

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW & COURTS COMMITTEE  
MARK POLSDOFER, CHAIR  
GABRIELLE LAWRENCE  
VICTOR CELENTINO  
CHRIS TRUBAC  
IRENE CAHILL  
MYLES JOHNSON  
SIMAR PAWAR  
MONICA SCHAFER

**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, APRIL 13, 2023 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 [March 16, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Community Mental Health – Resolution to Authorize an Extension to the Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the [House of Commons](#) Facility
2. Circuit Court – Juvenile Division
  - a. Resolution to Accept the 2023 [Risk Avoidance Program Grant](#) from the Michigan Municipal Risk Management Authority
  - b. Youth Center Replacement (*Discussion*)
3. 55<sup>th</sup> District Court – Resolution to Authorize the Addition of a 0.5 FTE [Court Officer](#) Position in the 55<sup>th</sup> District Court
4. Probate Court – Resolution to Approve Project Change Request No. 22876 with [i3-Imagesoft, LLC](#) for the Ingham County Probate Court Imaging Project
5. Building Authority – Resolution to Approve Additional Funding Authorization for the Ingham County [Justice Complex](#)

Announcements

Public Comment

Adjournment

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

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

## LAW & COURTS COMMITTEE

March 16, 2023

Draft Minutes

Members Present: Polsdofer, Lawrence, Celentino (Left at 6:29 p.m.), Trubac, Cahill, Johnson, Pawar, and Schafer.

Members Absent: None.

Others Present: Judge Shauna Dunnings, Teri Morton, Ryan Buck, Robert Boerkel, Andrew Daenzer, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Polsdofer 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 March 2, 2023 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 2, 2023 LAW & COURTS COMMITTEE MEETING WERE APPROVED.

### Additions to the Agenda

None.

### Limited Public Comment

None.

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

1. Sheriff's Office – Resolution to Authorize the Purchase of a 2023 Ford Explorer for the Sheriff's Office
2. Homeland Security and Emergency Management – Resolution to Accept and Adopt the 2023 Tri-County Hazard Mitigation Plan Update

THE MOTION CARRIED UNANIMOUSLY.

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

### 3. Probate Court – Informational Presentation

Judge Shauna Dunnings, Probate Court Chief Judge, and Ryan Buck, Court Administrator/Probate Court Register, provided a presentation on the Ingham County Probate Court. The presentation is included in the minutes as Attachment A.

Judge Dunnings stated, for the record, that Lansing Police Department and the Ingham County Sheriff's Office had done a really good job with Crisis Intervention Training (CIT) to train their officers, and had social workers on staff now as well. She further stated, when law enforcement officers made recurrent contact with individuals that suffered from mental illness, the officers could detect that the individual was in a crisis based on their behavior.

Judge Dunnings stated in addition to their loved ones, law enforcement officers would be able to petition the court to say that individual needed to be assessed by a medical professional so it could be determined what the appropriate treatment would be.

Judge Dunnings stated when those petitions were filed, they were heard the same day because they typically required immediate intervention, preferably not jail. She further stated a lot of times someone in a crisis would act out, for example tearing up the house, or waving a gun outside.

Judge Dunnings stated loved ones and family members will file a Person Requiring Treatment (PRT) because they wanted them to get the help that they needed and not go to jail.

Judge Dunnings continued the presentation.

Commissioner Celentino asked for clarity on what the DD Guardianship was.

Judge Dunnings stated it was a Developmentally Disabled Guardianship.

Judge Dunnings continued the presentation.

Chairperson Polsdofer asked if the 3,100 active Estate and Trusts cases were ones that contained particular issues.

Judge Dunnings stated it could be an Estate that was opened and there was work being done or even a Trust that could be opened for extended periods of time.

Judge Dunnings continued the presentation.

Commissioner Celentino asked for clarity on what open LII stood for.

Judge Dunnings stated it was a Legally Incapacitated Individual.

Commissioner Celentino asked if the 130 open Minor Guardianship cases was for those under the age of 18 and if that was custody issues.

Judge Dunnings confirmed it was for those under the age of 18. She further stated that Guardianship was a form of custody for a child.

Commissioner Celentino apologized and stated he had to leave for another meeting. He further thanked Judge Dunnings for all the work she does with the vital services she provides.

Commissioner Celentino asked if the 130 cases was an average number of cases.

Judge Dunnings stated there were additional cases under the Juvenile Neglected Abuse statute which was a statistic not reflected in the presentation.

Judge Dunnings continued the presentation.

Commissioner Celentino left at 6:29 p.m.

Commissioner Lawrence asked if most of the cases seen by the Probate Register were those where the applicant was in pro per.

Mr. Buck stated it was a split between a paper hearing versus review hearings. He further stated that a paper hearing was a hearing but was not said on the record.

Mr. Buck stated that if someone was to object to having a matter resolved in a paper hearing, it would then go before the Judge.

Judge Dunnings stated a lot of the paper hearings were accounts where an estate or conservator must account for money on an annual filing.

Judge Dunnings continued the presentation.

Chairperson Polsdofer left at 6:40 p.m.

Chairperson Polsdofer returned at 6:41 p.m.

Commissioner Johnson left at 6:41 p.m.

Commissioner Johnson returned at 6:43 p.m.

Commissioner Cahill asked how long a new Guardianship case might take when it came in.

Judge Dunnings explained the process when a Guardianship was filed.

Mr. Buck stated the petitioner would receive their hearing date before they left the office. He further stated it could be as little as a 30 to 45 minute process.

Judge Dunnings stated they had 90 days to resolve a Guardianship.

Mr. Buck asked Judge Dunnings to state the difference between a contested and uncontested hearing.

Judge Dunnings stated an uncontested hearing was less complicated usually with one petitioner for Guardianship. She further stated a contested hearing was more complicated and may involve multiple petitioners for Guardianship over the same individual.

Chairperson Polsdofer asked for additional information on the Probate Court's secret marriages.

Judge Dunnings provided an example where a celebrity might have wanted to apply for a marriage license and not want everyone in the world to attend.

