

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, MAY 11, 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 [April 27, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Office of the Public Defender – Update
2. Sheriff's Office – Resolution to Authorize a Contract with [PJ's Towing Service](#) for Ingham County Sheriff's Office Vehicles and Seized Property or Evidence
3. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with [Innovare](#) to Upgrade Emergency Operations Center Seating
4. Circuit Court – Resolution to Approve the [Reorganization](#) of the 30<sup>th</sup> Circuit Court General Trial Division
5. Community Corrections – Resolution to Authorize the Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/[City of Lansing](#) Community Corrections and Program Subcontracts for FY 2023-2024
6. 9-1-1 Dispatch Center – Ingham County [2023 9-1-1 Report](#)
7. Board of Commissioner's Office – Resolution Honoring [Theodore "Ted" Harrison](#)

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

April 27, 2023

Draft Minutes

Members Present: Polsdofer, Lawrence, Celentino, Trubac, Cahill, Johnson, Schafer (Arrived at 6:20 p.m.).

Members Absent: Pawar.

Others Present: Prosecutor John Dewane, Nicole Matusko, Andy Bouck, Ryan Buck, Scott LeRoy, 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>.

Chairperson Polsdofer stated on April 26, 2023, the Ingham County Sheriff's Department had lost Lieutenant Ted Harrison to cancer. He further asked those present to stand for a moment of silence.

Chairperson Polsdofer stated Lieutenant Harrison's wife was an employee of the Ingham County Sheriff's Office.

Undersheriff Andy Bouck, Ingham County Undersheriff, thanked Chairperson Polsdofer. He further stated that Lieutenant Harrison was as good as they came.

### Approval of the April 13, 2023 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 13, 2023 LAW & COURTS COMMITTEE MEETING WERE APPROVED. Absent: Commissioners Pawar and Schafer.

### Additions to the Agenda

None.

### Limited Public Comment

None.

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

1. Prosecuting Attorney
  - a. Resolution to Deactivate the Domestic Violence Coordinator Position (229055) and Create a Position Number for a Victim/Witness Assistant

2. Sheriff's Office – Resolution to Authorize an Administrative Service Contract with Blue Cross Blue Shield of Michigan and the Sheriff's Office
3. Circuit Court
  - a. Resolution to Authorize an Agreement with Smart Home/Smart Office to Upgrade Courtroom Audio Processor
  - b. Resolution to Accept the State Court Administrative Office Virtual Backlog Response Docket Award
4. Circuit Court – Juvenile Division – Resolution to Authorize the Juvenile Division Purchasing BizStream Client Management Software
5. Office of the Public Defender – Resolution to Authorize the Purchase of a Toshiba e-STUDIO9029A Copier

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Pawar and Schafer.

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

1. Prosecuting Attorney
  - b. Prosecuting Attorney's Office Update

Prosecutor John Dewane, Ingham County Prosecuting Attorney, and Nicole Matusko, Chief Assistant Prosecuting Attorney, provided an update on the Prosecuting Attorney's office.

Prosecutor Dewane stated he had met with most of the Commissioners and his goal was to meet with all of them. He further stated he was born and raised in St. Joseph, Michigan and attended St. Joseph High School and graduated in 1988.

Prosecutor Dewane stated he attended the University of South Carolina from 1988-1992 and received a Bachelor's degree in English. He further stated, after he had attended Law School, he worked at a law firm in Seattle, Washington.

Prosecutor Dewane stated he attended Thomas Cooley Law School from 1995-1998 and, after graduating and passing the Bar Exam, he worked in legal aid in St. Joseph Benton Harbor, Michigan and worked with indigent clients, divorce work, abuse and neglect and landlord tenant cases. He further stated he then worked for his father for about one and a half years doing prosecutorial and civil defense work.

Prosecutor Dewane stated in 2001 he was hired to be the Assistant Prosecuting Attorney by Stuart Dunning, former Ingham County Prosecutor. He further stated he had been there for the last 22 years and had worked almost every division in the office, from family court to district court to circuit court to crimes against children.

Prosecutor Dewane stated he was a Unit Chief of several different divisions in his office and, in 2012, he was appointed Deputy Chief by former Prosecutor Dunnings. He further stated over the last 10 years he had worked under three different administrations, including former Prosecutor Dunnings, Governor Gretchen Whitmer and Carol Siemon, former Ingham County Prosecutor.

Prosecutor Dewane stated he was an adjunct professor at Cooley Law School for six years and taught trial skills. He further stated he was the Secretary for the Ingham County Sobriety Court for five years.

Prosecutor Dewane stated he was on the Big Brothers and Big Sisters Board for five years. He further stated he had coached youth football in Williamston, Michigan for six years and he had been married for over 22 years.

Prosecutor Dewane stated his wife was a healthcare attorney and had two sons who that were a freshman and a sophomore at University of Michigan and Michigan State University. He further stated he was appointed at the end of December 2022 by a majority vote of the Ingham County 30<sup>th</sup> Circuit Court Judges and took office on January 3, 2023.

Prosecutor Dewane stated, over the course of his 22 years, he had tried over 80 felony cases and more than 20 murder trials. He further stated, over the last 10 years, all he tried as a Deputy Chief was murder cases.

Prosecutor Dewane stated over the last several years he had seen a significant increase in gun violence in the community. He further stated when he took office his number one priority was to reduce gun violence in the community and it was at an unacceptable level the last several years.

Prosecutor Dewane stated he had changed several policies that Former Prosecutor Siemon had in place. He further stated his office began to habitualize repeat felony offenders.

Prosecutor Dewane stated individuals who had prior felony convictions would be habitualized as a second, third, and fourth offender depending on the number of felony convictions they had. He further stated that was something that should be considered when charging and determining whether a plea agreement should be reached or even given.

Prosecutor Dewane stated his office began to charge felony firearm. He further stated that meant if an individual was to use or possess a firearm in the commission of a felony, it was a mandatory two-year prison term above and beyond what someone could receive on the underlying offense.

Prosecutor Dewane stated he believed if you bring or use a gun in the commission of a felony, it increased the likelihood that someone could be seriously injured or killed. He further stated he had seen a significant increase in concealed carry weapons (CCW) charges, mostly in an automobile or some were on people.

Prosecutor Dewane stated, in the last several years, he believed they had over 1,000 CCW charges that involved an automobile. He further stated those were people that had failed to obtain a

concealed pistol license (CPL) and had not taken the training course and may have been prevented from obtaining the CPL due to prior conviction.

Prosecutor Dewane stated he was seeing a revolving door of individuals being pulled over with illegal firearms in their car, being charged, coming back on the street and then having a gun the next week. He further stated he was talking about guns that were stolen, had serial numbers removed, guns with 50 round clips, assault rifles and machine guns.

Prosecutor Dewane stated he had seen an increase in those types of cases and he had taken a hard line against offering plea offers on them at all. He further stated his first two days in office he met with all of the Chiefs of Police Departments and communicated about his policy changes to reduce the gun violence.

Prosecutor Dewane stated he had been working with law enforcement and meeting with Judges, community and citizen groups. He further stated he worked in conjunction with Advance Peace and law enforcement.

Prosecutor Dewane stated he certainly supported Governor Whitmer's comments on gun laws that had recently passed the safe storage, background checks and extreme risk protection order and he hoped that would be signed in the next couple of days. He further stated, although he took a hardline stance on violence in the community and violence in general, he supported the specialty courts in the County like sobriety court, drug court, mental health court, veterans court, domestic violence court.

Prosecutor Dewane stated those specialty courts gave an opportunity for people to get the treatment they need and address whatever issues they had. He further stated the goal was to reduce their offender behavior with treatment, decrease incarceration rates, and provide them a second chance and opportunity.

Prosecutor Dewane stated his office had their own diversion program that if an individual met certain criteria on a probationary period, did community service and if successfully completed, there was no warrant issued for an arrest and the case would just go away. He further stated he had seen a significant increase in the juveniles in the community committing very violent crimes from children that were 13, 14, and 15 years old.

Prosecutor Dewane stated the number one killer in America of children was gun violence. He further stated he had seen too many young people being murdered in the community and he supported Advance Peace and what they were doing to identify the top shooters in the community to prevent further gun violence.

Prosecutor Dewane stated he thought it needed to be made sure that children attend school and get an education. He further stated there was a truancy court and teen court in Ingham County that he was in favor of.

Prosecutor Dewane stated he believed that parents should be held accountable for their children to go to school. He further stated former Prosecutor Dunnings had been previously big on charging the parents who did not send their children to school and holding them accountable for that.

Prosecutor Dewane stated he felt there should be more after school programs and mentorship programs. He further stated he was willing to work with schools and community leaders to see what could be done to reduce gun violence amongst children.

Prosecutor Dewane stated he believed there was a huge mental health crisis in the State of Michigan, throughout the Country and in Ingham County. He further stated there were no facilities for the mentally ill, no beds, no services and, if there was a defendant that needed to be sent to the forensic center, it could be six months before a report would state whether they were competent or criminally responsible.

