: Maiville, Trubac, Schafer

Others Present: Jo Sinha, Terrance Cooper, Teri Morton, Kylie Rhoades, and others.

The meeting was called to order by Chairperson Slaughter at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the January 27, 2022 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. POLSDOFER, TO APPROVE THE MINUTES OF THE JANUARY 27, 2022 LAW & COURTS COMMITTEE MEETING.

MOVED BY COMM. CAHILL TO AMEND THE JANUARY 27, 2022 MINUTES TO INCLUDE A STATEMENT ON PAGE 4 PROVIDED BY COMMISSIONER TRUBAC.

Commissioner Trubac stated he would have liked an actionable recommendation sooner than April, but did not see how that would be possible. He further stated he looked forward to receiving updates from staff in the interim.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Commissioners Maiville, Trubac, and Schafer.

Additions to the Agenda

4. Resolution to Authorize a Purchase Order to Knight Watch Inc. for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center's Remodel Project

Limited Public Comment

Jo Sinha, CEO of Peckham, Inc., stated Peckham was fully in support of awarding the Advance Peace program to People Ready Activating Youth (P.R.A.Y.). She further stated she was confident in P.R.A.Y.'s ability to do a great job with Advance Peace.

Ms. Sinha stated Peckham pulled out because they believed the program was a better fit for P.R.A.Y. than it was for Peckham. She further stated while Peckham was competitive with grant funding, they recognized that what they could do well others could do better.

Ms. Sinha stated she wanted it understood that Peckham withdrawing from the contract was in support of P.R.A.Y. as the best organization to carry out the program.

Terrance Cooper, P.R.A.Y. Founder, stated that those present at the January 13, 2022 meeting were not the community, but were part of organizations who had known about the process. He further stated he brought an individual who he had been working with to share their story.

Mr. Cooper asked the Committee that her identity stay anonymous to protect her children.

An anonymous Ingham County resident stated that she had lived in the community for all but seven years of her life. She further stated that the climate of the community had changed.

The resident stated that two of her children and their friend groups had become involved with gang related activity. She further stated Mr. Cooper had helped her, along with the Lansing Police Department, find and bring her son back.

The resident stated Mr. Cooper was very knowledgeable and had been supportive of her family. She further stated Mr. Cooper's assistance would be beneficial towards restoring the community.

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

1. Sheriff's Office – Resolution to Authorize a Contract Renewal with LeadsOnline
2. Probate Court – Resolution to Authorize Statement of Work No. 21771 with ImageSoft Corporation for the Probate Court Imaging Project
3. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of Two APX NEXT All-Band Smart Radios
4. Facilities Department – Resolution to Authorize a Purchase Order to Knight Watch Inc. for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center's Remodel Project
5. 9-1-1 Dispatch Center – Resolution to Authorize Renewal of Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch (CAD) System
6. Controller's Office – Resolution to Authorize an Agreement with People Ready Activating Youth (P.R.A.Y) for Agency Assessment and Street Outreach/Gun Violence Interruption Deployment Training and Capacity Building with Advance Peace dba Safe Passages to Implement and Operate the Lansing/Ingham Peacemaker Fellowship®

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Maiville, Trubac, and Schafer.

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

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:08 p.m.

**FEBRUARY 24, 2022 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Resolution Services Center of Central Michigan* – *Resolution Authorizing a Contingency Appropriation to Resolution Services Center of Central Michigan to Support Small Claims Work*

This resolution will authorize a contract with Resolution Services Center of Central Michigan (RSCCM) for small claims case assistance in the amount of \$13,000 for the time period of January 1, 2022 through December 31, 2022. RSCCM is a Community Dispute Resolution Program through the State Court Administrators Office providing programs including mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training.

In April 2020, RSCCM responded to requests from the courts in the county to assist with the backlog of small claim cases as a result of COVID-19 stay-at-home orders and this work continues today. Small claims cases have increased by 54% (compared to 2019, pre-COVID-19 numbers). The courts and affected parties recognize the benefit of this model which is more accessible than spending time at the courthouse waiting for their cases to be heard.

This work is valued and needed, but not adequately funded. RSCCM receives no funding directly from the courts. They do receive an allocation from SCAO, but it is based on a statewide formula and only partially funds provided services.

RSCCM is requesting \$13,000 from Ingham County to support this small claims work in 2022. RSCCM currently in conversations with the City of East Lansing and the City of Lansing to also provide financial support for their work in those courts. The request for \$13,000 is recommended to be funded from the 2022 contingency account.

RSCCM gave a presentation regarding this request at the November 18, 2021 Law & Courts Committee meeting.

See memo for details.

2. *Sheriff's Office* – *Resolution to Purchase Rapid Response Disturbance Control Suits*

This resolution will authorize the Sheriff's Office to purchase ten Rapid Response Disturbance Control Suits from Clawa Enterprise Inc./Alternate Force using \$8,307 in 2022 Capital Improvement Funds. The Sheriff's Office is required to respond to acts of violence and destruction of property within the Ingham County Correctional Facility and must protect the lives of community members incarcerated within the Facility. The Sheriff's Office must also protect against the destruction of the Ingham County infrastructure. This equipment will provide responding staff members optimal protective measures when responding to such incidents. It provides essential protection to the vital body areas of responding staff, allows for quick donning of equipment, and allows staff the ability to utilize the minimum amount of force necessary to quell incidents. Clawa Enterprise Inc./Alternate Force is a single source company for this equipment.

See memo for details.

3. Circuit Court – Resolution to Transfer Funds Budgeted for Transcripts from the Probate Court Budget to the Circuit Court General Trial Division Budget

This resolution will approve a transfer from the Probate Court transcripts budget to the Circuit Court General Trial Division transcripts budget. The Circuit Court General Trial Division Budget pays for certain mandated transcripts of proceedings, including transcripts of some Family Division proceedings held by Circuit Court Family Division Judges. Probate Court Judges also hear Circuit Court Family Division matters and the Probate Court Budget has, for several years, had the funds for and paid for these when it is the court's responsibility. It would be more efficient if all court-funded transcripts from Circuit Court Family Division matters were processed and paid by the same budget and the Probate Court estimates that \$11,000 of its transcripts line item is allocated for Circuit Court Family Division matters. This budget transfer will allow for that change in procedure.

See memo for details.

4. Health Department – Resolution to Authorize an Agreement with Safe Passages DBA Advance Peace for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool

This resolution will authorize entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025 in an amount not to exceed \$75,000. Resolution #22-045 authorized the agreement with Advance Peace effective January 25, 2022 through January 24, 2024 as a two-year term agreement. Since the authorization of Resolution #22-045, Advance Peace has requested an additional year be added for a three-year term agreement. Funding for this is available within the Advance Peace project budget.

See memo for details.

5a. Probate Court – Resolution to Authorize the Continued Use of Probate Court's Outstanding Capital Improvement Project Funds Awarded Prior to 2018

This resolution will approve carrying over Probate Court's capital project funds approved prior to 2018 in the amount of \$121,268. The 2022 appropriations resolution (R21-519) established a new policy allowing only the most recent three years of Capital Improvement Projects fund balance to be carried over as part of the annual first quarter budget adjustment resolution. The Probate Court's Fund balance for a scanning/imaging project approved in 2014 is \$121,268. The Probate Court has initiated scanning/imaging projects including scanning enhancement for auto-redaction; interface payment systems into scanned/electronic files; image corrector enhancement to check for missed imaging or errors in imaging to ensure record retention quality and accuracy; interface for automatic index imaging; as well as electronic attorney updates from the State Bar of Michigan. It is expected that substantial costs for these projects will be incurred in the near future, so the continued funding for these projects is recommended.

See memo for details.

5b. Probate Court – Resolution to Authorize Probate Court to Enter into Statement of Work No. 22112 with ImageSoft Corporation for Imaging Project

This resolution will authorize entering into an agreement with ImageSoft Corporation for Statement of Work No. 22112 for the automated redaction enhancement as part of the Probate Court's imaging project in an amount of up to \$16,000. This is a priority given the upcoming April 1, 2022 deadline set forth by State Court

Administrative Office's (SCAO) directing courts to comply with protecting Personally Identifying Information (PII). SCAO's PII directive requires staff to redact certain information from Court record files – which are now electronic. Funding for this project is available from the Probate Court's capital budget for imaging.

See memo for details.

6a. Animal Control – Resolution to Purchase Computer Aided Dispatch (CAD) Licenses from Central Square for the Ingham County Animal Control and Shelter

This resolution will authorize a contract with Central Square to purchase mobile licensing software at a cost not to exceed \$7,320.46 to be funded by Ingham County Animal Control and Shelter millage funds. Ingham County Animal Control and Shelter (ICACS) is responsible for responding to and investigating criminal and non-criminal complaints involving animal welfare and public safety. Currently, Animal Control Officers do not have access to historical dispatch information when responding to these complaints. Additionally, there is no way to track the locations of officers when they are in the field. The lack of access to this information is a detriment to officer safety. The purchase of these software licenses will eliminate these issues. This software would allow Animal Control Officers to access all historical person and location data that is logged by the Ingham County Central Dispatch Center and responding law enforcement agencies. This information will allow our officers to request assistance when responding to locations where known officer safety issues are present.

See memo for details.

DISCUSSION/PRESENTATION ITEMS:

5c. Probate Court – Use of Elder Millage for Probate Court Purposes

6b. Animal Control – Proposed Re-organization of the Office Staff of Ingham County Animal Control and Shelter

7. 9-1-1 Dispatch Center – Update from 9-1-1 Director

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: February 9, 2022
SUBJECT: Resolution to Authorize a Contingency Appropriation to Resolution Services Center of Central Michigan to Support Small Claims Work

For the meeting agendas of February 24 and March 2

BACKGROUND

Resolution Services Center of Central Michigan (RSCCM) is a Community Dispute Resolution Program (CDRP) through the State Court Administrators Office (SCAO). Programs provided by RSCCM include mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training. RSCCM is a relatively small nonprofit, comprised of five full time staff, 32 part-time staff, and over 45 active volunteers.

In April 2020, RSCCM responded to requests from the courts in the county to assist with the backlog of small claim cases as a result of COVID-19 stay-at-home orders. In just a few weeks, RSCCM developed a referral process for accepting small claim cases, contacted parties, facilitated all cases remotely, and provided outcome information back to the referring courts. This work continues today. Small claims cases have increased by 54% (compared to 2019, pre-covid numbers). The courts and affected parties recognize the benefit of this model which is more accessible than spending time at the courthouse waiting for their cases to be heard.

This work is valued and needed, but not adequately funded. RSCCM receives no funding directly from the courts. They do receive an allocation from SCAO, but it is based on a statewide formula and only partially funds provided services.

RSCCM is requesting \$13,000 from Ingham County to support this small claims work in 2022. RSCCM is currently in conversations with the City of East Lansing and the City of Lansing to also provide financial support for their work in those courts.