Mr. Buck stated it was more of an antiquated provision where the original intent was to legitimize a child that was conceived out of wedlock.

Commissioner Pawar asked if there was any education available for those who recently turned 18 years old or for those who had children that recently turned 18 years old who could benefit from guardianship situations.

Judge Dunnings stated that was not something the court provided, but it would be something that could be explored. She further stated the court had to establish that an individual was legally incapacitated or developmentally disabled to issue a Guardianship order.

Mr. Buck stated educating an individual who was of the age of majority on the importance of having an Advanced Directive on file with hospitals was important.

Judge Dunnings stated that was addressed at the Get Your Affairs In Order event they recently hosted. She further stated it was something everyone should consider having.

Commissioner Pawar asked if a travelling court session was something that the Probate Court could do in local High Schools as an education session where students would see issues they may face as adults outside of school.

Judge Dunnings stated she would be supportive of that. She further stated she would be more interested in taking her Circuit Court Juvenile docket into the courts before her Probate docket.

Commissioner Johnson asked if the Probate Court had kids to come in and see the court.

Judge Dunnings stated a juvenile mentoring organization had reached out to her in 2022 that wanted to bring a group in. She further stated she had built a docket for them to come view and then answered questions they had.

Judge Dunnings stated she was passionate about showing the younger population what they do. She further stated there were plenty of positions in the court that were overlooked as careers.

Commissioner Lawrence stated she practiced probate estate planning and it was 50% of her practice. She further stated a lot of times people think of the Probate Court as only probate estates.

Commissioner Lawrence stated that the Probate Court impacts so many different areas of law that anyone would encounter. She further stated to Commissioner Pawar, that one of things she always told her clients was if someone had children over the age of 18 or getting to that age, the child would need a power of attorney.

Commissioner Lawrence stated, if the 18 year old child were in an accident without medical or financial power of attorney, the parents would be unable to get information on their child's condition or access their bank account when necessary. She further stated to have those documents in place before they were needed would be hugely helpful.

Discussion.

#### Announcements

None.

#### Public Comment:

None.

#### Adjournment

The meeting was adjourned at 7:04 p.m.

# Ingham County Probate Court Update



**Hon. Shauna Dunnings**  
**Chief Probate Judge**

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**Ryan J. Buck**  
**Court Administrator/Register**

# Court Leadership



Honorable Richard J. Garcia  
Chief Probate Judge Pro Tempore



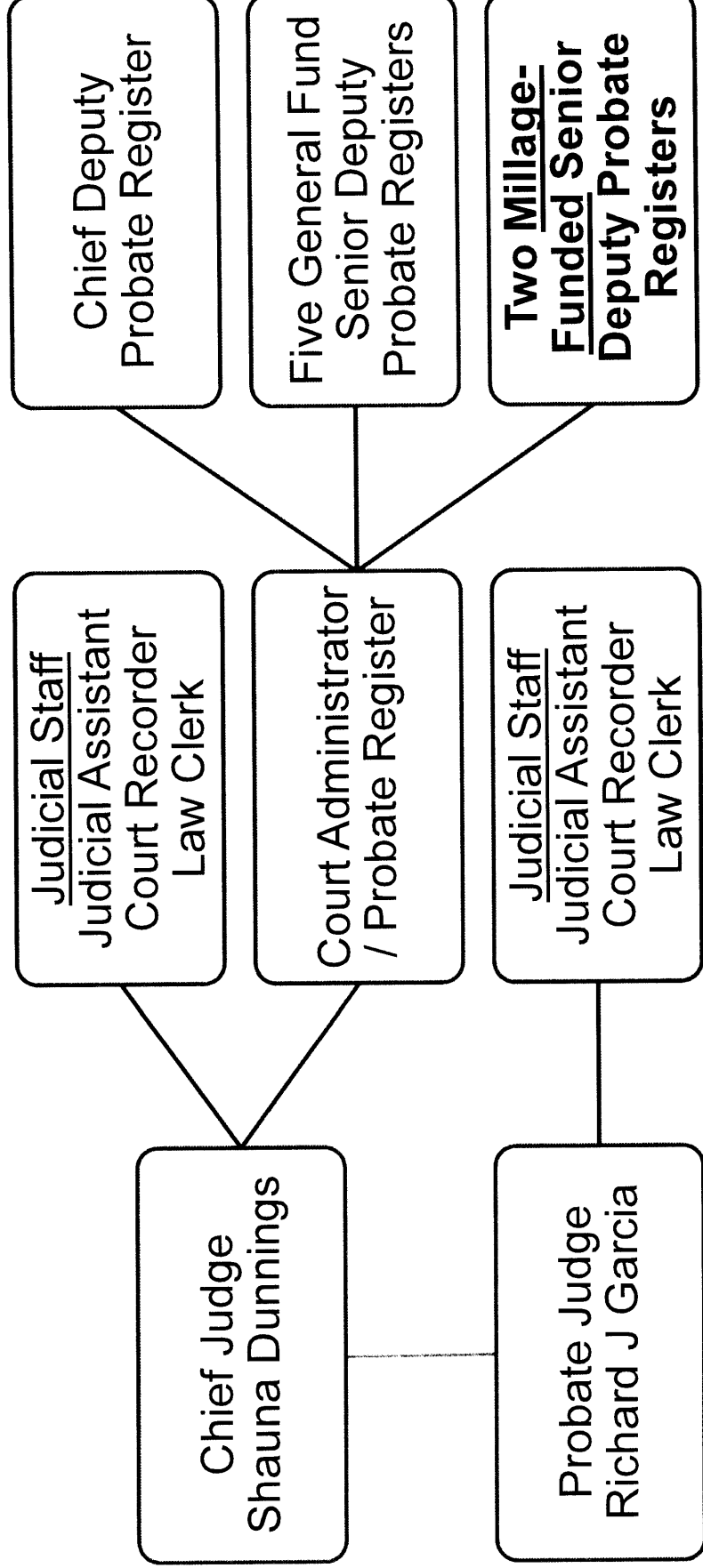
Honorable Shauna Dunnings  
Chief Probate Judge  
Chief Circuit Judge Pro Tempore