Prosecutor Dewane stated that mental health needed to be addressed at some point in the State of Michigan as far as funding and hospitals for the mentally ill.

Commissioner Lawrence asked if the previous administration had partnered in a meaningful way with Advance Peace.

Prosecutor Dewane stated confirmation. He further stated he believed former Prosecutor Siemon was instrumental in bringing Advance Peace to the community.

Commissioner Lawrence asked what types of trends were being seen in sexual assault and opioid cases.

Prosecutor Dewane was uncertain if there was an increase in sexual assault cases.

Ms. Matusko stated there was a dedicated unit that tried to take most of the adult sexual assault cases vertically but there were far too many for them to take from start to finish. She further stated research had shown that was what was best for victims for consistency and anecdotally there was an increased number of sexual assault cases to be screened as well as being issued and brought to court.

Ms. Matusko stated those were the largest number of cases that continued to be on backlog from the COVID-19 pandemic. She further stated most sexual assault cases go to trial and there were a lot of victims and defendants waiting for their trials on those cases.

Ms. Matusko stated opioid cases were also increasing. She further stated they were seeing a lot in treatment court of people that were being arrested with significant quantities that were maybe low level dealers supporting a habit or just using more controlled substances.

Ms. Matusko stated that poly-substance abuse was increasing as well.

Commissioner Lawrence asked what poly-substance abuse was.

Ms. Matusko stated it was using more than one substance. She further explained when someone does not just use heroin or were purchasing heroin and would getting something that had heroin, fentanyl and even meth.

Prosecutor Dewane stated there had been a pretty big increase in fentanyl in the County and Xanax. He further state poly-substance abuse would be like using fentanyl and combining it with Xanax.

Commissioner Trubac thanked Prosecutor Dewane for being present. He further asked for Prosecutor Dewane to clarify his position regarding charging parents for student truancy.

Prosecutor Dewane stated he would like to revisit that. He further stated, as far as truancy court, if a child were to miss a certain amount of days a letter would be sent home and the child would be asked to go into truancy court to be monitored.

Prosecutor Dewane stated it was his position if a parent continued to refuse to send their child to school that they could face criminal charges or be brought into the diversion program as well. He further stated there could be issues that needed to be addressed at home whether it was lack of food or lack of money, but the main goal was to ensure going to school.

Commissioner Trubac stated his interest in hearing more as Prosecutor Dewane continued to develop more.

Prosecutor Dewane stated he had met with the head of security for Lansing School District on April 27, 2023 and he had brought up his concern of kids staying in school. He further asked if a 14 to 15-year-old was not in school, what were they doing and that was his concern at this point.

Commissioner Trubac stated he understood.

Commissioner Cahill stated her support for the diversion program. She further stated if the parents were put in jail, that was another situation.

Commissioner Cahill stated she worked for the City of Lansing and was very interested. She further stated she agreed there needed to be more programs for kids.

Commissioner Cahill stated she had seen kids roaming the City of Lansing and, in certain places, she would ask what the kids were doing. She further stated, when she was in a City of Lansing truck, the kids would not mess with her.

Commissioner Cahill stated the kids were polite but perhaps nobody had reached out to them yet.

Ms. Matusko stated she felt it was important with the diversion program was having community partnerships and open communication. She further stated if they were to see a child not going to school, it would open up the communication with the family court division or Child Protective Services (CPS) and other agencies they were able to work with.

Ms. Matusko stated there were still obstacles and barriers to getting the dialog moving. She further stated it had been big since Prosecutor Dewane took over to open the lines of communication between their office and the court and outside partnerships.

Commissioner Johnson asked how someone or an organization might go about partnering with the Prosecutor's Office.

Ms. Matusko stated it would depend on what programming the organization offered and what they could provide. She further stated through the diversion program there were two diversion case workers and they both had caseloads but were creative on partnering with organizations and systems that were in place.

Ms. Matusko stated just reaching out to the Prosecutor's Office to see how they could make referrals would be the first step.

Commissioner Johnson stated Strong Start Healthy Start was an Ingham County program specifically to help black dads. He further stated Quintin Baptiste, Strong Start Healthy Start Fatherhood Facilitator, ran the program.

Commissioner Johnson stated Mr. Baptiste could work with the Prosecutor's Office to help to assist black dads that may be facing trial. He further stated a dad going to jail was a whole lifestyle and Mr. Baptiste could help with that diversion.

Prosecutor Dewane stated he was open to anything and he was there to listen to suggestions of groups he could speak to or meet with and was willing to do that.

Commissioner Celentino stated, as Prosecutor Dewane was looking into his own policy regarding holding parents accountable for truancy, he may want to talk to those on the front lines like the teachers. He further stated they could give a perspective that others probably could not.

Commissioner Celentino stated teachers could provide a spectrum of how extreme, whether it was something chronic in the home, transportation or food, versus a behavioral problem where the guardian had no control getting the student up in the morning for school. He further suggested speaking to the Lansing School Education Association who represented the 800 or so teachers in the Lansing Schools.

Commissioner Schafer arrived at 6:20 p.m.

Prosecutor Dewane stated that would be good perspective to have.

Commissioner Celentino offered to share the things that he hears. He further stated he appreciated Prosecutor Dewane looking into this as it was back in the 1990's and 2000's that this was around and things had changed.



Commissioner Cahill stated Childhood Family Services would be coming online with their location near Washington and Greenlawn and wondered how that would fit in. She further stated Washington Park had upgrades going on and she actually did work in forestry.

Commissioner Cahill stated she would like to see places like that utilized more by kids. She further stated city trucks coming through after hours and engaging kids and not just cops going through those places.

Commissioner Cahill stated the Board of Water and Light had placards on their vehicles that stated Eyes and Ears if someone needed help. She further stated she wished that the City of Lansing could have that so that someone could feel they could talk to them and everyone could help more if Prosecutor Dewane told them how to do it.

Prosecutor Dewane stated it was good to have eyes and ears out there.

Chairperson Polsdofer thanked Prosecutor Dewane for attending and formally introducing himself.

Prosecutor Dewane made himself available and invited those present to reach out.

3. Circuit Court

c. Circuit Court General Trial Division Reorganization (Discussion)

Scott LeRoy, Interim Circuit Court Administrator, and Ryan Buck, Court Administrator/Probate Register, provided an overview of the Circuit Court General Trial Division reorganization.

Commissioner Celentino asked if the employee in the IT Liaison position would transfer to the new position.

Mr. LeRoy stated it would be a new position. He further stated both positions that would be eliminated were currently vacant.

Mr. Buck stated he was employed by the Circuit Court when the IT Liaison position was created and the office had given up a full time position to fund that position eight years ago. He further stated it was so tough to fill that position and the courts had changed.

Mr. Buck stated this proposal better fit their needs to take the courts into the 21<sup>st</sup> century where paper was not king and it was all digital. He further stated the change in mindset was very complicated because they dealt with complicated systems and peoples' lives were complicated.

Mr. Buck stated this would help break down silos between the two courts, make sure their employees were trained better and they were serving the residents of Ingham County better.

Announcements

Commissioner Cahill stated the State Arbor Day was Friday, April 28, 2023 and at 9:30 a.m. there would be an event at Pattengill Biotechnical Magnet School where the fourth grade classes

would plant two American Linden trees. She further stated at 12:30 p.m. on April 28, 2023 there would be another event at Potter Park Zoo where they would also plant two American Linden trees.

Public Comment:

None.

Adjournment

The meeting was adjourned at 6:29 p.m.

**MAY 11, 2023 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**2.     Sheriff's Office – Resolution to Authorize a Contract with PJ's Towing Service for Ingham County Sheriff's Office Vehicles and Seized Property or Evidence**

This resolution authorizes a contract with PJ's Towing for towing, tire changes, fuel delivery, accident or off-road recovery services, and lock outs for Sheriff's Office vehicles and seized property or evidence

The cost of this contract is billed per use. The Sheriff's Office has budgeted \$3,000 to be paid from Field Services/Contractual Services account for the contractual year of 2023 through 2025.

See memo for details.

**3.     Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Innovare to Upgrade Emergency Operations Center Seating**

This resolution authorizes the use of previously awarded Region 1 FY2020 Homeland Security Grant Program (HSGP) funding to upgrade the Emergency Operations Center (EOC) seating with 30 new ergonomic chairs. Proper seating in EOCs serves to optimize functionality through improved comfort and reduced fatigue, significant considerations as EOC activations often involve high stress, prolonged incidents. Additionally, chairs with ergonomic features will improve the general environment for training, exercises, and other events hosted in the EOC as it allows individuals to adjust the chairs according to their physical needs and preferences.

The cost for the chairs is \$12,176.70.

See memo for details.

**4.     Circuit Court – Resolution to Approve the Reorganization of the 30<sup>th</sup> Circuit Court General Trial Division**

This resolution approves the Circuit Court proposed reorg that will create a Project Manager and Training Coordinator positions. This reorganization was discussed at the April 27 Law & Courts Committee meeting.