Please see attached memo from RSCCM for additional detail.

ALTERNATIVES

RSCCM may have to limit these services if additional funding is not received.

FINANCIAL IMPACT

The request for \$13,000 is recommended to be funded from the 2022 contingency account. RSCCM has also requested \$29,000 from the City of Lansing and \$8,000 from the City of East Lansing. The funding requests are based on the caseload numbers at each of the respective District Courts.

A detailed budget request is included in this packet.

OTHER CONSIDERATIONS

RSCCM gave a presentation regarding this request at the November 18, 2021 Law & Courts Committee meeting.

Funding requests for this service beyond 2022 should be requested as part of the annual budget process.

RSCCM currently receives funding from the County as part of the Juvenile Justice Community Agency process.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

**Request to the Ingham County Board of Commissioners
Law & Courts Committee**

Resolution Services Center of Central Michigan (RSCCM), a Community Dispute Resolution Program (CDRP) through the State Court Administrators Office (SCAO), has served the citizens of Ingham County for over thirty years. Our programs include mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training. Approximately 7,000 citizens participate in our programs annually.

RSCCM is one of the busiest CDRPs in the State - largest increase in cases (191% between 2007 and 2019). Our success is due to our willingness to meet community needs in new and innovative ways, ability to provide quality services, responsiveness to time sensitive requests, and commitment to assuring access to justice.

Though we are quite robust in the volume of work, we are a relatively small nonprofit. RSCCM is comprised of 5 full time staff, 32 part-time staff and over 45 active volunteers.

2020 SMALL CLAIMS WORK

With the onset of the Covid19 stay-at-home order, courts, along with the rest of the country, ceased in-person business and transitioned to a new paradigm/service model.

In April 2020, RSCCM stepped forward once again to quickly respond to requests from the courts in the county to assist with the backlog of small claim cases. In just a few weeks, RSCCM developed a referral process for accepting small claim cases, contacted parties, facilitated all cases remotely, and provided outcome information back to the referring courts. This work continues today. Small claims cases have increased by 54% (compared to 2019, pre-covid numbers). Most courts have taken the time to inform us that they see the value of this process, expect it to continue into 2022, and perhaps have this process continue indefinitely. Additionally, parties recognize the benefit of this model which is more accessible than spending time at the courthouse waiting for their cases to be heard.

RSCCM is proud to be a responsive partner to the courts in the county. We will continue to do whatever we can to support citizen's access to justice and peaceful resolutions to conflicts. This work is valued and needed, but not adequately funded. RSCCM receives no funding directly from the courts. We do receive an allocation from SCAO, but it is based on a statewide formula and only partially funds our array of services.

Prior to 2020, RSCCM was able to facilitate the volume of small claim cases through the services of one volunteer, one day a week. The current system requires 40-50 hours of scheduling and mediation, along with technology and communication costs. RSCCM is in current conversations with the City of East Lansing and the City of Lansing to also provide financial support for the work we do in their courts.

RSCCM REQUEST TO THE BOARD OF COMMISSIONERS

Recognizing that there are continuing covid concerns for the foreseeable future, and both the courts and the filing parties benefit from the current process, RSCCM is inquiring about funding from the County for this service. **Would the Law & Courts Committee, and the Ingham County Board of Commissioners, please consider providing funding for the work being provided at the Mason District Court (55th) during 2022? We respectfully ask for \$13,000 (half of actual costs) to continue serving Ingham County Court in this manner.**

PROJECT BUDGET

		COUNTY REQUESTED AMOUNT (\$)	OTHER SOURCES (\$)	TOTAL
1	<u>Personnel Services</u>			
	a. Salaries & Wages	\$11,000	\$97,000	\$108,000
	b. FICA	\$1,200	\$9,600	\$10,800
	c. Unemployment			
	d. Fringe Benefits (may be further subdivided)			
	e. Overtime			
	f. Temporary			
	g. Work Study Wages			
2	<u>Professional and Contractual</u>			
	a. Medical Services (for recipient population)			
	b. Accounting Services			
	c. Membership/Subscriptions			
	d. Federal or State grant match			
	e. Office Equipment Leases			
	f. Maintenance Agreements			
3	<u>Operating Expenses</u>			
	a. Telephone	\$300	\$700	\$1,000
	b. Rent		\$5,700	\$5,700
	c. Utilities		\$3,000	\$3,000
	d. Postage			
	e. Office Supplies	\$500	\$500	\$1,000
	f. Travel			
	g. Insurance		\$500	\$500
	TOTAL	\$13,000	\$117,000	\$130,000

Financial Requests were made to:

City of Lansing \$29,000

City of East Lansing \$8,000

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTINGENCY APPROPRIATION TO RESOLUTION SERVICES CENTER OF CENTRAL MICHIGAN TO SUPPORT SMALL CLAIMS WORK

WHEREAS, Resolution Services Center of Central Michigan (RSCCM) is a Community Dispute Resolution Program (CDRP) through the State Court Administrators Office (SCAO) providing services in the areas of mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training; and

WHEREAS, with the onset of the COVID-19 stay-at-home order, RSCCM responded to requests from the courts in the county to assist with the backlog of small claim cases by developing a referral process for accepting small claims cases, contacting parties, facilitating all cases remotely, and providing outcome information back to the referring courts; and

WHEREAS, these services have proven valuable to both the courts and the parties they serve and the demand for these services is expected to continue into the future; and

WHEREAS, RSCCM provides these services at the 55th District Court, 54A District Court, and 54B District Court; and

WHEREAS, RSCCM has also requested funding from the City of Lansing and City of East Lansing to support these services in their courts; and

WHEREAS, future requests for funding for this purpose will be made as part of the annual budget process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Resolution Services Center of Central Michigan for small claims case assistance in the amount of \$13,000 for the time period of January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$13,000 from the 2022 contingency account for this purpose and to make any necessary adjustments to the 2022 budget consistent with this resolution.

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

Agenda Item 2

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Sergeant Steven Pirochta 5382
DATE: January 22, 2022
SUBJECT: Purchase of Disturbance Rapid Response Suits
For the meeting agendas of February 24 and March 2

BACKGROUND

Ingham County Sheriff's Office Correctional staff are often presented with dangerous situations where immediate intervention is necessary to protect the lives of those incarcerated within the Ingham County Correctional Facility. During these incidents it is also necessary to protect the Correction's Deputies responding. This protective equipment serves multiple beneficial purposes.

- It provides essential protection to the vital body areas of responding staff, including:
 - Head and neck area
 - Vital heart, lung, kidney areas
 - Groin
 - Major joints of the shoulder, elbow, hip, and knee.
- It allows for quick donning of equipment to ensure an expeditious response to acts of violence which in turn limits the potential of injury to both staff and incarcerated individuals.
- It provides a unified front in the face of potentially dangerous situations which often quells the incident with limited use of force.
- It allows staff the ability to utilize the minimum amount of force necessary to quell incidents

ALTERNATIVES

An alternative to this request would be the Ingham County Sheriff's Office Field Services Division responding with riot gear to these critical incidents. While a viable option when time is not of the essence, our law enforcement partners response time would be extensively greater than the response time of Correctional Staff on site at the time of the incident. With a greater response time comes an increase in potential injury, which in turn may lead to greater chance of litigation filings against the Sheriff and the County.

FINANCIAL IMPACT

This request will be funded through approved Capital Improvement Funds in the amount of \$8,307 from account 66430199-726010. This essential equipment is a one-time purchase through these approved funds. There is no further cost associated with maintenance.

STRATEGIC PLANNING IMPACT

This resolution will provide required protection to the community members that are incarcerated in the Ingham County Correctional Facility. Through expedient response to acts of violence the Ingham County Sheriff's Office is able to limit the potential for both personal injury and extensive destruction of the county infrastructure. Thus minimizing cost to the county of both litigation and facility repair.

OTHER CONSIDERATIONS

Correctional facilities have a duty to protect all incarcerated community members under the United States Constitution, 8th Amendment. This resolution will allow for staff to safely provide this required protection as expediently as possible with the goal of minimization of injury to all parties. The Ingham County Sheriff's Office understands that time works against the facility during these incidents, and it is that understanding which compels the agency to make this request.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the purchase of essential correctional protective equipment.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE RAPID RESPONSE DISTURBANCE CONTROL SUITS

WHEREAS, the Ingham County Sheriff's Office is required to respond to acts of violence and destruction of property within the Ingham County Correctional Facility; and

WHEREAS, the Ingham County Sheriff's Office must protect the lives of community members incarcerated within the Ingham County Correctional Facility; and

WHEREAS, the Ingham County Sheriff's Office must also protect against the destruction of the Ingham County infrastructure; and

WHEREAS, responding staff members should be provided with equipment which provides optimal protective measures when responding to these incidents; and

WHEREAS, the Ingham County Sheriff's Office has determined the need to purchase Rapid Response Disturbance Control Suits to provide these protective measures; and

WHEREAS, Clawa Enterprise Inc./Alternate Force is a single source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed \$8,307.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase ten (10) Rapid Response Disturbance Control Suits from Clawa Enterprise Inc./Alternate Force at a cost of up to \$8,307 using 2022 Capital Improvement Funds.

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

Agenda Item 3

TO: Ingham County Board of Commissioners Law & Courts and Finance Committees

FROM: George M. Strander, Court Administrator, 30th Circuit Court

DATE: February 15, 2022

RE: Transcript Budget Transfer

BACKGROUND

The 30th Circuit Court General Trial Division Budget pays for certain mandated transcripts of proceedings, including transcripts of some Family Division proceedings held by Circuit Court Family Division Judges, through line item 101-13001-810000. Probate Court Judges also hear Circuit Court Family Division matters and the Probate Court Budget has for several years had the funds for and paid for these when it is the court's responsibility, through line item 101-14803-810000.

It would be more efficient if all court-funded transcripts from Circuit Court Family Division matters were processed and paid by the same budget. This could be realized by the amount allocated in the Probate Court transcripts budget for Circuit Court Family Division matters, along with the responsibility for processing and paying for transcripts being transferred to the Circuit Court General Trial Division transcripts budget.

The Probate Court estimates that \$11,000 of its transcripts line item is allocated for Circuit Court Family Division matters. We request that \$11,000 be transferred from the Probate Court transcripts budget (101-14803-810000) to the Circuit Court General Trial Division transcripts budget (101-13001-810000), with the understanding that the approval of, and payment for, court-funded transcripts from Circuit Court Family Division matters heard by Probate Court Judges will then be handled by the Circuit Court. Please see the attached resolution to this effect.

ALTERNATIVES

Should this request not be approved, the current system of processing and paying for Circuit Court Family Division matter transcripts in two different budgets would continue.

FINANCIAL IMPACT

There is no financial impact to the county in that all that is proposed is a budget transfer.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services.