Ryan J. Buck  
Court Administrator /  
Probate Register



# Court's Organizational Structure



# Responsibilities

## The Registers

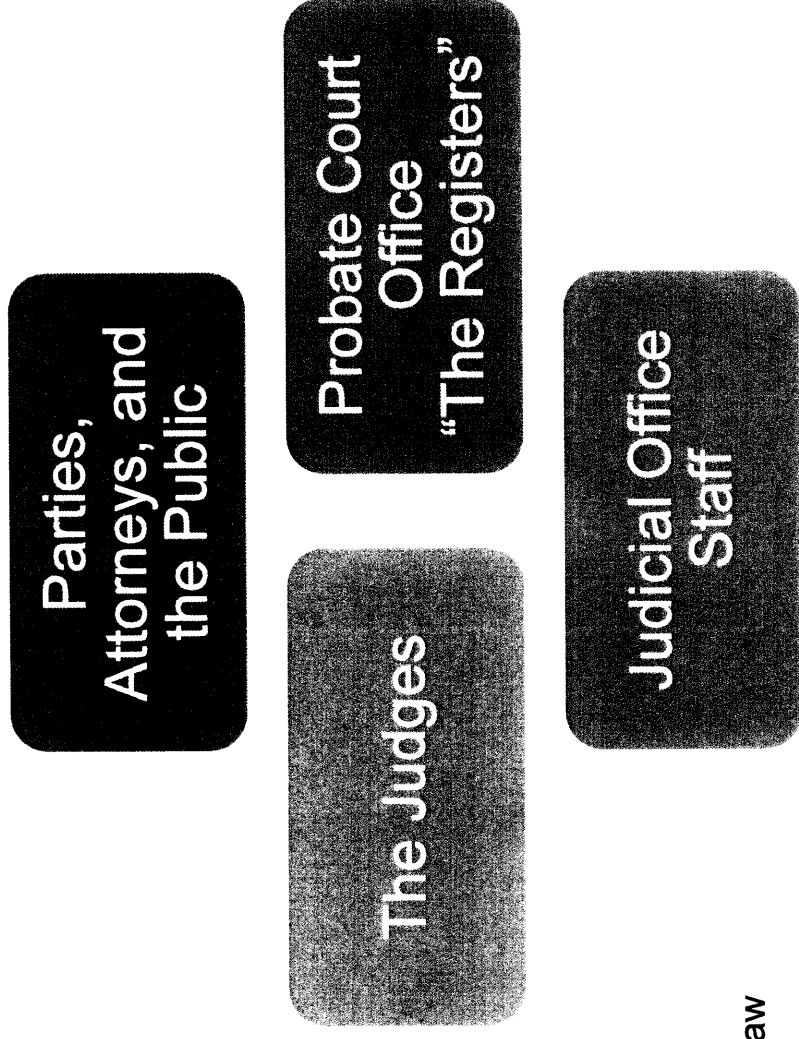
- Receive/process/maintain court records
- Receipt fees
- Prepare and serve notices and orders
- Schedule hearings
- Identify and resolve deficiencies to ensure compliance with case requirements

## Judicial Office Staff

- Liaise with stakeholders
- Judicial support, including creating verbatim record of proceedings
- Research legal issues

## The Judges

- Administer justice by deciding questions of law and fact
- Ensure efficient and fair administration of Court



# What Types of Cases Does the Probate Court Handle?



## Guardianships

- Legally Incapacitated Persons
- Developmentally Disabled Persons



## Conservatorships

- Includes "Protective Orders," which are a quasi-conservatorship (short term)



## Decedent Estates and Trusts

- Formal/Supervised
- Informal/Unsupervised
- Trust Oversight
- Wills Filed for Safekeeping



## Miscellaneous Actions

- Delayed Registration of Birth
- Civil Matters
- Miscellaneous Actions
- Secret Marriages
- Opening of a Safe Deposit Box



## Persons Requiring Mental Health Treatment

# 2022 New Case Statistics

<b><u>881</u></b>	Mental Health Cases	<b><u>310</u></b>	Adult Guardianships*
<b>80</b>	← Aged 60 or older	<b>148</b>	← Aged 60 or older
<b><u>89</u></b>	Adult Conservatorship Cases	<b>137</b>	Guardianship of Minors
<b>72</b>	← Aged 60 or older		
<b>17</b>	Minor Conservatorship Cases	<b>4</b>	Probate Civil Cases
<b><u>718</u></b>	Decedent Estates	<b>17</b>	Trust Cases
<b>605</b>	← Aged 60 or older at death		

\*Adult Guardianships includes "DD" Guardianships.

# 2022 “Ongoing” Case Statistics

<b>&gt;3,100</b>	Active Estate and Trusts	<b>&gt;800</b>	Open Conservatorships
<b>&gt;1,200</b>	Open LII Guardianships	<b>&gt;130</b>	Minor Guardianship Cases
<b>&gt;800</b>	Open DD Guardianships	<b>59,304</b>	Docket Entries Made