See memo for details.

**5.     Community Corrections – Resolution to Authorize the Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for FY 2023-2024**

This resolution authorizes the submission of the Community Corrections State Grant Application and entering into a contract with Michigan Department of Corrections for community based programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation.

See memo for details.

7. **Board of Commissioners Office – Resolution Honoring Theodore “Ted” Harrison**

**ADDITIONAL ITEMS:**

1. **Office of the Public Defender – Update**
6. **9-1-1 Dispatch Center – 2023 9-1-1 Report**

## Agenda Item 2

**TO:** Board of Commissioners: Law & Courts and Finance Committees  
**FROM:** Undersheriff Andrew R. Bouck  
**DATE:** May 2, 2023  
**SUBJECT:** Resolution to authorize a contract with PJ's Towing Service for Ingham County Sheriff's Office vehicles and seized property or evidence.  
For the meeting agenda of *May 11, 2023, May 17, 2023*

---

### **BACKGROUND**

This resolution is to authorize a contract with PJ's Towing to tow Ingham County Sheriff's Office vehicles, seized vehicles, vehicles for evidence, and roadside assistance for Sheriff's Office vehicles. The Sheriff's Office has partnered with local towing businesses for towing and roadside assistance for Sheriff's Office vehicles and investigations. The Sheriff's Office has been using PJ's Towing since 2018.

### **ALTERNATIVES**

Two companies within Ingham County have responded to RFP 87-23, PJ's Towing and Shroyer's Towing. Upon review of the RFPs, both companies offered comparable, cost-competitive responses in a variety of service categories with variance in the cost advantages based on services needed. Total expenses and cost advantages incurred will ultimately be dependent on actual service needs generated. In addition, site locations were evaluated as PJ's Towing offers four offices (Lansing, Mason, Delta Township and Grand Ledge) and five storage lots (Lansing, Mason, Delhi Township, Delta Township, and Grand Ledge). Shroyer's Towing offers one office location and storage lot in Delhi Township. The most recent contract with PJ's towing provided exceptional customer service with consistent, prompt response times.

### **FINANCIAL IMPACT**

The cost of this contract is billed per use. The Sheriff's Office has budgeted \$3,000 to be paid from Field Services/Contractual Services account #10130102-8180000 for the contractual year of 2023 through 2025. The Sheriff's Office is also requesting an option for a two-year renewal.

### **STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goals of: Service to Residents – Utilizing an effective tow vendor specific for tow services of Sheriff's Office fleet vehicles and investigations enables patrol staff to quickly return to providing law enforcement services to the residents in the event of a mechanical failure, conduct timely investigations, and ultimately remain efficient with the patrol resource availability. Finance – Utilizing this agreement takes advantage of cost competitive services offered to the county at a reduced rate from traditional market value.

### **OTHER CONSIDERATIONS**

None

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with PJ's Towing for towing and roadside assistance.

## Agenda Item 2

TO: Lieutenant Josh Treat, Field Services Division, Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: March 22, 2023

RE: Memorandum of Performance for RFP No. 87-23: Towing Services

---

Per your request, the Purchasing Department sought proposals from qualified and experienced wrecker vendors to enter into a three-year contract to provide towing and other related services on an as-needed basis for vehicles owned by and in the custody of the Ingham County Sheriff's Office.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	18	17
Vendors responding	2	2

A summary of the vendors' costs is located on the next page.

*You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

<b>Vendor Name:</b>	<b>P.J.'s Towing Services</b>		<b>Shroyer Towing</b>	
<b>Local Preference:</b>	<b>Yes, Mason, MI</b>		<b>Yes, Lansing MI</b>	
<b>Description:</b>	<b>Flat Rate / Service Call</b>	<b>+ Cost/Mile</b>	<b>Flat Rate / Service Call</b>	<b>+ Cost/Mile</b>
Towing anywhere inside Ingham County	\$65.00		\$50.00	
Towing outside of Ingham County	\$65.00	\$3.00/mile loaded	\$50.00	\$3.00
Use of flatbed, tire changes, fuel delivery, and accidents anywhere inside Ingham County	\$50.00 - \$75.00	+ Fuel +Labor	\$50.00	
Use of flatbed, tire changes, fuel delivery, and accidents outside Ingham County	\$50.00 - \$200.00	+ Fuel +Labor	\$50.00	\$3.00
Extrication/off road recover anywhere inside Ingham County	^ \$65.00		\$75.00/hour	
Extrication/off road recover outside Ingham County	^\$75.00	\$3.00	\$75.00/hour	
Lock-outs anywhere inside Ingham County	\$50.00		\$45.00	
Lock-outs outside Ingham County	\$50.00	\$3.00	\$65.00	
Heavy Rescue towing anywhere inside Ingham County	^ \$150.00		\$140.00/hour/truck	
Heavy Rescue towing outside of Ingham County	^ \$250.00 + labor		\$140.00/hour/truck	
Heavy Rescue extrication/off road recover anywhere inside Ingham County	Varies on job - discount		\$130.00/hour/each heavy truck req'd & \$250.00/hour/each rotator req'd	
Heavy Rescue extrication/off road recover outside of Ingham County	Varies on job - discount + labor + mileage		\$130.00/hour/each heavy truck req'd & \$250.00/hour/each rotator req'd	
OTHER: We have 35 tow trucks, 2-heavy duty rotators / 1-70 ton rotator, 1-50 ton rotator, air bag recovery unit trailer	Varies		OTHER: None listed	
OTHER: Bobcat w/ forks, buckets & winch box to get any off road recovery on tracks & 45k winch - fleet of heavy duty flatbeds & landalls & lowboys to haul anything	Varies		OTHER: None listed	

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PJ'S TOWING SERVICE FOR  
INGHAM COUNTY SHERIFF'S OFFICE VEHICLES AND SEIZED PROPERTY OR EVIDENCE**

WHEREAS, the Ingham County Sheriff's Office requires towing and related service for fleet vehicles and for vehicles seized as property or evidence; and

WHEREAS, the Contractor has responded to RFP #87-23 with a proposal to provide the Sheriff's Office with towing and related services that are required for operations; and

WHEREAS, the Contractor agreed to provide towing with the use of a regular or flat-bed truck, tire changes, fuel delivery, accident or off-road recovery services, and lock outs; and

WHEREAS, the services will be provided within and outside of Ingham County; and

WHEREAS, the Contractor agrees that these services shall be available and provided on a twenty-four (24) hour basis, seven (7) days a week; and

WHEREAS, the Contractor agrees to provide the services at rates pursuant to the record of the bid/proposal cited in RFP #87-23.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to contract with PJ's Towing for their services involving fleet vehicles of the Sheriff's Office or vehicles seized as property or evidence.

BE IT FURTHER RESOLVED, this contract is to be paid out of the Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000 through 2025 with and option of a two-year (2) extension, if desired by the County and agreed to by the vendor.

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

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



### Agenda Item 3

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

**FROM:** Sergeant Bob Boerkoel, Office of Emergency Management

**DATE:** April 27, 2023

**SUBJECT:** Resolution to authorize an Equipment Purchase agreement with Innovare to upgrade Emergency Operations Center seating.

For the meeting agendas of *May 11, 2023* and *May 17, 2023*

---

#### **BACKGROUND**

This resolution is for the approval to utilize previously accepted Region 1 FY2020 Homeland Security Grant Program (HSGP) Funding to upgrade existing Emergency Operations Center seating. Specifically, the upgrade consists of the purchase of thirty new ergonomic chairs from Innovare for the Emergency Operations Center (EOC). Currently, seating in the EOC is furnished with a basic, economically intentioned seat that does not allow any adjustable features. Proper seating in EOCs serves to optimize functionality through improved comfort and reduced fatigue, significant considerations as EOC activations often involve high stress, prolonged incidents. Additionally, chairs with ergonomic features will improve the general environment for training, exercises and other events hosted in the EOC as it allows individuals to adjust the chairs according to their physical needs and preferences. The existing EOC seating would be appropriated in other areas of the Ingham County Justice Complex facility.

#### **ALTERNATIVES**

Multiple proposals and quotes for were solicited for consideration. The proposal by Innovare for \$12,176.70 was selected for its style, design, and functionality while remaining cost competitive.

#### **FINANCIAL IMPACT**

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal using FY2020 HSGP grant funds. The FY2020 HSGP grant funds were previously accepted by the Board of Commissioners via Resolution #20-530.

#### **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 expand and improve upon the comfort and function of the EOC, lending to a more effective work, training and disaster response environment; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies previously awarded to Ingham County Emergency Management.

#### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff's Office to enter into a purchase agreement with Innovare to purchase thirty new EOC chairs.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH INNOVARE  
TO UPGRADE EMERGENCY OPERATIONS CENTER SEATING**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management received pass through grant funds from the FY2020 Homeland Security Grant Program (HSGP); and

WHEREAS, the Ingham County Board of Commissioners previously accepted the FY20 HSGP grant funds via Resolution #20-530; and

WHEREAS, the purpose of these grant funds is to purchase equipment and provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the Ingham County Sheriff's Office and Office of Emergency Management utilizes the Emergency Operations Center (EOC) for training, exercising, and activations in the event of a disaster; and

WHEREAS, upgrading the EOC seating will serve to enhance and optimize the functionality and comfort of the workspace; and

WHEREAS, multiple quotations were solicited for an effective and functional seating option; and

WHEREAS, Innovare produced a quotation proposal yielding a desired style and design seating option of thirty chairs with competitive pricing; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is \$12,176.70.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a thirty Visio chairs from Innovare utilizing funding from the FY2020 Homeland Security Grant Program Funding.

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

## Agenda Item 4

**TO:** Law and Courts, County Services and Finance Committees  
**FROM:** Scott LeRoy, Interim Circuit Court Administrator  
**DATE:** May 4, 2023  
**SUBJECT:** Resolution to approve the Reorganization of the 30<sup>th</sup> Circuit Court General Trial Division  
For the meeting agendas of Law and Courts Committee May 11, County Services Committee  
May 16 and Finance Committee May 17, 2023

### **BACKGROUND**

Technology and related projects have become a critical part of a highly effective and functioning judicial system. Courts depend on technology to manage caseloads, dockets, send jury notification and manage jury pools, manage court orders and other related documents, and to increase accessibility for the public and parties to access court proceedings and resources. For the past several years, the Circuit and Probate Courts have been worked independently on the implementation of the aforementioned technology systems. The proposed reorganization allows the ability to have a project manager working with both courts to ensure the development and smooth implementation of best practice hardware and software systems. Furthermore, the position allows both courts, who share case types, the ability to be consistent across dockets.

The Training Coordinator Circuit Court position allows the Circuit and Probate Courts to train all new and existing staff with a focus on court related hardware and software. Additionally, the position allows the courts to seek best practice training specific to court staff, develop policy and procedures, and to assist the Project Manager with the implementation of technology related projects.

The proposed reorganization impacts two vacant positions in the General Trial Division, the Technology Liaison and Court Appointed Counsel Clerk. The reorganization includes both new positions remaining with the respective bargaining units; Project Manager – Circuit Court would remain with the ICEA and the Training Coordinator – Circuit Court would remain with the UAW. The reorganization is supported by the Chief Circuit Court Judge, Chief Probate Court Judge, Circuit Court Administrator, Probate Court Administrator, County Clerk, Human Resources Director, and the IT Director.

As mentioned above, the Project Manager – Circuit Court is desperately needed to implement technology and other initiatives that range from minor changes in procedure to large scale projects, long term initiatives, and other technology improvements in the Circuit Court and Probate Court. The position will work in conjunction with Circuit and Probate Court management and other Department Heads to assure all new initiatives are in accordance with County policies, court rules, and applicable statutes.

Under the supervision of the Project Manager – Circuit Court, the Training Coordinator – Circuit Court will work with court managers to develop and implement ongoing and evolving training curriculums for Circuit and Probate Court employees. The position will train all new employees on the case management systems, electronic and legacy document management systems, and other related court software necessary to complete job duties.

### **ALTERNATIVES**

Fill the positions under the current job descriptions.

### **FINANCIAL IMPACT**

The Project Manager – Circuit/Probate Court and Training Coordinator – Circuit Court positions have been analyzed by Human Resources. The new classifications place the positions at a higher pay. The increases for both positions total \$36,012. Both positions have been vacant for the entirety of 2023, so the added costs would be covered through attrition savings. The Circuit and Probate Courts will work with the Controller's Office to fund the increases for the 2024 budget year.

### **STRATEGIC PLANNING IMPACT**

Provide fair and efficient judicial processing.

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles.

### **OTHER CONSIDERATIONS**

The last classification review for the Circuit Court Technology Liaison position was in 2015 and the last classification review for the Court Appointed Counsel Clerk position was in 2017.

### **RECOMMENDATION**

The Board of Commissioners authorizes the reorganization of the positions.

#### Agenda Item 4

TO: Law & Courts and County Services Committees

FROM: Scott LeRoy, *Interim* Circuit Court Administrator

RE: Reorganization of Circuit Court General Trial Division

Please find attached two proposed job descriptions: Project Manager – Circuit Court and Training Coordinator – Circuit Court. The two new positions would replace the IT Liaison and the Court Appointed Assignment Clerk. The reorganization includes both positions remaining with the respective bargaining units; Project Manager – Circuit Court would remain with the ICEA and the Training Coordinator – Circuit Court would remain with the UAW. The reorganization will add critical resources to the Circuit Court and is supported by the Chief Circuit Court Judge, Chief Probate Court Judge, Probate Court Administrator, County Clerk, Human Resources Director, Deputy Court Controller and the IT Director.

**DATE:** April 20, 2023

**TO:** Scott Leroy, Interim Circuit Court Administrator

**FROM:** Joan Clous, Human Resources Generalist- Labor & Employee Specialist

**SUBJECT:** Memo of Analysis for the Reorganization of the Circuit Court General Trial Division

---

Per your request, Human Resources has reviewed the reorganization request submitted.

*IT Liaison (130070) ICEA Court 6 (\$54,488.42 - \$65,426.81) will now be Project Manager – Circuit Court and will be placed at ICEA Court 10 (\$76,833.06 - \$92,254.72)*

*Court Appointed Counsel Clerk (130033) UAW F (\$41,636.28 - \$49,652.19) will now be Training Coordinator – Circuit Court and will be placed at UAW I (\$49,311.78 - \$58,836.68)*

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

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

**Scott Leroy**

---

**To:** Joan Clous  
**Subject:** RE: Reorg results

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Friday, March 3, 2023 3:58 PM  
**To:** Scott Leroy <[SLeroy@ingham.org](mailto:SLeroy@ingham.org)>  
**Subject:** Reorg results

Scott,

We met today to discuss the reorg request you made.

Circuit Court General Trial Division

Project Mgr. ICEA Pro 10 (76,825.69 to 92,245.43)  
Training Coord. UAW I (49,311.78 to 58,836.68)  
Please let me know if you have any questions. If not I will send to the union for their input.

Thanks,  
Joan

**Joan Clous MPA, SHRM-CP**

Human Resources Specialist – Labor & Employee Relations

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102  
Lansing MI 48911  
517-887-4374 – Office  
517-930-2075 - Cell  
517-887-4396 – Fax

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.

**From:** [Joan Clous](#)  
**To:** [Scott Leroy](#)  
**Subject:** FW: Reorg - Circuit Court  
**Date:** Thursday, April 20, 2023 8:35:00 AM  
**Attachments:** [image006.png](#)  
[image001.png](#)  
[image003.png](#)

---

Scott,

Here is the UAW approval.

Joan

---

**From:** Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)>  
**Sent:** Tuesday, April 11, 2023 9:17 PM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Reorg - Circuit Court

Hello Joan

Yes the Union is in agreement with the below reorg for the Circuit Court.

Thank you

*Teresa Carter*  
*Unit Chair*  
*Local 2256*

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Tuesday, April 11, 2023 2:27 PM  
**To:** Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)>  
**Subject:** Reorg - Circuit Court

Teresa,

We factored this position as part of a reorg for the Circuit Court

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	135	150	120	50	90	110	60	85	10	10
10	970	UAW I								

Is this good to go?



**Joan Clous MPA, SHRM-CP**

Human Resources Specialist – Labor & Employee Relations

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

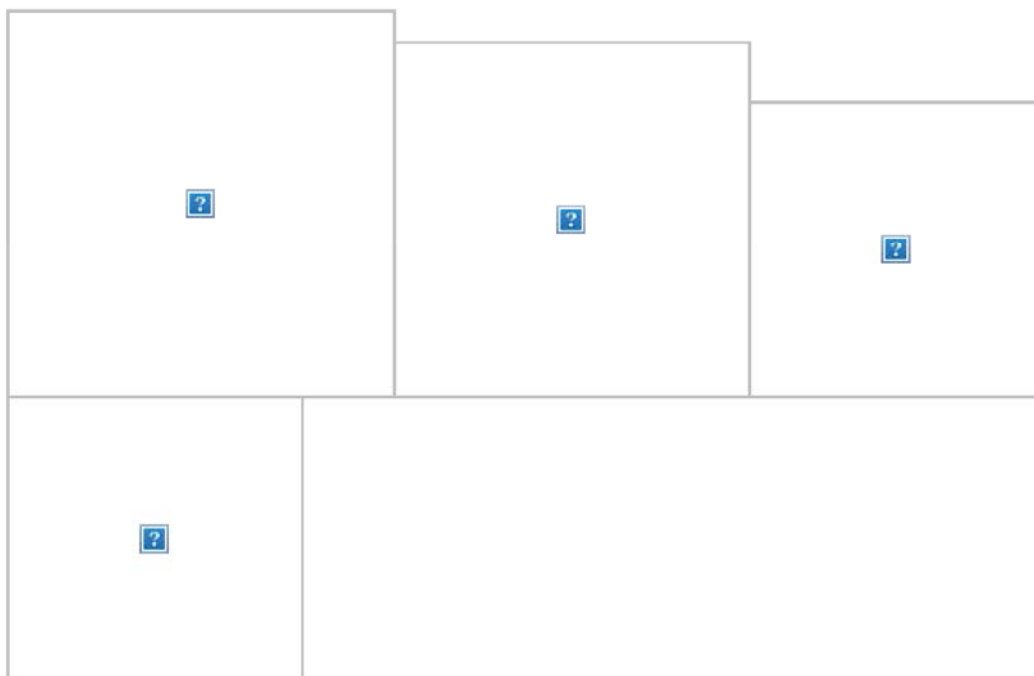
517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

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.