RECOMMENDATION

Based on the efficiency benefits of consolidating the processing and payment of Circuit Court Family Division transcripts, and on the fact that such consolidation has no financial impact, I recommend that the attached resolution be approved.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO TRANSFER FUNDS BUDGETED FOR TRANSCRIPTS
FROM THE PROBATE COURT BUDGET TO THE CIRCUIT COURT
GENERAL TRIAL DIVISION BUDGET**

WHEREAS, the Circuit Court General Trial Division Budget pays for certain mandated transcripts of proceedings, including transcripts of some Family Division proceedings held by Circuit Court Family Division Judges, through line item 101-13001-810000; and

WHEREAS, Probate Court Judges hear Circuit Court Family Division matters and the Probate Court Budget has for several years had the funds for and paid for these when it is the court's responsibility, through line item 101-14803-810000; and

WHEREAS, it would be more efficient if all court-funded transcripts from Circuit Court Family Division matters were processed and paid by the same budget; and

WHEREAS, the Probate Court estimates that \$11,000 of its transcripts line item is allocated for Circuit Court Family Division matters; and

WHEREAS, the Circuit Court and Probate Court are in agreement with regard to this budget transfer.

THEREFORE BE IT RESOLVED, that \$11,000 will be transferred from the Probate Court transcripts budget (101-14803-810000) to the Circuit Court General Trial Division transcripts budget (101-13001-810000).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2022 budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the approval of, and payment for, court-funded transcripts from Circuit Court Family Division matters heard by Probate Court Judges will be handled by the Circuit Court.

TO: Law & Courts, Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 10, 2021
SUBJECT: Resolution to Authorize LifeMAP Management App™ Licensing Agreement
For the meeting agendas of February 24, February 28, and March 2, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025 in an amount not to exceed \$75,000. Resolution #21-179 authorized Ingham County to include a commitment, support, and partnership with Advance Peace and local partners in an amount of \$590,000, to establish a program that builds and sustains local community capacity to interrupt gun violence. The LifeMAP Management App Data Collection tool is a critical part of the Advance Peace Fellowship used to ensure adherence to the Advance Peace approach and for measuring impact of the approach, as well a robust evaluation of both outputs and outcomes. Resolution #22- 045, authorized the agreement with Advance Peace effective January 25, 2022 through January 24, 2024, as a two-year term agreement. Since the authorization of Resolution #22-045, Advance Peace has requested an additional year be added for a three-year term agreement.

Additionally, the LifeMAP Management App provides training and technical support, as well as the ability to export one (1), six (6), and twelve (12) month data reports. This local data generated through LifeMAP will then be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County. A detailed outline of the resources offered by LifeMAP Management Licensing agreement are clearly defined in the Scope of Work for Advance Peace – Appendix A.

ALTERNATIVES

Staff from ICHHD and evaluators from Michigan Public Health Institute (MPHI) have considered in-house development of data collection tools for local evaluation efforts. However, paying the licensing fee for the LifeMAP Management App™ is a more cost-effective approach.

FINANCIAL IMPACT

The cost for this three-year Licensing Agreement with LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, will be \$75,000. The payment of this agreement will come from funding sources noted above.

STRATEGIC PLANNING IMPACT

This activity supports the Ingham County Board of Commissioners Strategic Plan Update objective A.1.x: Continue work that targets violent offenders, high level drug dealers, gang activity and gun violence.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a three-year Licensing Agreement for the LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025 for an amount not to exceed \$75,000.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFE PASSAGES DBA
ADVANCE PEACE FOR A LICENSING AGREEMENT FOR THE LIFEMAP MANAGEMENT
APP™ DATA COLLECTION TOOL**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025, in an amount not to exceed \$75,000; and

WHEREAS, Resolution #21-179, authorized Ingham County to include a commitment, support, and partnership with Advance Peace and local partners in an amount of \$590,000 to establish a program that builds and sustains local community capacity to interrupt gun violence; and

WHEREAS, the LifeMAP Management App Data Collection tool is a critical part of the Advance Peace Fellowship used to ensure adherence to the Advance Peace approach and for measuring impact of the approach, as well a robust evaluation of both outputs and outcomes; and

WHEREAS, Resolution #22-045 authorized the agreement with Advance Peace effective January 25, 2022 through January 24, 2024, as a two-year term agreement; and

WHEREAS, since the authorization of Resolution #22-045, Advance Peace has requested an additional year be added for a three-year term agreement; and

WHEREAS, additionally, the LifeMAP Management App provides training and technical support, as well as the ability to export one (1), six (6), and twelve (12) month data reports; and

WHEREAS, this local data generated through LifeMAP will then be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County; and

WHEREAS, a detailed outline of the resources offered by LifeMAP Management Licensing agreement are clearly defined in the Scope of Work for Advance Peace – Appendix A; and

WHEREAS, the payment of this agreement will come from funding sources noted above; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025, in an amount not to exceed \$75,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025, in an amount not to exceed \$75,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

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

FROM: Morgan E. Cole, Probate Court Administrator/Register

DATE: February 15, 2022

SUBJECT: Request for Probate Court to Rollover Pre-2018 CIP Funds
For Working Sessions on February 24, 2022 and March 2, 2022

BACKGROUND

In adopting Resolution #21-519 of the 2022 budget – a new policy allowing only the most recent three years of Capital Improvement Project (“CIP”) fund balance to be rolled over. In March of 2021 there were over 200 projects that were requested by departments to be rolled over from the 2020 budget to the 2021 budget. A number of these projects have been rolled over for a number of years without any expenses used each year. The oldest CIP dates back to 2014.

In 2019, I was appointed the Probate Court Court Administrator/Register. At no time between 2019 and the end of 2021 did I become aware the Probate Court had an outstanding 2014 CIP fund balance in the amount of \$121,268 for a scanning/electronic imaging project. In addition, I also did not have MUNIS access to this 2014 CIP fund/line-item until late 2021 when financial services granted me MUNIS access to org number 636625870 – object code 932050. Currently, the Probate Court intends to use the remaining \$121,268 in MUNIS Org No. 636625870 – object code 932050, for the following items in 2022 and 2023: scanning enhancement for auto-redaction; interface payment systems into scanned/electronic files; image corrector enhancement to check for missed imaging or errors in imaging to ensure record retention quality and accuracy; interface for automatic index imaging; as well as electronic attorney updates from the State Bar of Michigan. The Probate Court secured quotes for the intended projects listed above – and is ready to move forward with this CIP project.

Implementation of new technology is quite laborious and requires many trial and errors in execution. It is expected it will take at least two years to ensure the above scanning projects are implemented. Especially with our new reality due to COVID-19, enhancing technology is a priority for the Probate Court to serve the public.

ALTERNATIVES

Delay technology projects – which will hinder future service to the public. Submit a new CIP request in 2023 for this project – which results in wasted work effort in securing quotes and implementation dates/strategies.

FINANCIAL IMPACT

There are not additional financial costs for the remainder of 2022 and 2023, as the CIP balance remains \$121,268. Granting this request will allow the Probate Court to actively and immediately further technology and provide enhanced access and service to the public along with staff efficiency for at least the next two years.

OTHER CONSIDERATIONS

The Controller’s Office and the Budget Office were consulted and supports this request to roll over the recently discovered 2014 CIP funds in the amount of \$121,268.00 – as set forth in MUNIS Org No. 636625870 – object code 932050.

RECOMMENDATION

Based on the information presented, I respectfully request the Ingham County Board of Commissioners approve of the attached resolution to support the Ingham County Probate Court’s roll-over of pre-2018 CIP funds in the amount of \$121,268 - in MUNIS Org No. 636625870 – object code 932050 for both this year, 2022 and 2023.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONTINUED USE OF PROBATE COURT'S OUTSTANDING
CAPITAL IMPROVEMENT PROJECT FUNDS AWARDED PRIOR TO 2018**

WHEREAS, the 2022 Budget Allocation as set forth in Resolution #21-519 established a new policy allowing only the most recent three years of Capital Improvement Project ("CIP") fund balance to be rolled over; and

WHEREAS, the Probate Court's 2014 CIP fund balance for a scanning/imaging project in the amount of \$121,268 – listed in MUNIS under org number 636625870 – object code 932050 was not accessible or known to the Probate Court Administrator/Register until late 2021; and

WHEREAS, the Probate Court initiated the following scanning/imaging projects, including but not limited to: scanning enhancement for auto-redaction; interface payment systems into scanned/electronic files; image corrector enhancement to check for missed imaging or errors in imaging to ensure record retention quality and accuracy; interface for automatic index imaging; as well as electronic attorney updates from the State Bar of Michigan; and

WHEREAS, in the near future, the Probate Court expects to incur substantial costs which would be paid for in totality by the outstanding 2014 CIP fund balance; and

WHEREAS, the Probate Court wishes to provide improved customer service, greater public access and increased efficiency by immediately initiating scanning/image technology projects to be funded from the 2014 CIP fund balance of \$121,268; and

WHEREAS, the Probate Court requests the 2014 CIP fund balance of \$121,268 – listed in MUNIS under org number 636625870 – object code 932050 be carried over until at least 2023 as the implementation of new technology is quite laborious and requires extensive testing to execute; and

WHEREAS, the Controller's Office and the Budget Office were consulted and are in support of submitting such request by resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Probate Court's roll-over of pre-2018 CIP funds in the amount of \$121,268 – listed in MUNIS as Org No. 636625870 – object code 932050.

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

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

FROM: Morgan E. Cole, Probate Court Administrator/Register

DATE: February 15, 2022

SUBJECT: Authorizing Statement of Work. 22112 with ImageSoft

For Working Sessions on February 24, 2022 and March 2, 2022

BACKGROUND

The Probate Court and ImageSoft, as part of implementation, have discovered areas where the current imaging system can be more fully realized and result in greater efficiencies. The Probate Court seeks to enter into Statement of Work No. 22112 for the purpose of implementing an automated redaction system. This is a priority given the upcoming April 1, 2022 deadline set forth by State Court Administrative Office's (SCAO) directing courts to comply with protecting Personally Identifying Information (PII). SCAO's PII directive requires staff to redact certain information from Court record files – which are now electronic. This system enhancement will allow for efficiency and productivity.

ALTERNATIVES

None.