# **2022 – Probate Hearings Held**

**800** Judge Dunnings

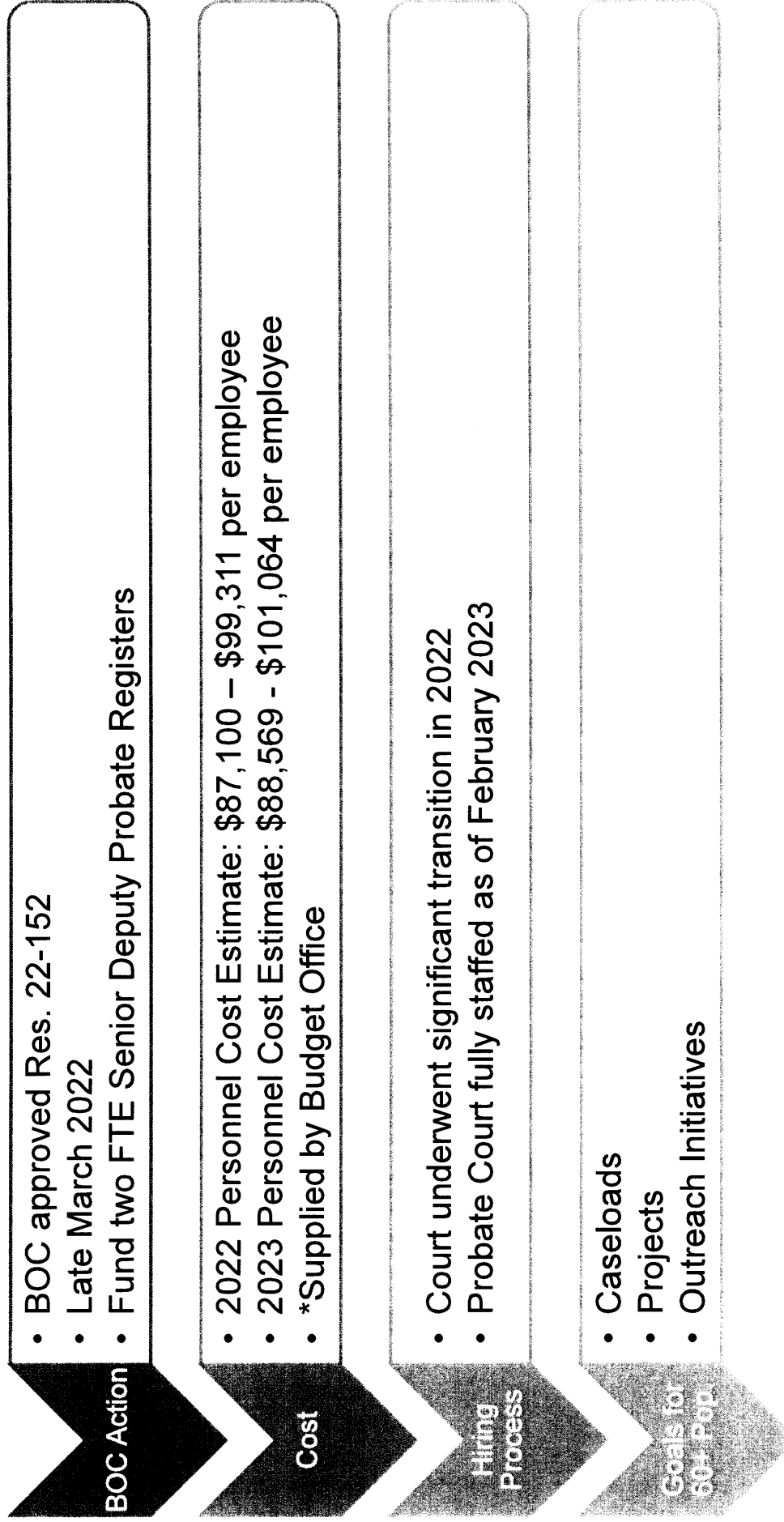
**787** Judge Garcia

**566** Former Probate Register  
Morgan E. Cole

**\*Note!**

Both Probate  
Judges have  
Circuit Court  
Family Division  
dockets on top of  
their Probate  
dockets.

# Elder Millage Funds & Probate Court



# Elder Millage Funds & Probate Court

## Caseload

- Historical → 5 FTE responsible for entire caseload and public counter
- Present → Divvy up caseload amongst 5 FTE staff and dedicate 2 FTE to public counter
- Result → Speedier case processing

## Projects

- Community Mental Health – Unique Relationship & Level of Coordination
- Upcoming: Crisis Services Unit (focus out-patient instead of in-patient mental health treatment intervention)
- McLaren & Sparrow Hospitals (expedited decision-making regarding guardianship)
- Tri-County Office on Aging
- Treasurer's Office (housing foreclosure prevention)

## Outreach Initiatives

- Mental Health Awareness and Resources Fair, December 2021
- Greater Lansing Assoc. of Realtors, August 2022
- Ingham County Unity in the Community, September 2022
- "Get Your Affairs in Order" Event, February 2023
- "Crisis Intervention Team" Training, March 2022 and 2023
- Ingham County Diversity Luncheon, March 2023
- Upcoming: Mental Health Treatment In-Service for CMH, Hospitals, Law Enforcement, others, date: TBD



# Looking Ahead

# Document Management System

- Implementing an electronic “workflow” solution
- Court users should see a more expeditious turnaround
- May return to Board with additional funding request due to unexpected complications
- Goal: First Half of 2023

## Case Management System

- Transitioning case management system from CourtView to statewide “WebTCS” system
- Court users will be able to utilize the MiCOURT Case Search
- Will reduce costly annual maintenance expense
- Goal: Second Half of 2023

# MiFile E-File Solution

- Allow Court users ability to instantly file and serve filings, and pay fees
- Exciting opportunity
- Goal: Need to get through DMS and CMS transitions first

# MiCOURT Case Search

**Viewing cases for court:** **Judicial Appeals Court**

**Search**

Name

Case Number

OR

**Show**

**Note:** Civil Traffic, Criminal, Domestic (Divorce/Family), and Probate cases are available through this website depending on the type of court being searched. Adoption, Delayed Registration of Foreign Birth, Judicial Admissions Juvenile and Child Protective Proceedings, Juvenile Guardianships, Mental Illness, Name Changes, Parental Waivers, Personal Protection Orders, Surrendered New Born Child, Treatment of Infectious Disease, Violation of Personal Protection Orders, Young Adult Volunteer, Foster Care and Wills will not be displayed.

**For more information, please contact:**

**Court Administrator/Probate Register**

**Ryan J. Buck**

**(517) 483-6368 / [rbuck@ingham.org](mailto:rbuck@ingham.org)**

# Questions?

**APRIL 13, 2023 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

- 1.     Community Mental Health – Resolution to Authorize an Extension to the Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the House of Commons Facility**

This resolution authorizes an extension of the current House of Commons 20-year lease for an additional 20 years. The House of Commons, operated by the Community Mental Health Authority, is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug-free and crime-free lifestyle. The length of stay is variable, based upon individual need and has been a well-respected leader in substance use disorder treatment for more than 50 years.