“Success is a project that is always under construction.” ~ Pat Summit

**From:** [Joan Clous](#)  
**To:** [Scott Leroy](#)  
**Subject:** FW: Reorg Results  
**Date:** Thursday, April 20, 2023 8:35:42 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image008.png](#)

---

Scott,

Here is the ICEA Court approval.

Joan

---

**From:** Luke Cloud <[LCloud@ingham.org](mailto:LCloud@ingham.org)>  
**Sent:** Wednesday, April 19, 2023 3:16 PM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Cc:** Jeffrey Donahue ([JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)) <[JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)>  
**Subject:** RE: Reorg Results

Hello Joan, The ICEA Court Professional Union is in support of the reorganization related to the Project Manager-Circuit/Probate Court position to pay grade 10.

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Wednesday, April 19, 2023 9:48 AM  
**To:** Luke Cloud <[LCloud@ingham.org](mailto:LCloud@ingham.org)>  
**Subject:** Reorg Results

Hi,

We factored this position as part of a reorganization of the Circuit Court

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
190	180	165	140	105	90	130	115	115	10	10
10	1260	ICEA 10								

Let me know if you are in agreement.

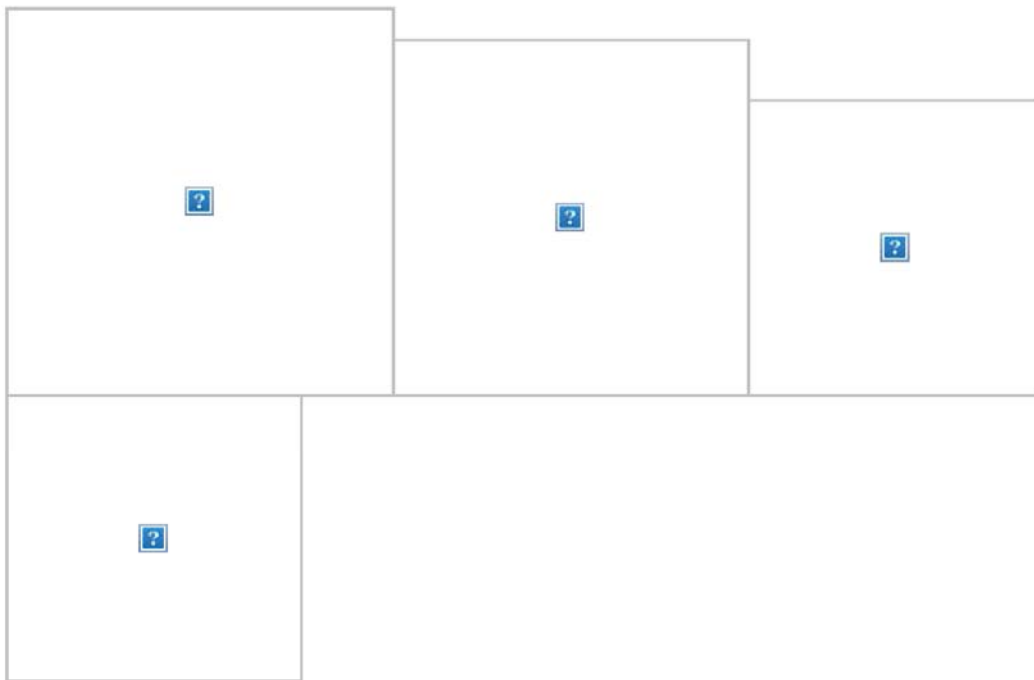
Joan

**Joan Clous MPA, SHRM-CP**  
Human Resources Specialist – Labor & Employee Relations  
**Ingham County**  
5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911  
517-887-4374 – Office  
517-930-2075 - Cell  
517-887-4396 – Fax

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.



“Success is a project that is always under construction.” ~ Pat Summit

**INGHAM COUNTY  
JOB DESCRIPTION**

**PROJECT MANAGER – CIRCUIT/PROBATE COURT**

**General Summary:**

Under the supervision of the Circuit Court Administration, will implement technology and other initiatives that range from minor changes in procedure to large scale projects, long term initiatives, and other technology improvements in the Circuit Court and Probate Court. Will research and help design best practices in court management. Position will work in conjunction with Circuit and Probate Court management and other Department Heads to assure all new initiatives are in accordance with County policies, court rules, and applicable statutes. Provides leadership and works with staff to develop a high performance, customer service-oriented work environment that supports the Court's and department's mission, objectives, and service expectations; provides leadership and participants in programs and activities that promote a positive employee relations environment. Supervises the Training Coordinator and other personnel as assigned

**Essential Functions:**

1. Establishes project requirements, priorities, and deadlines, and communicates with stakeholders accordingly.
2. Coordinates all infrastructure technology resources, including staff, equipment, vendors, and consultants, across one or more projects.
3. Drafts Board resolutions and executes contracts related to projects.
4. Serves as primary liaison between client stakeholders, user groups, and the project team developing the solution.
5. Identifies and manages the resolution of issues.
6. Maintains a detailed project plan and updates the project plan to accurately reflect the project status.
7. Manages project activities and ensures all project phases are documented appropriately.
8. Develops and oversee changes to project plans.
9. Ensures the quality of project deliverables.
10. Ensures projects are completed in accordance with all technology risk, architecture, and other relevant enterprise-wide guidelines.
11. Shares internal and external best practices.
12. Plans, executes, and supervises assigned special projects.
13. Responsible for maintain the Circuit Court and Probate Court websites.

Works with a multiple of complex agencies and positions including but not limited to:

Facilities Manager

Judges of the Circuit and Probate Courts  
Probate Court Administrator  
County Clerk  
Prosecuting Attorney's Office  
Public Defender's Office  
Law Enforcement  
Juvenile Detention  
Data Coordinator  
Legal Assistance Center  
State Court Administrative Office  
National Center for State Courts  
Private Vendors  
IT

**Other Functions:**

With respect to Probate Court related responsibilities, the position will report directly to the Probate Court Administrator

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

**Employment Qualifications:**

**Education:** A bachelor's degree in Administration, Human Services, Public Administration or Criminal Justice and three years' experience in project implementation required.

**Experience:** Two to three years' experience working for courts, with extensive experience managing projects and implementing change is necessary.

**Other Requirements:**

*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.*

**License and Certifications:** National Center for State Courts Certified Court Manager is preferred.

**Physical Requirements:** Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

May be required to provide own transportation to attend meetings, events, etc. throughout the county and state.

**Working Conditions:**

Work is performed in a normal office environment. Sometimes the work will need to be handled in urgent situations which would require working evenings and weekends.

**INGHAM COUNTY  
JOB DESCRIPTION  
(ELIMINATED)**

**CIRCUIT COURT TECHNOLOGY LIAISON**

**General Summary:**

Under the supervision of Deputy Circuit Court Administrator/General Trial Division, is responsible for planning, developing, implementing, managing and evaluating information and technology services for the Circuit Court. Acts as a liaison with Ingham County IT Department, technology vendors and other state and local government agencies to identify, advocate and implement court information and technology projects to enhance the operations of the Courts. Provides support for the operation and maintenance of Courts information technology systems; identifies Court technology needs and provides input to assist in hardware and software design and implementation. Trains staff in proprietary software or County standard software used.

**Essential Functions:**

1. Provides knowledge, input and advice to Court staff on the most recent advances and improvements in court technology, including cost-benefit analysis of alternate methodologies and resources.
2. Provides leadership in the creation and maintenance of the Circuit Court website in conjunction with the IT department and coordinates the utilization of web application technology to communicate Court functions.
3. Utilizes the Court's case management system and other resources to collect information and assist in the preparation of reports for the Michigan Supreme Court, State Court Administrative Office, State of Michigan, Ingham County and the Court.
4. Establishes workflow systems and procedures, analyzes work processes and defines objectives for work performance for staff involved with court information technology. Prepares training and procedure manuals and other materials for Court staff and provides instruction regarding technology policies and procedures.
5. Serves as a liaison with IT and all technology vendors on behalf of the Court. Serves as a liaison to the general public regarding requests for information and data.
6. Assists Court staff with the support, diagnosis, and resolution of problems encountered in the operation of the Court systems prior to escalating to IT help desk.
7. Supports the Court end-user, citizens, and/or customer community related to technical support issues of Court systems, websites and/or other related functions.
8. Conducts planning with Court staff to determine future needs relative to IT services. Provides input to IT department on business related workflows and requirements for software/database systems and development.
9. Coordinates implementation of new technologies, computer moves, system upgrades and system maintenance with the Court and the IT Department. Assists with acceptance testing of new software installations, enhancements and upgrades.
10. Responsible for processing large batch jobs for electronic or print communications and functions related to Court output files from systems.