FINANCIAL IMPACT

The associated costs are estimated conservatively to cost around \$16,000. However, no additional funding is needed. Probate Court will fund this project through existing Capital Improvement Project funding with a current balance of \$121,268.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support that the Ingham County Board of Commissioners approve entering into Statement of Work No. 22112 with ImageSoft for the automated redaction enhancement to Probate Court's Electronic Document Management system.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE STATEMENT OF WORK NO. 22112 WITH
IMAGESOFT CORPORATION FOR IMAGING PROJECT**

WHEREAS, the Ingham County Probate Court has contracted with ImageSoft Corporation to implement an imaging system which the Board has already approved as part of its commitment to increase and make uniform the utilization of imaging countywide, and thereby realize greater efficiencies; and

WHEREAS, the Probate Court and ImageSoft, as part of implementation, have discovered areas where the current imaging system can be more fully realized and result in greater efficiencies – such as an automated redaction enhancement; and

WHEREAS, the conservative estimated cost for entering into Statement of Work No. 22112 with ImageSoft Corporation is \$16,000; and

WHEREAS, the Probate Court has adequate funding in its Capital Improvement Project budget to cover such costs; and

WHEREAS, the Probate Court consulted with the IT Department – who is in support of this request.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an agreement with ImageSoft Corporation for Statement of Work No. 22112 for the automated redaction enhancement as part of the Probate Court's imaging project in an amount of up to \$16,000 to be paid through the Probate Court's existing Capital Improvement Project Budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

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

TO: Board of Commissioners - Law & Courts and Human Services Committees

FROM: Morgan E. Cole, Probate Court Administrator/Register

DATE: February 15, 2022

SUBJECT: Discussion Item – Use of Elder Millage for Probate Court Purposes
For Working Sessions – February 24, 2022 and February 28, 2022

BACKGROUND

This discussion affects the Ingham County Probate Court (Probate Court) as well as the Tri-County Office on Aging (TCOA). The Probate Court seeks to use the Elder Millage to fund two (2) new full-time Senior Deputy Probate Registers (Senior DPRs) to bring the Probate Court to having a total of 17 full-time equivalent employees (FTEs).

On August 4, 2020, the Ingham County Elder Millage passed with the following language listed below. At that time, the Ingham County Elder Millage expected to raise an additional \$2,304,866 in the first year. The Elder Millage levied Ingham County property taxes by 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation – for a period of four (4) years (2020 to 2023).

INGHAM COUNTY BALLOT PROPOSALS

INGHAM COUNTY ELDER PERSONS MILLAGE

For the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage will raise an estimated \$2,304,866 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

The Probate Court in Michigan is a constitutionally recognized element of our statewide one court of justice. As a constitutional body with statutorily defined jurisdiction, the Ingham County Probate Court provides adjudicative and other services as required by law. Major activities include the admission of wills, appointment of personal representatives, oversight of decedent estate administration, action on trust matters, appointment of guardians for minors, appointment of guardians for the legally incapacitated, appointment of guardians for the developmentally disabled, appointment of conservators for minors, appointment of conservators for adults, investigation of proposed guardianships and conservatorships, comprehensive periodic review of guardianships, and adjudication of petitions seeking mental health treatment. Presently, the Probate Court's employees 15 FTEs include: two (2) Probate Judges; one (1) Court Administrator/Probate Register; one (1) Chief Deputy Probate Register; two (2) Judicial Assistants; two (2) Court Officers/Research Clerks; two (2) Court Recorders; and five (5) Senior DPRs.

According to the United State Census Report – Ingham County has 292,406 residents of which 19% percent are age 60 and older. *See Attachment A – US Census Date Report from 2019.* This equates to a total of 55,556 Ingham County residents age 60 and older. In the past 20 years, i.e., January 1, 2000 to December 31, 2021, the Probate Court handled 21,786 cases for matters involving crisis services where the ward/decedent/respondent was age 60 or older. *See Attachment B – Case Management Statistic Report – dated February 10, 2022.* Out of the 21,787 cases, 7,761 cases remain open and serviced by the Probate Court. In fact, for the past three (3) years, around 40 percent of all *new* Probate Court filings, involve a ward/decedent/respondent who was an Ingham County resident age 60 or older at the time of filing. *See Attachment C – SCAO Annual Caseload Reports for 2019 to 2021 and See Attachment D - Case Management Statistic Report – dated February 7, 2022.*

Ingham County Probate Court NEW Caseload Filings Per Year

2019 Total Caseload – 2,250 cases
 2020 Total Caseload – 1,986 cases
 2021 Total Caseload – 2,296 cases

NEW Probate Court Crisis Filed Case Types Involving a Ward/Decedent Age 60 & Older – Per Year

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Conservator Cases (CA)	100	81	74
Developmental Disability Cases (DD)	3	4	4
Decedent Estate Cases (DE)	445	367	512
Adult Guardianship Cases (GA)	181	138	148
Limited Guardianship Cases (GL)	3	2	1
Mental Illness Cases (MI)	116	83	91
Small Estates Cases (PE)	81	87	88
Total Cases	929	762	918

Annual Percentage of NEW Crisis Filed Case Types Involving a Ward/Decedent Age 60 & Older

<u>2019</u>	<u>2020</u>	<u>2021</u>
41.28%	38.36%	39.98%

The Probate Court's Office operations are crippled if just one employee: takes time off; is promoted; is out on Family Medical Leave Act (FMLA); or there is a new trainee-employee. Any employee vacancy is debilitating to the Probate Court Office operations – especially those involving Ingham County residents age 60 and older. The result is: disruption of operations; inability to provide proactive community outreach programs; backlog critical case processing; and reduced implementation and improvement of elder care processes between the Probate Court and community leaders.

By way of example, Senior DPRs are responsible for an immense workload such as: a having a full docket caseload; providing customer service at the counter; docketing; electronic scanning; teaching fiduciary classes; using the Microfiche machine; answering phones; courtroom jury matters; processing mail and email and recording Court proceedings. Specifically, increasing counter staff– allows existing Probate Court Office staff, specifically the Senior DPRs, to adequately serve and address backlog for the existing 7,761 open cases along with the average annual increase of 900 new cases, involving Ingham County residents who are age 60 and older.

As to the use of the Elder Person Millage for various Probate Court purposes, the Probate Court's authorized use of the Elder Millage funds must fall within the following approved ballot language:

“for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County... ”

It is the Probate Court's position that it does provide services which constitute “critical services” that expand or create new programs and/or eliminate wait lists, which services include, but are not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly.

Expanding and creating community outreach programs that take proactive measures to assist the elderly would include having the Probate Court partake in elder law outreach initiatives with local law firms/financial planning firms/insurance firms/funeral homes and TCOA. Also, the Probate Court seeks to establish an “Ingham County Probate Day” – where filing of wills for safekeeping are waived – thus encouraging advanced estate planning. The Probate Court seeks to establish regular trainings on-site at Ingham County nursing facilities/elder care facilities/medical care facilities for the elderly and their families – by rotating commissioner districts throughout Ingham County. Also, the Probate Court seeks to establish fixed regular phone hours where the elderly or their families can speak immediately to a Probate Court staff member as technology such as email and websites can be difficult for elderly population. Additional staff would allow the Probate Court to be proactive in searching local obituaries and death records so that wills could be removed from safekeeping. This would increase public access and knowledge to our community.

Also, Michigan fails to have a family consent statute – which results in regular critical Probate Court involvement for those Ingham County residents age 60 and older, to assist in moving the elderly individual into a step-down care facility such as: Skilled Nursing Facilities (SKNF), Assisted Living Facilities and Hospice Facilities. It is imperative that Probate Court staff are immediately available to process emergency filings for: guardianships/conservatorships; Do-Not-Resuscitate (DNR) petitions; petitions to be appointed as funeral representative(s); and mental health petitions for residents age 60 or older - along with follow-up services for full guardianships. This continues to rise with geriatric psychiatry needs and medical conditions affecting elderly such as dementia and Alzheimer's disease. The Baby Boomers, who were born from 1946 to 1964, are quickly becoming the largest population group who need assistance under the Elder Millage. Further, isolation with COVID-19 for the elderly population has also increased mental health needs. The inadequate staffing cannot support the need in Ingham County – especially for those age 60 and older, which is cause for significant delays in excess of a month on some cases. To guard against such delays, the Probate Court would like to offer weekly appointments with staff – both remotely and in-person.

The Probate Court staff and administration seek to actively engage with community leaders to be proactive in seeking to guard against unnecessary Court involvement when an individual becomes incapacitated or deceased. Further, Probate Court staff need to engage with community leaders and regularly interact to assess different elderly needs. To further this notion, the Probate Court seeks to have individual staff liaisons for specific community leaders and the public - with regular meetings. Examples of Probate Court liaisons which would be possible with two (2) additional Senior DPRs would be: a TCOA Liaison; a Mental Health Liaison; a Guardianship Liaison; a Conservatorship Liaison; and Decedent Estate Liaison. Additional staff will allow the Probate Court to expand its access to the public level in engagement with all Ingham County residents – but more importantly – with those 60 years-old and older – who prefer telephonic or face-to-face contact.

While the Probate Court is a general fund department, additional funding opportunities through a Senior/Elder Millage is another tool to ensure additional staff while reducing the burden on the County's general fund. Other Michigan Counties which have an Elder Millage or Senior Millage that fund some of their Probate Court staffing and expenses are: Kalamazoo County; Genesee County; Kent County; St. Claire County; and Leelanau County. Millage funding in part makes logical sense as it will support the needs and wants as dictated by the constituents who vote for it.

Specifically, the Probate Court requests to increase the total number of Senior DPRs from five (5) to seven (7). Thus, two (2) additional FTEs as Senior DPRs would assist with the counter – so the five (5) existing Senior DPRs can enhance and provide critical and crisis services to Ingham County residents age 60 and older as indicated above.

Total personnel costs in 2022 for one (1) Senior DPR position is \$87,100 to \$99,311 as evidenced Budget Director, Michael Townsend's, January 24, 2022 email.

	UAW H LEVEL 1	UAW H LEVEL 5
SALARY	45,704	54,514
UNEMPLOYMENT	229	273
FICA	3,496	4,170
LIABILITY	624	744
HEALTH	19,002	19,002
RETIREE		
CHARGEBACK	3,586	3,586
RETIREE HEALTH		
TRUST	2,057	2,453
DENTAL	936	936
VISION	135	135
SEPARATION	800	954
LIFE	88	88
DISABILITY	59	71
RETIREMENT	9,927	11,840
RETIREMENT	457	545
TOTAL	87,100	99,311

FINANCIAL IMPACT

On August 4, 2020, the current Elder Millage passed and was expected to raise an additional \$2,304,866 in the first year. The Elder Millage levied Ingham County property taxes by 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation – for a period of four (4) years (2020 to 2023). The amount levied collected for 2022 and 2023 on this millage will no doubt increase dramatically as the housing market in Ingham County exploded over the past two years – thus, resulting in further revenue. Two (2) Senior DPRs positions would equate to an annual personnel cost of \$174,200.00 to \$198,622.00. The 2021 year end fund balance in the Elder Millage Fund was approximately \$1.7 million. Funding two (2) Senior DPRs positions for the next five (5) years would cost around \$1,000,000.00 – which equates to 59% of existing 2021 surplus fund balance. Also, the Probate Court would actively assist TCOA to the greatest extent possible in public outreach about the importance of this millage.

OTHER CONSIDERATIONS

Continue to award compensatory time and overtime. However, burn out of staff will continue. Fund these positions out of the general fund – rather than the Elder Millage. The County Attorney and Controller's Office were consulted on this request. The UAW is supportive of this request. *See Attachment E*. TCOA was consulted regarding this discussion item and is also in support of this request.