See memo for details.

- 2a.   Circuit Court, Juvenile Division – Resolution to Accept the 2023 Risk Avoidance Program Grant from the Michigan Municipal Risk Management Authority**

This resolution approves the acceptance of a 2023 RAP grant from Michigan Municipal Risk Management Authority in the amount of \$41,037.36, which is 50% of the cost to install security fencing and cameras at the Ingham County Family Center to reduce reoccurring vandalism. The 50% County match is available in the 2023 Digital Camera CIP project.

See memo for details.

- 3.     55<sup>th</sup> District Court – Resolution to Authorize the Addition of a 0.5 FTE Court Officer Position in the 55<sup>th</sup> District Court**

This resolution authorizes an additional 0.5 FTE Court Officer for the 55<sup>th</sup> District Court. The new Justice Complex layout, with courts on two floors instead of one, has created a need for additional court security. The additional cost associated with this position is \$43,660.

See memo for details.

- 4.     Probate Court – Resolution to Approve Project Change Request No. 22876 with i3-Imagesoft, LLC for the Ingham County Probate Court Imaging Project**

This resolution approves a project change request for the Probate Court to upgrade their electronic document management system (EDMS) with 3i-ImageSoft to match the system currently utilized by the 30<sup>th</sup> Circuit Court's Juvenile Division. The additional cost of \$27,490 is available in the Probate Court's Imaging/Scanning CIP.

See memo for details.

5. **Building Authority – Resolution to Approve Additional Funding Authorization for the Ingham County Justice Complex**

This resolution approves additional funding authorization for the Justice Complex project. The project is projected to be over budget by \$3,310,315 with the main drivers being:

• Sanitary auger system to reduce solids/trash going into municipal system	\$1,150,000
• Allowances for abatement/unstable soils in Package 6	\$499,000
• Misc. project additions (maintenance pole bar, technology, shooting range, etc.)	<u>\$661,315</u>
• TOTAL	\$2,310,315

We are also requesting a \$500,000 contingency for any unforeseen issues that could be uncovered during Package 6 (existing jail demo and parking lot construction). There are adequate funds available in the Justice Millage fund balance (\$2,695,171) and project revenue ( \$818,129 due to interest earned on bond proceeds and additional transfers in).

See memo for details.

***ADDITIONAL ITEMS:***

2b. **Circuit Court, Juvenile Division – Youth Center Replacement (Discussion)**

## Agenda Item 1

To: Law & Courts, Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: April 5, 2023

Subject: Lease Agreement with CMH for the House of Commons Facility  
For the meeting agendas of April 13, April 17, and April 19

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### **BACKGROUND**

Ingham County Board of Commissioners Resolution #99-236 authorized the lease of the Library Services Building to CMH for the purpose of operating an expanded House of Commons. The House of Commons is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug free and crime free lifestyle, the length of stay is variable, based upon individual need, and it has been a well-respected leader in substance use disorder treatment for more than 50 years.

The lease agreement was for a time period of 20 years, and has expired and continued on a month to month basis.

### **ALTERNATIVES**

The Facility is in need of renovation and CMH has the opportunity to apply for grant funds to cover the majority of the costs. If the lease is not formally extended, CMH may not be successful with this grant opportunity.

### **FINANCIAL IMPACT**

The lease agreement will continue the current annual rental rate of \$1.

### **OTHER CONSIDERATIONS**

CMH could consider alternative locations, but the proximity to the Justice Complex makes this facility ideally located.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE LEASE AGREEMENT WITH THE  
COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM  
COUNTIES FOR THE HOUSE OF COMMONS FACILITY**

WHEREAS, Ingham County Board of Commissioners Resolution #99-236 authorized the lease of the Library Services Building to Community Mental Health Authority of Clinton, Eaton, and Ingham (CMH) for the purpose of operating an expanded House of Commons at that site for a maximum of 40 beds; and

WHEREAS, the House of Commons is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug free and crime free lifestyle, the length of stay is variable, based upon individual need, and it has been a well-respected leader in substance use disorder treatment for more than 50 years; and

WHEREAS, the lease agreement was for a time period of 20 years; and

WHEREAS, the lease agreement has expired and continued on a month to month basis; and

WHEREAS, it is necessary to extend the lease agreement for another 20-year period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the lease agreement with CMH for the House of Commons Facility.

BE IT FURTHER RESOLVED, the extension shall be for a period of 20 years, effective the date of execution.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #99-236 remain in effect.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents consistent with this resolution after review and approval as to form by the County Attorney.

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

**FROM:** Sara Deprez, Juvenile Programs Director

**DATE:** March 10, 2023

**SUBJECT:** Resolution to accept RAP grant

For the meeting agenda of: March 30, 2023 – Law and Court and April 5, 2023 – Finance

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### **BACKGROUND**

The Juvenile Division operates a day treatment program and an evening report program for court adjudicated youth. These programs are operated at the Ingham County Family Center, located at 1601 West Holmes, Lansing, MI 48910. The building is open to the public from 7:30 a.m. to 8 p.m.

Recently, the vehicles used for these two programs and the facility have been the target of vandalism. There is a maintenance truck on site that has been vandalized on three occasions: January 29, 2021 (catalytic converter stolen), June 4, 2022 (gas tank damaged), and September 27, 2022 (catalytic converter stolen). These incidences cost \$4,452.40 in repairs. In addition to the maintenance truck, there are several 10-passenger vans onsite that are used for transporting clients to and from the programs. On November 13, 2022, two of these vans were vandalized when someone drilled into the gas tank. The repair cost for new gas tanks was \$2,797.82. In addition to the repair cost, the vans were out of use for over a week, which impacts the ability to transport youth to the day treatment program.