11. Determines departmental shared file structure and works with IT department to implement and maintain. Communicates issues related to IT services to IT staff, and may maintain record of issues encountered by users.
12. Maintains an inventory list of computers, printers, and software for the Court in coordination with the IT department.
13. Recommends, writes, edits, proofs, and releases brochures, fliers, articles, press releases, organizational reports, newsletters, annual reports, and other related materials on behalf of the Court for technology projects.
14. Maintains current technical knowledge through attending workshops and seminars and reading related publications. Confirms software business requirements comply with local, state or federal mandates.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education/Experience:** A Bachelor degree in Management Information Systems, Media Arts, Communications, Business Administration, Criminal Justice or a related field and 1 year experience in media and/or technology related experience preferable in a court or government setting.

**OR**

**Education/Experience:** An Associate Degree in Management Information Systems, Media Arts, Communications or related field and a minimum of 2 years media and/or technology related experience, preferable in a court or government setting.

**Other Requirements:**

*(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)*

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of various computer programs including word processing, database, spreadsheet, and desktop applications.
2. Knowledge of web planning, development and design using multiple disciplines such as client and server side scripting, authoring, communication, animation, video, photography and marketing.
3. Knowledge in media networking principles and applications.
4. Knowledge of data communication systems capabilities and operations.
5. Knowledge of general Court policies and procedures.
6. Ability to maintain the confidentiality of court proceedings.

7. Ability to establish and maintain working relationships with the Circuit Court Judges, Managers, Court staff, County departments, government officials, other professionals and the public.

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, and reaching.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing, enduring repetitive movements of the wrists, hands or finger.
- 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.)*

***ICEA Court Pro 06  
June 2015***



# **INGHAM COUNTY JOB DESCRIPTION**

## **TRAINING COORDINATOR – CIRCUIT COURT**

### **General Summary:**

Under the supervision of the Circuit/Probate Court Projects Manager, works with Circuit Court management and Office Coordinators to develop and implement a comprehensive onboarding and training plan. Coordinates with state and federal agencies on regulations and best practice. Responsible for an ongoing and evolving training curriculums for Circuit Court employees.

### **Essential Functions:**

1. Ensures policy and procedures are updated on a regular basis and are in line with county policy, state and federal regulation, and statutes.
2. Coordinates training of new staff on policy and procedures, best practices and assists with orientating new staff to the Circuit Court and other county facilities.
3. Coordinates with Circuit Court Departments to develop a cohesive onboarding process and establish bench marks for 30, 60 and 90 days.
4. Trains all new Circuit Court and Probate Court staff on the case management systems, electronic and legacy document management systems, and other related court software necessary to complete job duties.
5. Maintains interpreter list for the Circuit Court, secures interpreter services for parties of General Trial Division cases, and prepares appointment orders.
6. Assist the Project Manager with all infrastructure technology resources, including staff, equipment, vendors, and consultants, across one or more projects.
7. Coordinates the creation and implementation of a training schedule for all new and existing staff, along with staff who require annual training for state and federal regulations
8. Coordinates regular safety training for Judges and Court staff and ensures all Circuit Court Divisions have a safety plan in place.
9. Coordinates and maintains a list of back up duties for Circuit Court staff and ensures back up employees are properly trained.
10. Coordinates the curriculum for the court's online training software.
11. Manages project activities and ensures all project phases are documented appropriately.
12. Shares internal and external best practices.
13. Other duties as assigned

### **Other Functions:**

### **Employment Qualifications :**

**Education:** Associates Degree in a related field.

**Experience:** Two years of experience in working in court systems with knowledge of court information and document management systems.

**Other Requirements:**

*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.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

**Working Conditions:**

Works in office conditions.

**INGHAM COUNTY  
JOB DESCRIPTION  
(ELIMINATED POSITION)**

**COURT APPOINTED COUNSEL CLERK - CIRCUIT COURT**

**General Summary:**

Under the supervision of the Deputy Court Administrator of the General Trial Division, appoints attorneys to indigent adult felony defendants pursuant to the Ingham County Court Appointed Counsel Plan; maintains the interpreter list, secures interpreter services, and prepares interpreter appointment orders; audits court appointed attorney, interpreter, private investigator and expert witness billings and responds to any questions or problems related to such billings. Compiles court appointed counsel payment and performance data and reports annually to the State Court Administrative Office and General Trial Division Judges, respectively.

**Essential Functions:**

1. Appoints attorneys for General Trial Division and felony appeal matters pursuant to the Ingham County Court Appointed Counsel Plan and maintains all appointment rosters for the General Trial Division.
2. Processes vouchers for court appointed and Michigan Assigned Appellate Counsel System (MAACS) attorneys, including verifying attorney assignments, auditing services billed by attorneys, logging vouchers and payment of vouchers, updating client account information, and following-up on any questions or problems related to such vouchers.
3. Prepares orders appointing attorneys and contribution orders reimbursing the County for court appointed attorney fees.
4. Maintains interpreter list for the Circuit Court, secures interpreter services for parties of General Trial Division cases, and prepares appointment orders.
5. Processes private investigator and expert witness invoices, including auditing the invoices by comparing the invoice to the order and submitting the invoices to Administrative Assistant for payment.
6. Maintains and compiles court appointed counsel payment data and reports annually to the State Court Administrative Office as directed by MCR 8.123(F)
7. Maintains and compiles court appointed counsel performance data and reports annually to the Circuit Court General Trial Division Judges.
8. Responds to telephone calls from attorneys, clients and the courts, and answers inquiries related to the collection counsel and interpreter appointments and other related issues, and refers other calls to appropriate staff or department.
9. Serves as back-up to other Staff members in their absence.

**Other Functions:**

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

*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:** High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less college.

**Experience:** One year related legal, court or criminal justice system experience providing familiarity with bookkeeping and collection.

**Other Requirements:**

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

**Physical Requirements:**

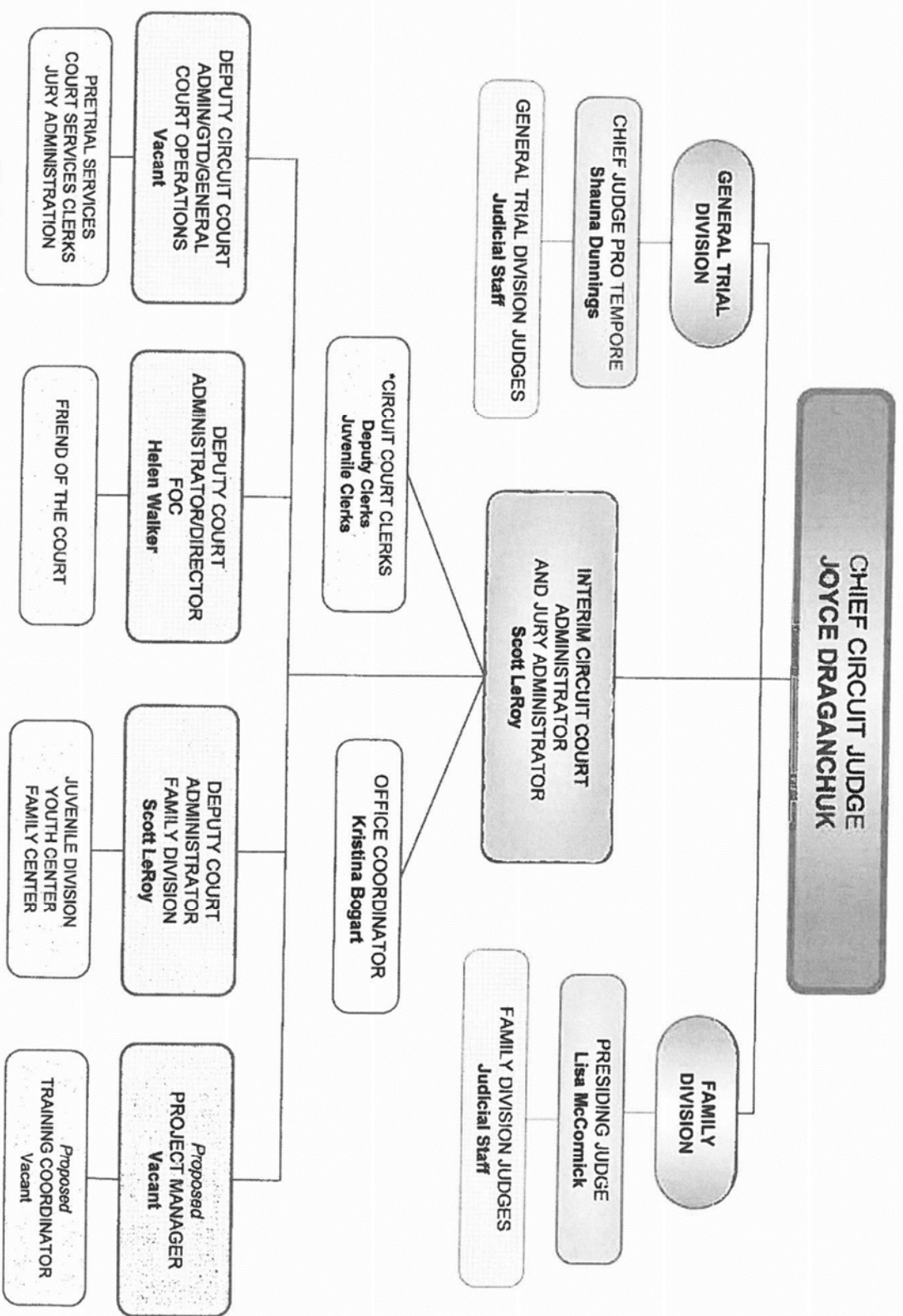
- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping and pinching.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, 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.)*