RECOMMENDATION

On behalf of the Ingham County Probate Court, I respectfully recommend approval to authorize the August 4, 2020, Elder Millage funds to support two (2) new FTE Senior DPRs positions for the reason stated above.

Attachment A

Ingham County, MI

County in Michigan, United States

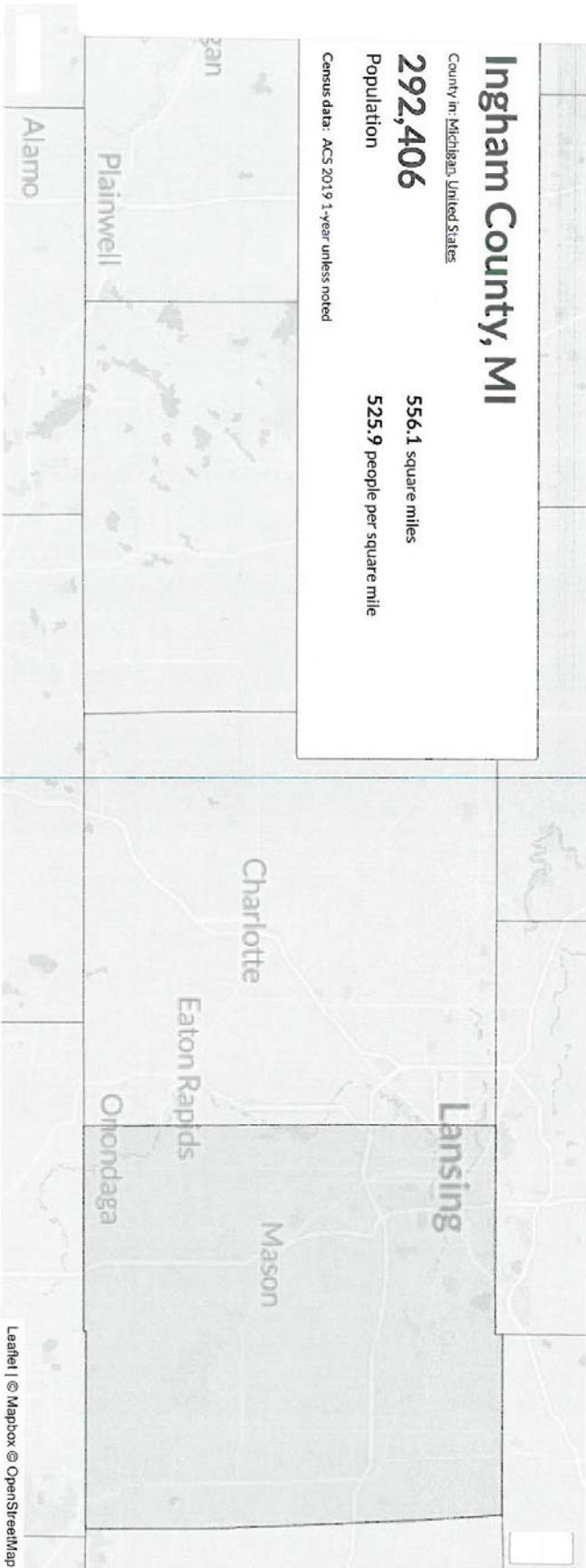
292,406

Population

556.1 square miles

525.9 people per square mile

Census data: ACS 2019 1-year unless noted



Find data for this place

Search by table or column name...

Hover for margins of error and contextual data.

Demographics

Age

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

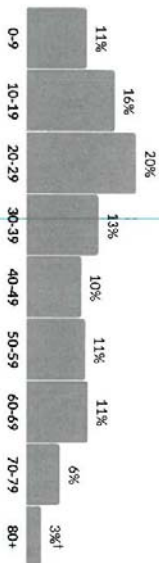
32.4

Median age

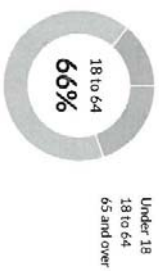
about 80 percent of the figure in Michigan: 39.8

about 80 percent of the figure in United States: 38.5

Population by age range



Population by age category



Show data / Embed

Show data / Embed

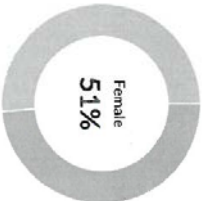
Sex

† Margin of error is at least 10 percent of the total

Race & Ethnicity

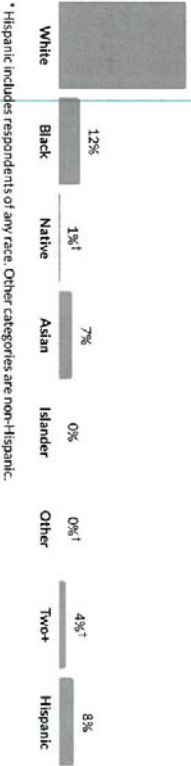
6.9%

value. Take care with this statistic.



Male
Female

Show data / Embed



* Hispanic includes respondents of any race. Other categories are non-Hispanic.

Show data / Embed

Economics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Income

\$30,188

Per capita income

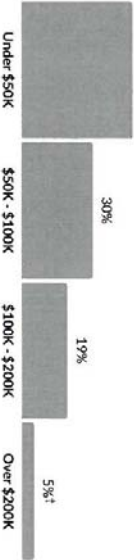
about 90 percent of the amount in Michigan: \$32,892
about 80 percent of the amount in United States: \$35,672

\$54,395

Median household income

about 90 percent of the amount in Michigan: \$59,584
about 80 percent of the amount in United States: \$65,712

Household income



Show data / Embed

Poverty

17.7%

Persons below poverty line

about 1.4 times the rate in Michigan: 13%
about 1.4 times the rate in United States: 12.3%



Show data / Embed



Show data / Embed

Children (Under 18)

Seniors (65 and over)

Transportation to work

21 minutes

Mean travel time to work

about 80 percent of the figure in Michigan: 25.1
about three-quarters of the figure in United States: 27.6

Means of transportation to work



† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Drove alone Carpooled Public transit Bicycle Walked Other Worked at home

• Universe: Workers 16 years and over

Show data / Embed

Families

Households

114,534

Number of households

Michigan: 3,969,880

United States: 122,802,852

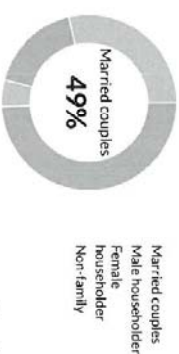
2.4

Persons per household

a little less than the figure in Michigan: 2.5

about 90 percent of the figure in United States: 2.6

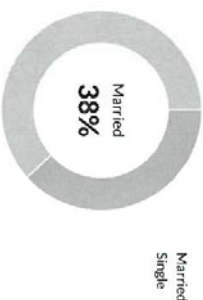
Population by household type



Show data / Embed

Marital status

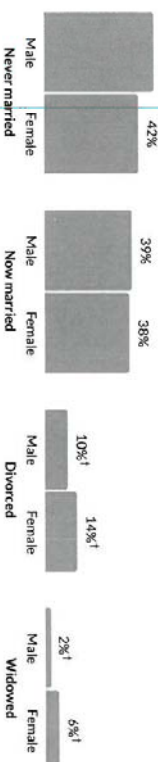
† Margin of error is at least 10 percent of the total value. Take care with this statistic.



• Universe: Population 15 years and over

Show data / Embed

Marital status, by sex



Show data / Embed

Fertility

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

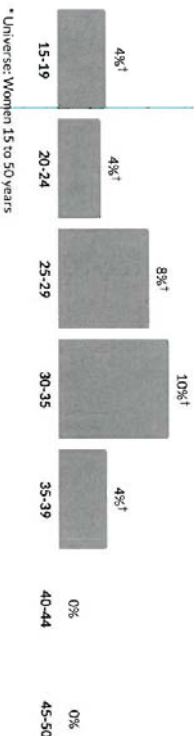
4.3%

Women 15-50 who gave birth during past year

about 80 percent of the rate in Michigan: 5.1%

about 90 percent of the rate in United States: 5%

Women who gave birth during past year, by age group



• Universe: Women 15 to 50 years

Show data / Embed

Housing

Units & Occupancy

124,347

Number of housing units

Michigan: 4,629,605

United States: 139,686,209

Occupied vs. Vacant



Ownership of occupied units



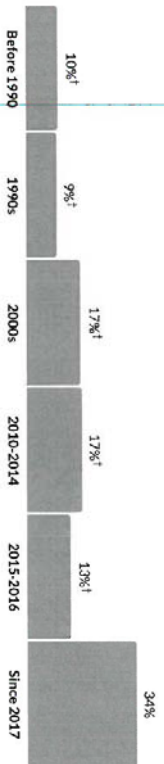
Types of structure



Single unit
Multi-unit
Mobile home
Boat, RV, van, etc.

Show data / Embed

Year moved in, by percentage of population



Show data / Embed

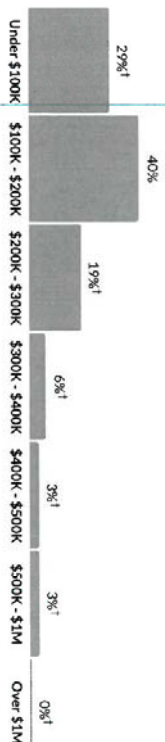
Value

\$146,600

Median value of owner-occupied housing units

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Value of owner-occupied housing units



Show data / Embed

Geographical mobility

21%

Moved since previous year

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

more than 1.5 times the rate in Michigan: 12.9%

about 1.5 times the rate in United States: 13.7%

Population migration since previous year



Show data / Embed

Social

Educational attainment

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

93.7%

High school grad or higher

a little higher than the rate in Michigan: 91.4%

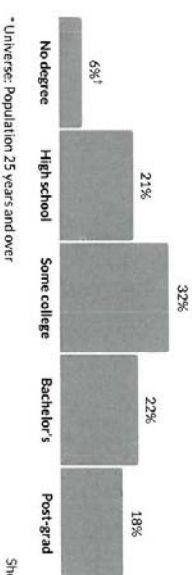
a little higher than the rate in United States: 88.6%

40.5%

Bachelor's degree or higher

about 1.4 times the rate in Michigan: 30%
about 25 percent higher than the rate in United States: 33.1%

Population by highest level of education



Language

N/A

Persons with language other than English spoken at home

* ACS 2019 5-year data

Language at home, children 5-17



Language at home, adults 18+



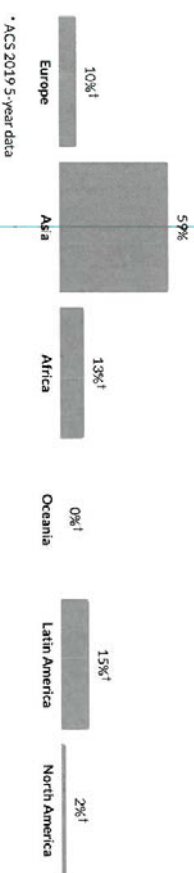
Place of birth

10.9%

Foreign-born population

about 1.5 times the rate in Michigan: 7%
about 80 percent of the rate in United States: 13.7%

Place of birth for foreign-born population



Veteran status

5.2%

Population with veteran status

Veterans by wartime service



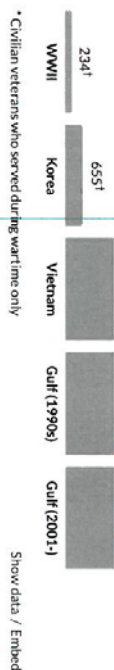
12,143 Total veterans

11,180 Male

963 Female

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

about 80 percent of the rate in Michigan:
6.6%
about three-quarters of the rate in United
States: 6.9%



Hover for margins of error and contextual data.