After the numerous incidents of property loss and vehicle damage at the Ingham County Family Center, an application was made for a Risk Avoidance Program (RAP) grant specifically for digital cameras and security, which are offered quarterly by Michigan Municipal Risk Management Authority (MMRMA). This grant provides 50% funding up to \$100,000 in aggregate maximum funding per member for security and related equipment or systems.

During the FY23 budget cycle, the Juvenile Division requested Juvenile Justice Millage (JJM) funds to update and upgrade the surveillance cameras as a Capital Improvement Project (CIP). The CIP was approved in the amount of \$45,548 and would be used as the 50% match.

### **ALTERNATIVES**

The alternative would be to not accept the grant, which will mean either not completing needed security enhancements to the Ingham County Family Center or requesting additional JJM funds so the project could be completed. If the grant is not accepted and we are unable to purchase a fence to protect our fleet vehicles, we are more likely to experience further theft and vandalism.

### **FINANCIAL IMPACT**

Accepting the grant will have a positive financial impact as we will be utilizing funds from MMRMA as opposed to JJM or County general fund monies. The 50% in-kind match has already been approved by the Board in the 2023 budget as a CIP. Accepting this grant at this time will allow the County to maximize these funds to include more security enhancements.



**STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as equipment purchased will reduce the likelihood of future instances when fleet vehicles are unavailable to transport youth due to theft and vandalism (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the grant awarded to Ingham County from MMRMA.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE 2023 RISK AVOIDANCE PROGRAM GRANT FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY**

WHEREAS, the Juvenile Division of the Circuit Court applied for, and have been approved to receive, a Risk Avoidance Program (RAP) grant from the Michigan Municipal Risk Management Authority (MMRMA); and

WHEREAS, the Ingham County Family Center, located at 1601 W. Holmes, Lansing, MI, has been the target of multiple theft and property damage to the vehicles located onsite; and

WHEREAS, the purpose of the RAP grant is to utilize approved funding from MMRMA to reduce or avoid such property losses at the Ingham County Family Center by purchasing a chain link fence for the facility's fleet vehicles and new digital surveillance cameras; and

WHEREAS, the estimated cost of the fence is \$36,500 and the cameras are \$45,574.72, for a total of \$82,074.72; and

WHEREAS, the grant requires a 50% in-kind match with a maximum award amount to be approved of \$100,000 per application; and

WHEREAS, the Juvenile Division was approved for the total amount requested, \$41,037.36, which is 50% of the total estimated cost of the security upgrades; and

WHEREAS, during the budget process for fiscal year 2023, the Juvenile Division requested, and was approved for, a Capital Improvement Project (CIP) for updating and replacing up to 14 digital cameras at the Ingham County Family Center in the amount of \$45,548, which accounts for the 50% in-kind match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the 2023 Risk Avoidance Program (RAP) grant from the Michigan Municipal Risk Management Authority (MMRMA) for an amount of to \$41,037.36, with Ingham County's match requirement coming from the Juvenile Justice Millage and extends its appreciation for the opportunity to participate in the Risk Avoidance Program.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary 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 documents on behalf of the County after approval as to form by the County.

### Agenda Item 3

TO: Law & Courts Committee  
County Services Committee  
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: April 3, 2023

SUBJECT: Addition of 0.5 FTE Court Officer Position

The 55<sup>th</sup> District Court has been operational in the new Ingham County Justice Complex for almost two months. In many aspects, the design of the building has significantly enhanced our security measures. However, moving from a compact one-story structure to a more spacious two-story building has created an issue with adequate security coverage. In other words, our current court officer staffing level is not sufficient for the size and layout of the building.

Unlike the former courthouses, with the judges' courtrooms and the magistrate's courtroom on different floors, our court officers are now responsible for providing security coverage on two levels. Additionally, the court officers must monitor non-courtroom activity on two floors, including the court lobby, hallways, and four holding cells. Currently, we have 3.0 FTEs assigned to the court security division: a court security coordinator (CSC) and two court officers. The court security coordinator is responsible for the administration of all security operations. In addition, the CSC is available to provide extra security for high-profile/high-risk cases and, when available, fills in when a court officer is on leave. Judge Allen and Judge Hillman each have a court officer assigned to their courtrooms.

Court officers frequently leave the courtroom for the transportation of inmates. Unlike the circuit court, no deputy sheriff is assigned to the court to maintain custody and control of a jail inmate(s). In the district court, the court officer is responsible for the custody, control, and transportation of inmates. In addition, court files are delivered to the clerk's office for processing by the court officers after each hearing. These responsibilities mean that the court officers will be absent from the courtroom while court is in session, leaving the courtroom unsecured.

At times, a probation officer or district court clerk will notify the court officers when an individual is in the courthouse and has a warrant for arrest. Instead of calling for a law enforcement officer to be taken off the road to arrest and lodge the defendant in jail, our court officers will take custody of the wanted person and place them in a court-holding cell. The court officer is responsible for monitoring the wanted person until a law enforcement agency picks up the person or advises the person can be released.

Court officers must be present when a probation officer evaluates a jail inmate being considered for in-patient residential placement. For the safety and security of the probation officer, the court officer will position themselves outside the room where the assessment is being conducted. If a court officer is not available, the evaluation must be rescheduled. Rescheduling the evaluation creates additional work for the parties and, more importantly, could mean the loss of an open bed at the treatment facility, thus, delaying treatment for the inmate.

When a judge/magistrate remands a defendant to the custody of the sheriff, and the defendant becomes resistant, the defendant may have to be taken into custody by force. When force is required, a court officer will call for assistance via our court radio system. Seconds matter when an assistance call is made. If a court officer has custody of an inmate, the court officer will have to secure the inmate before responding. Hence, the time to assist will be delayed. When an assistance call is made, and a court officer leaves the courtroom while court is in session, the courtroom is left unsecured.

On Wednesdays, Sobriety Court and Mental Health Court are in session. Individuals who have violated the terms of the program may be sentenced to jail. Although the sentence may be brief, it is still a period of incarceration, which can cause some, especially mental health court participants, to become agitated and combative. Again, all available court officers are required to respond when summoned.