**UAW – F  
September 2017**

# Ingham County Circuit Court

DRAFT



Revised: 2-1-2023

\*Circuit Court Administrator collaborates with the Chief Deputy Court Clerk and Clerical Services Supervisor

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE 30<sup>TH</sup> CIRCUIT COURT  
GENERAL TRIAL DIVISION**

WHEREAS, the proposed reorganization effects two positions in the General Trial Division of the 30<sup>th</sup> Judicial Circuit Court; and

WHEREAS, the reorganization eliminates the Circuit Court Technology Liaison and Court Appointed Counsel Clerk – Circuit Court positions and creates a Project Manager – Circuit/Probate Court and Training Coordinator – Circuit Court position; and

WHEREAS, both positions will remain with their respective bargaining units; and

WHEREAS, the last classification review for the Circuit Court Technology Liaison position was in 2015; and

WHEREAS, the last classification review for the Court Appointed Counsel Clerk position was in 2017; and

WHEREAS, the Project Manager – Circuit/Probate Court and Training Coordinator – Circuit Court will be positions shared between the Circuit and Probate Courts; and

WHEREAS, technology and related projects have become a critical part of a highly effective and functioning judicial system; and

WHEREAS, the reorganization allows the Circuit and Probate Court to ensure the development and implementation of best practice hardware and software systems, along with other infrastructure changes; and

WHEREAS, the reorganization allows the Circuit and Probate Courts to train all new and existing staff on hardware and software systems, along with best practice training specific to court staff; and

WHEREAS, Circuit Court Chief Judge Draganchuk, Probate Court Chief Judge Dunnings, the UAW Technical, Office and Professional and Service Employee Union and the ICEA Ingham County Employees' Association – Courts support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 30<sup>th</sup> Circuit Court General Trial Division with the following changes:

Position number	Position Title	Action
130070	Circuit Court Technology Liaison to Project Manager – Circuit/Probate Ct.	Move from ICEA Ct. 6 to ICEA Ct. 10
130033	Court Appointed Counsel Clerk to	Move from UAW F to UAW I

The financial impact associated with the proposed reorganization is as follows:

<u>Position Title</u>	2023 <u>Current Grade, Step 5</u>	2023 <u>Proposed Grade Step 5</u>	<u>Difference</u>
Technology Liaison to Project Manager	ICEA 6: \$65,426.81	ICEA 10: \$92,254.72	\$26,827.91
Counsel Clerk to Training Coordinator	UAW F: \$49,652.19	UAW I: \$58,836.68	\$9,184.49
<b>TOTAL:</b>			<b>\$36,012.00</b>

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

## Agenda Item 5

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Nicholas J. Hefty, CCAB Manager  
**DATE:** April 27, 2023  
**SUBJECT:** Resolution Authorizing Submission of Community Corrections State Grant Application and Entering MDOC Contract and Program Subcontracts for FY 2023-2024  
For the meeting agendas of April 27 and May 3, 2023

---

### **BACKGROUND**

Community Corrections submits an annual grant application for all PA511 MDOC-OCC State funded community based programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation and partial administrative costs. The funding request for FY2023-2024 includes CHOICES programming, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

### **ALTERNATIVES**

Without these funds, programming will only be available on a client pay basis which will limit or preclude access to much needed treatment and services.

### **FINANCIAL IMPACT**

The FY 2023-2024 Application request will provide funding in the amount of \$348,682, covering partial administration costs and all PA511 funded treatment and service programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Board of Commissioners long term objectives of supporting public safety and providing appropriate evidence-based sanctions for adult offenders, by providing access to evidence based community- based program alternatives to incarceration and reducing residivism by effectively addressing barriers to offender success.

### **OTHER CONSIDERATIONS**

The FY 2023-2024 Community Corrections Comprehensive Plan and annual Application are designed to result in the efficient use of State and local corrections resources. This saves jail beds and improves successful outcomes for participants, enabling them to become productive members of the community who are able to take responsibility for themselves and their families, as well as meet their court ordered obligations.

### **RECOMMENDATION**

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support Community Corrections administration and programming for FY 2023-2024.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF A GRANT APPLICATION AND TO  
CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR  
INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND  
PROGRAM SUBCONTRACTS FOR FY 2023-2024**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the Community Corrections Advisory Board (CCAB) approved the Funding Application and Plan for FY 2023-2024; and

WHEREAS, the FY 2023-2024 Application provides for the following CCAB Plans and Service programming: Relapse Prevention and Recovery (\$71,918) to be provided by Clinton, Eaton, Ingham Community Mental Health Authority (CEI-CMH); Moral Reconation Therapy (MRT) Cognitive Change Groups (\$27,250) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$40,000) to be provided by Prevention and Training Services; Opioid Specific Program services (\$30,000) to be provided by Tri-County Community Adjudication Program (TRI-CAP); CHOICES programming (\$40,000) to be provided by Northwest Initiative — Advocacy Resources Re-entry Outreach (ARRO); and, Electronic Monitoring Services for Pretrial defendants (\$9,317) to be provided by Judicial Services Group, Ltd., for a subcontracted program total of \$218,485 for the time period of October 1, 2023 through September 30, 2024; and

WHEREAS, the FY 2023-2024 Application also provides funding for a special part-time Pretrial Services Investigator (\$26,197) to enhance the community supervision capacity of 30<sup>th</sup> Circuit Court Pretrial Services and for CCAB Administration in the amount of \$104,000 for a Plans and Services total of \$348,682 for the time period of October 1, 2023 through September 30, 2024; and

WHEREAS, pursuant to the FY 2023-2024 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes submission of the Grant Application and, upon State approval, entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2023-2024 in the amount of \$348,682 in CCAB Plans and Services and Administration funds for the time period of October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2023 through September 30, 2024 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$27,250; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed \$40,000; with TRI-CAP for the cost of Opioid Specific Program services not to exceed \$30,000; with CEI-CMH for the cost of Relapse Prevention and Recovery services not to exceed \$71,918; with Northwest Initiative - ARRO for the cost of CHOICES program services not to exceed \$40,000; and with Judicial Services Group. Ltd. for the cost of electronic monitoring services for Pretrial defendants not to exceed \$9,317.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA Pro 06 salary grade not to exceed \$26,197.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

# INGHAM COUNTY 9-1-1 REPORT

MAY 2023





# INGHAM COUNTY 9-1-1 MISSION STATEMENT

“Provide exemplary service, safeguard life and well-being, align resources with those in need”



## TABLE OF CONTENTS

1

INGHAM COUNTY  
9-1-1 VALUES

2

LETTER FROM  
THE DIRECTOR

3

STRATEGIC GOALS

4 - 9

EMPLOYEE  
ACCOLADES AND  
OUTREACH

10

JESSIE, OUR STATION DOG

11

COMMUNICATION  
CHANNELS

12-14

911 TECHNOLOGY

15-16

STATISTICS

17

FUTURE GOAL



*As critical members of the public safety team, we are defined by the following attributes:*

## INTEGRITY

We are honest and consistent with colleagues and customers. We hold ourselves accountable to the highest standards of moral and ethical conduct.

## SERVICE

We are dedicated to exceeding the standards set for our profession by providing excellent, professional, and responsive service. We provide high-quality results on or ahead of schedule.

## PRIDE

We take pride in ourselves, our profession, and our colleagues.

## TEAMWORK

We promote partnerships with internal and external customers. We treat one another with respect and communicate openly. We foster collaboration while maintaining individual accountability.