This profile displays data from more than one ACS release. Charts not derived from ACS 2019 1-year data are noted with an *.

Citation: U.S. Census Bureau (2019). *American Community Survey 1-year estimates*. Retrieved from [Census Reporter Profile page for Ingham County, MI](https://censusreporter.org/profiles/05000US26065-ingham-county-mi/) <[http://censusreporter.org/profiles/05000US26065-ingham-county-mi/](https://censusreporter.org/profiles/05000US26065-ingham-county-mi/)>

Citation: U.S. Census Bureau (2019). *American Community Survey 5-year estimates*. Retrieved from [Census Reporter Profile page for Ingham County, MI](https://censusreporter.org/profiles/05000US26065-ingham-county-mi/) <[http://censusreporter.org/profiles/05000US26065-ingham-county-mi/](https://censusreporter.org/profiles/05000US26065-ingham-county-mi/)>

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Ingham County Probate Court
WARDS, DECEDENTS, RESPONDENTS AGED 60 YEARS AND OLDER
 From 01-01-2000 To 12-31-2021
DE, PE, GL, GA, CA, DD, MI

CASE NUMBER	STATUS	FILE DATE	PARTY NAME	TYPE	DOB	DOD	AGE
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SUMMARY</p> <p>CA - CLOSED: 1,412 CA - OPEN: 528 CA - REOPENED: 5 CA TOTAL: 1,945</p> <p>DD - CLOSED: 97 DD - OPEN: 86 DD - REOPENED: 3 DD TOTAL: 186</p> <p>DE - CLOSED: 6,736 DE - OPEN: 2,334 DE - REOPENED: 63 DE TOTAL: 9,133</p> <p>GA - CLOSED: 2,676 GA - OPEN: 517 GA - REOPENED: 4 GA TOTAL: 3,197</p> <p>GL - CLOSED: 72 GL - OPEN: 11 GL - REOPENED: 1 GL TOTAL: 84</p> <p>MI - CLOSED: 762 MI - OPEN: 3,762 MI - REOPENED: 105 MI TOTAL: 4,629</p> <p>PE - CLOSED: 2,270 PE - OPEN: 330 PE - REOPENED: 12 PE TOTAL: 2,612</p> </div>							

	Estates, Trusts										Civil/Other										Guardianships, Conservators, Admissions, Mental Commitments									
	DA	DE	DH	PE	TT	TV	CZ	ML	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO	Total											
Beginning Pending	1	6	0	4	0	4	7	0	21	5	9	33	0	21	0	0	5	3	119											
New Filings	4	527	0	103	2	27	6	7	124	31	78	251	5	157	0	22	760	16	2120											
Reopened	0	10	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11											
Total Caseload	5	543	0	108	2	31	13	7	145	36	87	284	5	178	0	22	765	19	2250											
Jury Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Bench Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Uncontested/Dft/Settled	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3											
Petition Granted	2	529	0	106	1	15	0	6	95	29	76	178	3	129	0	13	240	12	1434											
Order Determining Testacy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Order Determining Heirs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Petition Denied	0	1	0	0	0	0	0	0	3	0	0	6	0	10	0	0	0	0	20											
Transferred	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1											
Dismissed by Party	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1											
Dismissed by Court	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2											
Petition Withdrawn/Dis.	2	6	0	0	0	3	0	1	32	2	6	56	1	28	0	5	225	4	371											
Deferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Inactive Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Other Disposition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Case Type Change	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Total Dispositions	4	536	0	106	1	18	6	7	130	31	82	241	4	167	0	18	765	16	2132											
Ending Pending	1	7	0	2	1	13	7	0	15	5	5	43	1	11	0	4	0	3	118											
Estates and Trusts																														
Estate Cases Supervised by the Court During the Year	32										Total number of wills filed for safekeeping and delivered after death of testator																			
Total Number of Trust Registrations	2										Foreign Birth																			
Total number of motions filed with the court to establish delayed registration of foreign birth by court order																														
Other Mental Commitment Petitions Filed and Disposed																														
Total Petitions Filed for Second Order																														
Total Petitions Filed for Continuing Order																														
Total Number of Supplemental Petitions Presented to the Court for Court Ordered Examination on an Application for Hospitalization and Total Number of Petitions Presented to the Court for Court Ordered Transportation of a Minor																														
Total Petitions Granted for Second Order																														
Total Petitions Denied for Second Order																														
Total Petitions Granted for Continuing Order																														
Total Petitions Denied for Continuing Order																														
Assisted Outpatient Treatment Petitions Filed																														
Assisted Outpatient Treatment Petitions Granted																														
Assisted Outpatient Treatment Petitions Denied																														

Estates, Trusts																			Civil/Other				Guardianships, Conservators, Admissions, Mental Commitments									
DA	DE	DH	PE	TT	TV	CZ	ML	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO	Total														
Beginning Pending	1	8	0	1	13	6	0	15	6	6	41	1	13	0	4	9	3	127														
New Filings	1	419	0	110	6	23	5	7	101	26	59	206	8	87	0	12	769	4	1843													
Reopened	0	11	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	16														
Total Caseload	2	438	0	115	7	36	11	7	116	32	65	247	9	100	0	16	778	7	1986													
Jury Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Bench Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Uncontested/Dft/Settled	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3														
Petition Granted	2	422	0	115	5	20	0	7	69	29	47	150	5	66	0	12	269	6	1224													
Order Determining Testacy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Order Determining Heirs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Petition Denied	0	0	0	0	1	0	0	1	0	0	1	0	3	0	0	1	0	7														
Transferred	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2														
Dismissed by Party	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3														
Dismissed by Court	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Petition Withdrawn/Dis.	0	3	0	0	2	7	0	0	29	0	6	61	3	17	0	3	262	0	393													
Deferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Inactive Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Other Disposition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Case Type Change	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
Total Dispositions	2	425	0	115	7	28	6	7	99	29	53	214	8	86	0	15	778	6	1878													
Ending Pending	0	13	0	0	8	5	0	17	3	12	33	1	14	0	1	0	1	108														
Estates and Trusts																																
Estate Cases Supervised by the Court During the Year	29																															
Total Number of Trust Registrations	0																															
Total number of wills filed for safekeeping and delivered after death of testator																																
Foreign Birth																																
Total number of motions filed with the court to establish delayed registration of foreign birth by court order																																
Other Mental Commitment Petitions Filed and Disposed																																
Total Active Estate and Trust Cases	Total Petitions Filed for Second Order																															
	Total Petitions Filed for Continuing Order																															
Guardianships/Conservatorships	Total Number of Supplemental Petitions Presented to the Court for Court Ordered Examination on an Application for Hospitalization and Total Number of Petitions Presented to the Court for Court Ordered Transportation of a Minor																															
Total Adults with a Guardian	Total Petitions Granted for Second Order																															
Total Adults with a Conservator	Total Petitions Denied for Second Order																															
Total Minors with a Guardian	Total Petitions Granted for Continuing Order																															
Total Minors with a Conservator	Total Petitions Denied for Continuing Order																															
Total Dev. Disabled Persons w/ a Guardian	Assisted Outpatient Treatment Petitions Filed																															
	Assisted Outpatient Treatment Petitions Granted																															
	Assisted Outpatient Treatment Petitions Denied																															

	Estates, Trusts										Civil/Other				Guardianships, Conservators, Admissions, Mental Commitments										Total
	DA	DE	DH	PE	TT	TV	CZ	ML	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO							
Beginning Pending	0	14	0	0	0	8	5	0	18	3	13	34	1	13	0	1	12	1	123						
New Filings	6	635	0	114	1	15	4	9	99	23	48	212	3	101	0	11	864	11	2156						
Reopened	0	12	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17						
Total Caseload	6	661	0	119	1	23	9	9	117	26	61	246	4	114	0	12	876	12	2296						
Jury Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Bench Verdict	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1						
Uncontested/Dft/Settled	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1						
Petition Granted	4	648	0	119	1	14	0	6	73	24	50	166	3	83	0	11	274	10	1486						
Order Determining Testacy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Order Determining Heirs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Petition Denied	0	1	0	0	0	1	0	0	2	0	2	1	0	4	0	1	6	0	18						
Transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	2						
Dismissed by Party	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1						
Dismissed by Court	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1						
Petition Withdrawn/Dis.	1	2	0	0	0	6	0	0	21	2	3	46	1	10	0	0	277	1	370						
Deferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240						
Inactive Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Other Disposition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Case Type Change	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Total Dispositions	5	651	0	119	1	21	4	6	96	26	55	213	4	98	0	12	798	11	2120						
Ending Pending	1	10	0	0	0	2	5	3	21	0	6	33	0	16	0	0	78	1	176						
Estates and Trusts																									
Estate Cases Supervised by the Court During the Year																									
Total Number of Trust Registrations																									
Total number of wills filed for safekeeping and delivered after death of testator																									
Foreign Birth																									
Total number of motions filed with the court to establish delayed registration of foreign birth by court order																									
Other Mental Commitment Petitions Filed and Disposed																									
Total Petitions Filed for Second Order																									
Total Petitions Filed for Continuing Order																									
Total Number of Supplemental Petitions Presented to the Court for Court Ordered Examination on an Application for Hospitalization and Total Number of Petitions Presented to the Court for Court Ordered Transportation of a Minor																									
Total Petitions Granted for Second Order																									
Total Petitions Denied for Second Order																									
Total Petitions Granted for Continuing Order																									
Total Petitions Denied for Continuing Order																									
Assisted Outpatient Treatment Petitions Filed																									
Assisted Outpatient Treatment Petitions Granted																									
Assisted Outpatient Treatment Petitions Denied																									

Ingham County Probate Court
WARDS, DECEDENTS, RESPONDENTS AGED 60 YEARS AND OLDER
 From 01-01-2019 To 12-31-2019
DE, PE, GL, GA, CA, DD, MI