### **FISCAL IMPACT**

The cost of adding a 0.5 FTE court officer position is \$43,360. The cost increase results from increasing a part-time position (137035) to a full-time position. Wages and fringes were calculated using the highest pay step for the court officer position. Ingham County's Budget Office provided the financial data.

	Full-time <b>UAW E LEVEL 1</b>	Full-time <b>UAW E LEVEL 5</b>	Part time <b>UAW E LEVEL 1</b>	Part time <b>UAW E LEVEL 5</b>
SALARY	\$39,407	\$46,972	\$19,704	\$23,486
FRINGES	\$38,966	\$41,887	\$20,258	\$21,713
<b>TOTAL</b>	<b>\$78,373</b>	<b>\$88,859</b>	<b>\$39,961</b>	<b>\$45,199</b>
				\$88,859
				<u>\$45,199</u>
			<b>Total Costs</b>	<b>\$43,660</b>

Adding an additional 0.5 FTE will create a safer environment for our court officers, district court staff, and the people we serve. The addition would provide necessary assistance in courtrooms, would not cause courtrooms to be unsecured, would assist with inmate transportation, and would provide for the additional monitoring of activity within the court complex.

The 55th District Court respectfully requests the addition of a 0.5 FTE court officer position.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ADDITION OF A 0.5 FTE COURT OFFICER POSITION  
IN THE 55<sup>th</sup> DISTRICT COURT**

WHEREAS, we live in a time where threats against judges and staff and acts of violence in courthouses and courtrooms are occurring throughout the country with greater frequency than ever before; and

WHEREAS, the Ingham County Board of Commissioners is committed to providing a safe workplace for the public and its employees, customers, and contractors; and

WHEREAS, the 55<sup>th</sup> District Court is committed to enhancing security measures as set forth as a goal in its strategic plan; and

WHEREAS, as of January 31, 2023, the Court moved into the new Ingham County Justice Complex; and

WHEREAS, in the Ingham County Justice Complex, Court operations now take place on two floors and in a much bigger footprint than the former 55<sup>th</sup> District Court building; and

WHEREAS, although the design of the Ingham County Justice Complex has significantly enhanced Court security measures, based on current staffing levels, the more spacious, two-story building has created issues regarding adequate security coverage for the Court; and

WHEREAS, the 55<sup>th</sup> District Court is requesting an additional 0.5 FTE Court Officer position to increase security; and

WHEREAS, the Ingham County Budget Office has calculated an increased cost of \$43,660 for this position, with funding to come from the general fund;

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve adding a 0.5 FTE Court Officer position in the 55<sup>th</sup> District Court.

BE IT FURTHER RESOLVED, that 55<sup>th</sup> District Court position number 137035 (Court Officer) is changed from a part-time position to a full-time position.

BE IT FURTHER RESOLVED, that the position change shall be effective immediately.

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

## Agenda Item 4

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

**FROM:** Ryan J. Buck  
Court Administrator/Probate Register  
Ingham County Probate Court

**DATE:** April 4, 2023

**SUBJECT:** Resolution to Approve Project Change Request No. 22876 with i3-Imagesoft, LLC for the Ingham County Probate Court Imaging Project

### **BACKGROUND**

OnBase is an electronic document management system (“EDMS”) by the vendor, i3-Imagesoft, LLC (“ImageSoft”). In 2011, the Probate Court began implementation of its solution to store its court records in a digital medium instead of paper. Since that time, other County-affiliated courts, offices, and departments have implemented OnBase solutions to varying degrees. The most recent implementation was by the 30th Circuit Court’s Juvenile Division.<sup>1</sup>

In 2022, the Probate Court desired to contract with ImageSoft to enhance its OnBase solution by adding a digital workflow solution. To that end, the Board of Commissioners approved Resolution #22-85 to authorize ImageSoft’s Statement of Work No. 21771.

Below, please find a basic overview of the project:

<b>Current State: Paper-Based Workflow</b>	<b>Future State: Digital Workflow</b>
Court staff generates an order on Microsoft Word for the Judge to sign	Same
Staff prints the order	No printing necessary
Staff physically routes the order to the Judge, which requires a physical handoff	Staff routes the order to the Judge’s OnBase work queue (i.e., digital inbox)  No physical handoff required  Judge may access their work queue from wherever they can VPN into the County network
Judge physically signs the order	Judge signs the order electronically  Judge can perform this task from wherever they can VPN into the County network

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<sup>1</sup> This is relevant because in addition to their Probate Dockets, both Probate Judges serve as Circuit Court Family Division Judges and are assigned juvenile cases. Additionally, the Circuit Court Judges who are assigned to the Family Division may be assigned Probate Guardianship cases consistent with the One Family, One Judge concept.

The signed order is physically routed back to the appropriate staff, which requires another physical handoff	The signed order is digitally routed to the appropriate staff's OnBase work queue
Staff scans the paper into OnBase and then the digital image becomes the official court record	No scanning required as the official court record already exists in OnBase
Staff set the paper "copy" up for long-term storage	No paper copy to store

Through the course of the project, the Probate Court found that it needed to change its implementation plan. This change resulted in Project Change Request ("PCR") No. 22702 that was approved by the Board of Commissioners in Resolution #22-538. The PCR was necessary because of technical issues associated with installation, training hardware/software, and loss of testing and training time.

When the 30th Circuit Court's Juvenile Division implemented its OnBase solution, the Probate Court identified additional needs and changed needs with respect to its digital workflow solution. A few examples of these additional/changed needs include:

- Adding an OnBase work queue for the Judge's Judicial Assistant
- Unifying the method by which the Judges sign orders, so it is the same as the Juvenile Division's method
- New opportunity to test
- New opportunity to train on the altered solution

The changes identified above were reduced into PCR No. 22876, and the instant resolution, if approved, would authorize PCR No. 22876.