CASE NUMBER	STATUS	FILE DATE	PARTY NAME	TYPE	DOB	DOD	AGE
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SUMMARY</p> <p>CA - CLOSED: 57 CA - OPEN: 43 CA TOTAL: 100</p> <p>DD - CLOSED: 1 DD - OPEN: 2 DD TOTAL: 3</p> <p>DE - CLOSED: 241 DE - OPEN: 204 DE TOTAL: 445</p> <p>GA - CLOSED: 134 GA - OPEN: 47 GA TOTAL: 181</p> <p>GL - CLOSED: 3 GL TOTAL: 3</p> <p>MI - CLOSED: 3 MI - OPEN: 113 MI TOTAL: 116</p> <p>PE - CLOSED: 73 PE - OPEN: 8 PE TOTAL: 81</p> <p>GRAND TOTAL: 929</p> </div>							

Ingham County Probate Court
WARDS, DECEDENTS, RESPONDENTS AGED 60 YEARS AND OLDER
 From 01-01-2020 To 12-31-2020
DE, PE, GL, GA, CA, DD, MI

CASE NUMBER	STATUS	FILE DATE	PARTY NAME	TYPE	DOB	DOD	AGE
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SUMMARY</p> <p>CA - CLOSED: 35 CA - OPEN: 46 CA TOTAL: 81</p> <p>DD - CLOSED: 1 DD - OPEN: 3 DD TOTAL: 4</p> <p>DE - CLOSED: 180 DE - OPEN: 187 DE TOTAL: 367</p> <p>GA - CLOSED: 72 GA - OPEN: 66 GA TOTAL: 138</p> <p>GL - CLOSED: 2 GL TOTAL: 2</p> <p>MI - CLOSED: 2 MI - OPEN: 81 MI TOTAL: 83</p> <p>PE - CLOSED: 71 PE - OPEN: 15 PE - REOPENED: 1 PE TOTAL: 87</p> <p>GRAND TOTAL: 762</p> </div>							

Ingham County Probate Court
WARDS, DECEDENTS, RESPONDENTS AGED 60 YEARS AND OLDER
 From 01-01-2021 To 12-22-2021
DE, PE, GL, GA, CA, DD, MI

CASE NUMBER	STATUS	FILE DATE	PARTY NAME	TYPE	DOB	DOD	AGE
<div><div><div><div>SUMMARY</div><div><div>CA - CLOSED: 14</div><div>CA - OPEN: 60</div><div>CA TOTAL: 74</div><div>DD - OPEN: 4</div><div>DD TOTAL: 4</div><div>DE - CLOSED: 57</div><div>DE - OPEN: 455</div><div>DE TOTAL: 512</div><div>GA - CLOSED: 31</div><div>GA - OPEN: 117</div><div>GA TOTAL: 148</div><div>GL - CLOSED: 1</div><div>GL TOTAL: 1</div><div>MI - CLOSED: 1</div><div>MI - OPEN: 90</div><div>MI TOTAL: 91</div><div>PE - CLOSED: 40</div><div>PE - OPEN: 47</div><div>PE - REOPENED: 1</div><div>PE TOTAL: 88</div><div>GRAND TOTAL: 918</div></div></div></div></div>							

Attachment E

From: [Bradley Prehn](#)
To: [Morgan Cole](#)
Subject: Re: Follow Up
Date: Tuesday, February 8, 2022 12:46:54 PM

Morgan,

The UAW is in support of Probate Court adding two Senior Deputy Probate Register positions at UAW pay grade G.

Thank you and have a nice day.

Brad Prehn
UAW Chairperson

From: Morgan Cole <MCole@ingham.org>
Sent: Tuesday, February 8, 2022 12:32 PM
To: Bradley Prehn <BPrehn@ingham.org>
Cc: Sue Graham <SGraham@ingham.org>
Subject: Follow Up

Dear Brad,

Thank you for speaking with me this morning. I am confirming the UAW's support of the Probate Court's upcoming discussion item and future resolution to the BOC regarding the use of the Elder Millage to fund two new UAW – Grade G positions, Senior Deputy Probate Registers.

Could you please confirm in writing my understanding?

Thank you,

Morgan E. Cole (P75166)
Court Administrator/Probate Register
Ingham County Probate Court
313 W. Kalamazoo St.
Lansing, MI 48933
P: (517) 483-6368
F: (517) 483-6150

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TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: February 15, 2022
SUBJECT: Purchase of Central Square computer aided dispatch licensing software
For the meeting agendas of February 24, 2022, March 2, 2022, and March 8, 2022

BACKGROUND

As part of the Ingham County Animal Control and Shelter (ICACS) enforcement operations, our department is responsible for responding to and investigating criminal and non-criminal complaints involving animal welfare and public safety.

Currently, Animal Control Officers do not have access to historical dispatch information when responding to these complaints. Additionally, there is no way to track the locations of our officers when they are in the field. The lack of access to this information is an extreme detriment to officer safety.

ICACS seeks to purchase computer aided dispatch software licenses from Central Square to eliminate the issues outlined above. This software would allow Animal Control Officers to access all historical person and location data that is logged by the Ingham County Central Dispatch center and responding law enforcement agencies. This information will allow our officers to request assistance when responding to locations where known officer safety issues are present.

ALTERNATIVES

ICACS will continue to conduct enforcement operations using the current paper methods.

FINANCIAL IMPACT

The cost for implementing the software will amount to \$6,000.23 with an additional \$1,320.23 for the first year's maintenance. The total of \$7,320.46 would be taken out of existing Ingham County Animal Control and Shelter millage funds.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of Central Square mobile licensing software for the Ingham County Animal Control & Shelter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE COMPUTER AIDED DISPATCH (CAD) LICENCES FROM
CENTRAL SQUARE FOR THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the Ingham County Animal Control and Shelter has the need to track animal control officer locations and access historical dispatch information to enhance officer safety; and

WHEREAS, computer aided dispatch data and location information is generated and stored by the Ingham County Central Dispatch Center using dispatching software; and

WHEREAS, Central Square is the vendor utilized by the Ingham County Dispatch Center to provide computer aided dispatch software and support.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Central Square to purchase mobile licensing software at a cost not to exceed \$7,320.46 to be taken from existing Ingham County Animal Control and Shelter millage funds.

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary budget adjustments to the Ingham County Animal Control and Shelter budget.

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

TO: Ingham County Board of Commissioners Law & Courts and County Services Committees

FROM: Heidi Williams, Director

DATE: February 14, 2022

RE: Proposed re-organization of the office staff of Ingham County Animal Control and Shelter

BACKGROUND

The current organizational structure of the Ingham County Animal Control and Shelter provides for five Animal Shelter Clerks, one Clerk/Rescue Coordinator, and one Volunteer and Foster Coordinator.

Currently, each of these positions perform very similar job functions but are classified as separate positions in different pay bands. During times of staff shortages, especially within the Rescue and Volunteer Coordinator positions, this results in major disruptions of operations, service levels, and causes conflict with members of the UAW performing job duties out of class.

In addition to these issues, the current workload of the Volunteer and Foster Coordinator is too burdensome for one staff member to effectively manage while pursuing the primary goal of growing our volunteer and foster base.

In order to remedy these issues, I propose the following:

Convert the Rescue Coordinator and Volunteer Coordinator position into Animal Shelter Clerks. The job duties of the Animal Shelter Clerk position will be modified to include the following special assignments:

- Rescue Coordinator
- Foster Coordinator
- Volunteer Coordinator

These special assignments would be assigned to the Animal Shelter Clerks on a rotating basis. This would allow Animal Shelter Clerks to gain organizational knowledge that would assist the agency in maintaining continuity of service to the public during staff shortages or unexpected vacancies.

In addition, the Animal Shelter Clerks are not members of the ICAC Enforcement Division and cannot access Criminal Justice Information. To remedy this, I propose converting one Animal Shelter Clerk position to a newly created Administrative Field Support Assistant. This position would be classified as a member of the ICAC Enforcement Division and would gain the ability to access Criminal Justice Information and allow them to handle sensitive law enforcement data which is generated by Animal Control Officers.

The Administrative Field Support Assistant would remain within the UAW workgroup, but would be a direct report to the Deputy Director position.

Currently, the five Animal Shelter Clerks positions are classified under the UAW C pay grade. The Rescue Coordinator is classified as UAW D and the Volunteer Coordinator as UAW E. This proposed reorganization would result in a total of six Animal Shelter Clerks that are classified in the UAW E pay grade and the position proposed to be converted into the Administrative Field Support Assistant being classified as UAW F.

ALTERNATIVES

If this reorganization is not approved, we will continue with the current organizational structure and criminal justice related job duties will be redistributed from UAW personnel to CCLP personnel.

FINANCIAL IMPACT

The long-term annual cost of this reorganization using 2022 rates will be \$46,034. Funds are available for the CY 2022 budget cycle in the Animal Shelter Millage Fund. We will ask for an increase in our budget for CY 2023 to cover the additional costs.

RECOMMENDATION

I respectfully recommend approval of this reorganization as presented. Ingham County's reorganization process requires that this be brought to the Law & Courts Committee as a discussion item, and then, if approved by the committee, a resolution will be brought through the committee process for approval at the next round of meetings.

TO: Heidi Williams, Director Ingham County Animal Control &
Daniel Verhougstraete – Deputy Director Ingham County Animal Control

FROM: Beth Bliesener, Human Resources Generalist
Joan Clous, Human Resources Generalist

DATE: 1-26-2022

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization that Animal Control is requesting:

1. Per the request of Animal Control, Human Resources has updated the job description to accurately reflect the duties that are being performed and to encompass the duties of the Animal Shelter Clerk/Rescue Clerk and the Volunteer Coordinator to one job description titled Animal Shelter Clerk. After analysis, the salary would be a UAW E. I have attached a copy of the job description. The following position numbers would convert to the newly updated Animal Shelter Clerk:

421014, 421015, 421016, 421026, 421027, 421013 and 421023.

2. Per the request of Animal Control, Human Resources created a new position titled Administrative and Field Support Assistant. After analysis, the classification has a community of interest with the UAW- TOPS and is appropriately compensated at a UAW F. I have attached a copy of the job description. The Animal Control department will post this position internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position.

I have sent the UAW chair notice and they support the reorganization. I have attached their response.

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

If I can be of further assistance, please email or call me (887-4375).

Heidi Williams

From: Bradley Prehn
Sent: Sunday, January 23, 2022 1:49 AM
To: Elisabeth Bliesener
Cc: Joan Clous
Subject: RE: Animal Control Re-organization

Sensitivity: Confidential

Beth,

The UAW is okay with Administrative and Field Support Assistant point out at a UAW- F paygrade with 690 points and the Animal Shelter Clerks/ Rescue Clerk and Volunteer Coordinator pointing out at a UAW-E paygrade with 645 points.

Thank you,

Brad

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Wednesday, January 19, 2022 11:40 AM
To: Bradley Prehn <BPrehn@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Animal Control Re-organization
Sensitivity: Confidential

Brad,

I believe you have seen these two draft job descriptions, these are the two that Animal Control would like to create.

New position: Administrative and Field Support Assistant

JPE:

1 = 45

2 = 90

3 = 100

4 = 80

5 = 50

6 = 70

7 = 70

8 (1) = 35

8(2) = 115

9 = 10

10 = 10

11 = 15

Total 690 UAW F

Animal Shelter Clerk (This would be the new jd for all the Animal Shelter clerks (UAW C), Animal Shelter/Rescue Clerk (UAW D) and Volunteer Coordinator (UAW E)):

JPE:

1 = 45

2 = 90

3 = 100
4 = 80
5 = 50
6 = 70
7 = 70
8(1) = 35
8(2) = 60
9 = 15
10 = 15
11 = 15
Total 645 UAW E.

Does the Union support the New/Updated JD's and the New/Updated JPE?

Let me know if questions.

Thanks,
Beth and Joan

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

**INGHAM COUNTY
JOB DESCRIPTION**

INGHAM COUNTY ANIMAL CONTROL

ADMINISTRATIVE AND FIELD SUPPORT ASSISTANT

General Summary:

Under the supervision of the Deputy Director, is assigned to the Ingham County Animal Control Enforcement Division and serves as an administrative and field support assistant for criminal justice related operations. Communicates information to officers in the field regarding calls for service, prepares documents and citations for submission to local courts and prosecutors, and responds to public requests for information. Performs the functions of the Animal Shelter Clerk as necessary.

Essential Functions:

1. Provides a variety of administrative support services for Enforcement Division staff, includes typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, and preparing and maintaining files.
2. Answers calls and inquiries from the public regarding animal related complaints, collects and documents relevant information, and assigns the complaint to an animal control officer.
3. Provides support to officers by researching various records systems and relaying relevant information.
4. Communicates to officers in field by radio and phone regarding complaint response and field operations. Tracks officer locations in the field.
5. Communicates with other shelter divisions to facilitate field operations such as search warrants and animal seizures.
6. Performs data entry regarding animals that are housed in ICACS.
7. Uses the LEIN system, including entering, deleting, and modifying warrants and communicating on LEIN with other law enforcement agencies. May query information at the request of officers.
8. Regularly enters information pertaining to tickets, complaint reports, and warrants into the records management software.
9. Provides information regarding criminal cases to the local prosecutor and courts.
10. Researches and responds to requests under the Freedom of Information Act from attorneys and the general public. Redacts information as required by law. Provides copies of various documents and computes fees.
11. Reviews citizen letters and other correspondence. Drafts responses as needed.
12. Assists in compiling statistical information to provide to state of Michigan regulatory agencies.
13. Processes animal bite reports received by ICACS and dispatches officers as required.
14. Refers complaints regarding non-ICACS issues to the appropriate agency.

15. Backs-up Animal Shelter Clerks in the event of emergencies and staff shortages.

Other Functions:

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent. Some advanced coursework in accounting/bookkeeping, business, and legal terminology is preferred.

Experience: A minimum of one year of secretarial or clerical related experience in a law enforcement setting or in the legal field.

Pre-employment Requirements:

Must have no prior felony convictions (includes expunged convictions).

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Working Conditions:

- Works in office conditions and the animal shelter.
- Regular exposure to animal odors and noises.
- Exposure to disease and parasites communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, grasping, handling and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.

- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

January 2022
UAW F

**INGHAM COUNTY
JOB DESCRIPTION**

INGHAM COUNTY ANIMAL CONTROL

ANIMAL SHELTER CLERK

General Summary:

Works under the supervision of the Deputy Director. The Animal Shelter Clerk serves as the primary point of contact for citizens to adopt, redeem, and surrender animals. This position also staffs special assignments such as coordinating with Shelter volunteers, fosters, and animal welfare organizations.

Essential Functions:

Clerk:

1. Responds to public inquiries and complaints and explains departmental policies and the laws and ordinances related to animal control. Documents complaints and forwards them to appropriate staff. Refers calls to other agencies as appropriate.
2. Interacts with the public regarding stray and surrendered animals brought and into retrieved from ICACS, processes associated paperwork and collects applicable fees.
3. Performs data entry on animals brought into and housed at ICACS.
4. Performs adoptions for animals from ICACS, including: Explanation of adoption process to customers, conducting adoption interviews, preparation of necessary records and collection of fees.
5. Sells dog licenses, inputs license information and collects fees on behalf of the Ingham County Treasurer's Office.
6. Communicates and corresponds with potential animal owners for stray animals brought into ICACS.
6. Maintains the lost-and-found register.
7. Performs data entry and query involving essential job functions.
8. At the direction of the Office Coordinator, trains new clerks in department policies and procedures.
9. Handles animals coming into or leaving the shelter in the absence of other staff.
10. Processes animal bite reports received by ICACS.

Other Functions

1. Takes part in rotating or temporary special assignments to include:

Foster coordinator:

- Responds to public inquiry regarding the foster program, screens and processes foster applications and trains new Shelter fosters.
- Maintains records of active fosters for ICACS.
- Tracks animal progress while in foster and coordinates veterinary care for said animals.
- Provides timely response to questions and concerns to fosters and provides information regarding animal care.

Rescue coordinator:

- Coordinates with external animal welfare organizations to place and accept animals with behavioral or medical issues.
- Coordinates transportation, prepares paperwork and tracks animals being transferred to and from ICACS.
- Develops and maintains relationships with external animal welfare organizations.
- Reviews applications and 501c paperwork from animal rescue organizations.

Volunteer coordinator:

- Responds to public inquiry regarding the volunteer program, screens and processes volunteer applications and hosts training sessions for new volunteers.
- Maintains roster of current ICACS volunteers and their activities.
- Communicates with existing volunteers by phone, electronic communication and social media.
- Coordinates with other divisions within the Shelter to provide volunteer support for daily operations and special events.
- Provides the Outreach Manager with volunteer related information that is to be distributed to the public through media outlets and the Shelter website.
- Updates volunteers on new ICACS policies and practices.

Other Functions:

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a high school diploma or equivalent education is required.

Experience: A minimum of one year of customer service experience.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Working Conditions:

- Works in office conditions and the animal shelter.
- Regular exposure to animal odors and noises.
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- This position requires the ability to handle varying and often high levels of stress.
-

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

January 2022
UAW E

	UAW C LEVEL 1	UAW C LEVEL 5	UAW D LEVEL 1	UAW D LEVEL 5
SALARY	33,991	40,506	36,267	43,195
UNEMPLOYMENT	170	203	181	216
FICA	2,600	3,099	2,774	3,304
LIABILITY	464	553	495	589
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,530	1,823	1,632	1,944
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	595	709	635	756
LIFE	88	88	88	88
DISABILITY	44	53	47	56
RETIREMENT	7,383	8,798	7,877	9,382
RETIREMENT	340	405	363	432
TOTAL	70,864	79,894	74,019	83,621

	UAW E LEVEL 1	UAW E LEVEL 5	UAW F LEVEL 1	UAW F LEVEL 5
SALARY	38,635	46,051	40,820	48,679
UNEMPLOYMENT	193	230	204	243
FICA	2,956	3,523	3,123	3,724
LIABILITY	527	628	557	664
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,739	2,072	1,837	2,191
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	676	806	714	852
LIFE	88	88	88	88
DISABILITY	50	60	53	63
RETIREMENT	8,391	10,002	8,866	10,573
RETIREMENT	386	461	408	487
TOTAL	77,300	87,580	80,329	91,223

Current Level 5 Cost
\$570,670

Proposed Level 5 Cost
\$616,704

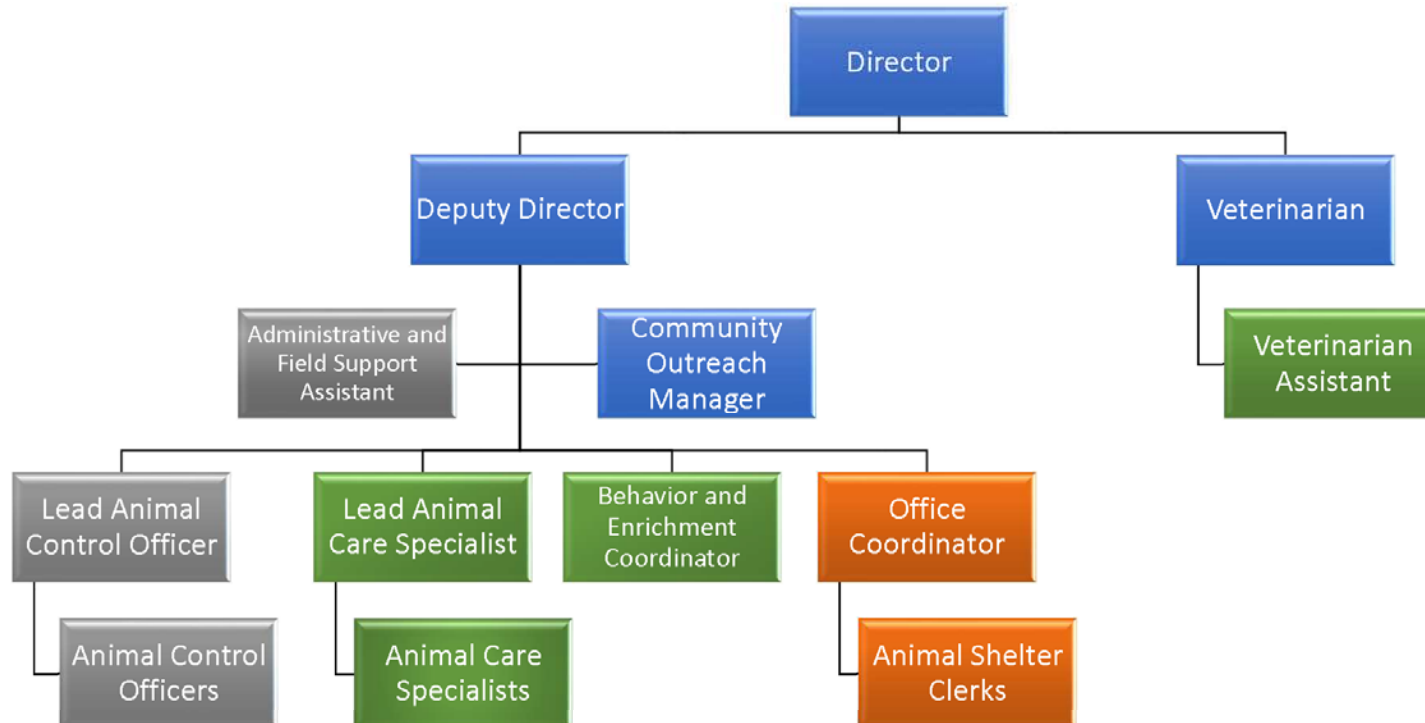
Increase to Budget
\$46,034



INGHAM COUNTY

ANIMAL CONTROL & SHELTER

ORGANIZATIONAL CHART



Revised January 2022