### **ALTERNATIVES**

The Board of Commissioners may decide to disapprove the resolution. In this scenario, the overarching project would remain incomplete and the Probate Court would only be able to utilize OnBase to store its court records digitally.

### **FINANCIAL IMPACT**

If approved, the financial impact would be an expense not to exceed \$37,490.

Existing funds within the Probate Court's Imaging Capital Improvement Project ("CIP") line item would fund this resolution.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan, specifically:

- Strategic Issue Area: "Service to Residents" (specifically Strategy 1. Strive to make facilities and services user-friendly)
- Strategic Issue Area: "Information Technology" (specifically the Main Goal: "To enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.")

This resolution will allow Judges and Court staff to process cases more expeditiously and efficiently. In turn, residents, litigants, and attorneys will be able to access justice more expeditiously and efficiently.

- Strategic Issue Area: “Service to Residents” (specifically Strategy 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models)

This resolution is the product of collaboration with the 30th Circuit Court’s Juvenile Division and their implementation of their OnBase solution. Opportunities have been identified to align the Probate Court’s OnBase with the Juvenile Division’s OnBase. This is noteworthy because the Probate Court’s Judges are also assigned Juvenile Division cases and the Circuit Court Family Division Judges may be assigned Probate Guardianship cases. In other words, this resolution will foster uniformity, which in the long-run will be more cost effective.

#### **OTHER CONSIDERATIONS**

None at this time.

#### **RECOMMENDATION**

On behalf of the Ingham County Probate Court, I respectfully recommend approval.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PROJECT CHANGE REQUEST NO. 22876  
WITH i3-IMAGESOFT, LLC FOR THE INGHAM COUNTY PROBATE COURT  
IMAGING PROJECT**

WHEREAS, Ingham County and the Probate Court have contracted with i3-ImageSoft, LLC (“ImageSoft”) to enhance the Court’s existing OnBase electronic document management system (“EDMS”) by approving ImageSoft’s Statement of Work No. 21771 via Resolution #22-85; and

WHEREAS, the goals of the enhancement included designing and implementing a digital workflow solution, training Judges and Court personnel in its operation, and creating more uniformity within the Court’s processes and with the Court’s partners such as the 30th Circuit Court; and

WHEREAS, while the Probate Court has been implementing the its project, the 30th Circuit Court’s Juvenile Division has implemented its own OnBase EDMS with workflow and their implementation has demonstrated a better path forward for the Probate Court project; and

WHEREAS, the Probate Court has worked with ImageSoft to revise the previously approved Statement of Work No. 21771, the outcome of which is designated as Project Change Request No. 22876, for which, if approved, would result in an additional fee not to exceed \$37,490; and

WHEREAS, sufficient funding exists in the Probate Court’s budget to allow for Project Change Request No. 22876.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves ImageSoft’s Project Change Request 22876 in an amount not to exceed \$37,490.

BE IT FURTHER RESOLVED, that the Probate Court’s Imaging/Scanning Capital Improvement Project (CIP) line item 636-25870-932050 Project Code PC shall fund the cost of this Project Change Request.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary 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 documents consistent with this resolution upon approval as to form by the County Attorney.

## Agenda Item 5

**TO:** Board of Commissioners Law and Courts and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** April 5, 2023  
**SUBJECT:** **Resolution to Approve Additional Funding Authorization for the Ingham County Justice Complex**  
For the meeting agendas of April 13 and 19, 2023

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### **BACKGROUND**

The Ingham County Justice Complex project has an approved budget of \$79,000,000. Current project completion forecasts have the final project cost at \$81,310,315 (\$2,310,315 over budget). The main drivers behind these cost overruns are the following:

- |  |                  |
|--|------------------|
| • Sanitary auger system to reduce solids/trash going into municipal system         | \$1,150,000      |
| • Allowances for abatement/unstable soils in Package 6                             | \$499,000        |
| • Misc. project additions (maintenance pole bar, technology, shooting range, etc.) | <u>\$661,315</u> |
| • TOTAL  | \$2,310,315      |

Given the continued uncertainty of what could be uncovered during Package 6 (existing jail demo and parking lot construction) we are also recommending an additional \$500,000 in contingency funds for a total in excess of budget of \$2,810,315.

Tom Shanley, Kramer Management Project Director will be in attendance to discuss in further detail the project overages.

### **ALTERNATIVES**

N/A.

### **FINANCIAL IMPACT**

Project revenue exceeded the \$79,000,000 project by \$818,129 due to interest earned on bond proceeds and additional transfers in. In addition, the Justice Millage Fund had a 2022 year end fund balance of \$2,695,171.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Respectfully recommend the approval the resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ADDITIONAL FUNDING AUTHORIZATION FOR THE  
INGHAM COUNTY JUSTICE COMPLEX**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage to build a new Ingham County Justice Complex (ICJC); and

WHEREAS, Resolution #18-391 authorized the construction of the ICJC with a projected cost to construct, equip, and finance (fees and borrowing costs) not to exceed of \$101,673,278; and

WHEREAS, Resolution #18-391 authorized the Ingham County Building Authority to act as the owner's representative for the project; and

WHEREAS, the ICJC is currently projected to exceed the \$79,000,000 budget by \$2,310,315 due to increased cost for the final phase of the project (demolition of existing jail and parking lot construction), the addition of an auger sanitary disposal unit, and non-budgeted project additions, and

WHEREAS, an additional \$500,000 in contingency funds is also requested in case unforeseen costs arise during the final phase of the project; and

WHEREAS, there is funding available in the existing project revenue of \$818,129 (bond interest proceeds and transfers in) and Justice Millage fund balance of \$2,695,171 to cover the \$2,310,315 projected overage plus the \$500,000 requested contingency; and

WHEREAS, the projected cost overage, combined with the financing and borrowing costs of the construction bond will exceed the authorization amount approved in Resolution #18-391 requiring additional Board of Commissioners approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to utilize an amount not to exceed of \$2,810,215 (projected overage of \$2,310,315 plus \$500,000 contingency) from existing project revenue and the Justice Millage fund balance to complete the ICJC project.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.