## OPEN COMMUNICATIONS

We discuss potentially contentious issues directly and quickly. We take responsibility for our own communication and conflict resolution. We do not gossip, triangulate, or spread rumors.

## INNOVATION

We thrive on creativity and ingenuity. We seek innovation and ideas that can change our profession and improve our service delivery. We are flexible and learn from our experiences. We encourage the best ideas to surface from anywhere within the organization.

## DIVERSITY

We value our community's diversity and work to reflect and respect that diversity in our staff and in the delivery of our services.



## Letter from the Director

2022 was a progressive year for Ingham County 911. We continued to review internal processes to identify areas we could be more nimble and more innovative with the momentum from the past year. We were able to change the way we do business in a variety of areas to make us more efficient and to better serve our member agencies, the public, and our employees. These include but are not limited to, new technology, technology upgrades, and training.

Ingham County 911 employees are our biggest asset. Throughout 2022 and early 2023, we implemented numerous changes and incentives to help encourage the recruitment of new employees and retain current employees. We have also shortened our hiring process while keeping its integrity intact. We have evaluated and improved our training processes to better fit the needs of the organization.

While staffing has improved, we still have a staffing shortage. Even with this hurdle, our operations have continued to successfully meet and exceed call answering, processing, and dispatching standards. We are thankful for our employees who consistently step up to support our organization, demonstrating dedication, resiliency, and flexibility. Dispatchers are the first, first responders. Their hard work will be evident throughout this report.

We have laid the foundation for our future. I am excited about it. We are grateful for the support of our Board of Commissioners, our public safety partners, and the public as we continue to provide the best possible service to the residents and visitors of Ingham County.

Respectfully,



Barb Davidson, ENP  
Director

# STRATEGIC GOALS UPDATES

STRATEGIC GOAL #1- ENHANCE STAFFING AND  
WORKFORCE DEVELOPMENT

STRATEGIC GOAL #2- ENHANCE PARTNERSHIPS

STRATEGIC GOAL #3- IMPLEMENT PROCESS  
IMPROVEMENTS AND ENHANCEMENTS

STRATEGIC GOAL #4- ENHANCE EFFECTIVE  
RESOURCE MANAGEMENT

STRATEGIC GOAL #5- ENHANCE EFFICIENCIES  
THROUGH TECHNOLOGY

STRATEGIC GOAL #6- ESTABLISH  
COMPREHENSIVE EMERGENCY OPERATIONS  
PROCEDURES

AN UPDATE FOR EACH GOAL WILL BE GIVEN DURING THE PRESENTATION.

# Employee Accolades

PROGRESS AND GROWTH IS ONLY POSSIBLE WITH A DEDICATED STAFF. WE ARE PROUD TO CONGRATULATE OUR STAFF FOR THE WAY THEY WENT ABOVE AND BEYOND OVER THE LAST YEAR.



## STACY HARVEY 2022 EMPLOYEE OF THE YEAR

Stacy has been a dispatcher since January of 1999. She is a committed and valued team member. Her awards are too long to list both from ICCD and our public safety partners.



## CRAIG PAYMENT 2022 SUPERVISOR OF THE YEAR

Craig started as a dispatcher in 2007 and was promoted to supervisor in 2018. He's an all around leader in our agency.



## ASHLEY PASIKOWSKI 2022 ROOKIE OF THE YEAR

Ashley has been with us for about 15 months and is already a top performer.



# MILESTONES, ACCOMPLISHMENTS, AND TEAMWORK

## EMPLOYEE MILESTONES:

DIANA SPOTTEK: 20 YRS  
KENDRA WOJNAROSKI: 5 YRS  
CODY PAGE: 5 YRS  
TACUMA CLEMONS: 5 YRS  
BRIANNA TRIPLETT: 5 YRS

## PEER SUPPORT/CISM TEAM:

RICK COLE  
KRISTEN FELL  
CASSIE GASKILL  
MISSY HARRIS  
CRAIG PAYMENT  
LEAH VALENTINE

## TACTICAL DISPATCH TEAM:

BOBBIE BOOKER  
RICK COLE  
KRISTEN FELL  
CASSIE GASKILL  
DAVID SHERIDAN  
CHRIS THOMPSON  
BRITTNEI TORGERSON

## LEADERSHIP AWARDS:

THESE AWARDS WERE GIVEN TO STAFF THAT DEMONSTRATE EXEMPLARY SERVICE THROUGHOUT THE YEAR, EXEMPLIFY OUR MISSION, AND SHINE WITH POSITIVITY.

HAYLEY HILBURN  
DOMINIC PECORA  
REYN SEMMLER  
CHRIS THOMPSON  
LEAH VALENTINE

## EXCEEDS EXPECTATIONS:

THESE AWARDS WERE GIVEN TO STAFF THAT SETS GOALS, CONTINUALLY PRESSES FORWARD, AND ACHIEVES WHAT THEY SET OUT TO DO.

CASSIE GASKILL  
TRISHA GROSS  
HAVEN HIATT  
JORDAN WHEELER

## CATHY DEMERS

## HUMANITARIAN OF THE YEAR:

CATHY IS A RETIRED EMPLOYEE WHO ALWAYS PROMOTED POSITIVITY. THE AWARD IS GIVEN TO THE EMPLOYEE WHO EMBODIES QUALITIES SUCH AS KIND, SUPPORTIVE, HONEST, HELPFUL, AND CARING.

SHELBY DAVIS

## PROMOTION:

PROMOTED TO SUPERVISOR  
**SKYE RANKENS**

## COMMUNITY OUTREACH TEAM:

AIMEE BARAJAS  
RICK COLE  
BARB DAVIDSON  
DANIELLE HARRIS  
MISSY HARRIS  
HAVEN HIATT  
HAYLEY HILBURN  
DOMINIC PECORA  
MARC PIEKNIK  
BRITTNEI TORGERSON  
LEAH VALENTINE

## COMMUNICATION TRAINING PROGRAM:

TACUMA CLEMONS  
JIM CLICKNER  
RICK COLE  
JULIA JORDAN  
EMMA LOCKHART  
ASHLEY PASIKOWSKI  
CRAIG PAYMENT  
SKYE RANKES  
DEREK SELDEN  
REYN SEMMLER  
CHRIS THOMPSON  
LEAH VALENTINE  
JORDAN WHEELER

# ACHIEVEMENTS AND RECOGNITION



Our night shift Staff Services Manager, Marc Pieknik successfully completed his Center Management Certification Program!

MSU and Coach Izzo wanted to recognize all the people involved in saving Coach Mike Garland's life. Dispatcher Bobbie Booker talked the two good Samaritans who stopped, through administering CPR. Dispatchers Ben Hamilton and Julia Jordan were the fire and police dispatchers who also assisted during this call. Garland nearly died in August due to cardiac arrest caused by a failure in the electrical system in his heart. Garland's heart stopped, and the car he was driving crashed into a tree near the side of the road in Delhi Township.



Pictured from the left are Brittany's parents, Brittany, Dispatcher Chris Thompson, Chase, and Chase's parents. Dispatcher Thompson talked Chase through CPR after Brittany became unconscious and stopped breathing unexpectedly one evening. The instruction helped Brittany begin to breathe again. After heart surgery and a long recovery, the couple married and we were told at the time of this picture are expecting!



## PUBLIC SAFETY TELECOMMUNICATOR APPRECIATION WEEK



Always heard but barely seen, the unsung heroes, the 1st first responders and the calm voice in chaos!

The second week in April is a time to celebrate and thank telecommunications personnel across the nation who serve their communities, citizens, and public safety personnel 24 hours a day, seven days a week!

We are thankful to have such a great team here at Ingham County Central Dispatch and appreciate the dedication and commitment to the citizens of Ingham County! We had a little fun with a Vegas theme, got a whole bunch of support (and food) from our public safety partners and community, and had amazing visitors.







State of Michigan Senators Singh and Anthony as well as Commissioner Polsdofer all stopped by to present us with three resolutions during National Telecommunicator Week. Senators Singh and Anthony presented us with Senate Resolution No. 31 to recognize April 9-15 2023, as National Public Safety Telecommunicators Week for all of the telecommunicators in the State of Michigan. This hyperlink can be used to see Senator Singh's statement for S.R 31.

<https://drive.google.com/file/d/15ywkPIWD58JsseFA-Y52zNkFflQBaldT/view?usp=sharing>

Commissioner Polsdofer presented us with a resolution of appreciation to Ingham County 9-1-1 Central Dispatch Telecommunicators during National Telecommunicators Week as well as a resolution commending those involved in the response to the active shooter incident at MSU. We are so honored to have received these resolutions and beyond appreciative of the support!





## EMPLOYEE ACTIVITIES AND COMMUNITY ENGAGEMENT



WE HAD THE PRIVILEGE OF GOING TO MULTIPLE 2ND GRADE CLASSROOMS, HOSTING BOYSCOUTS, AND MANY EVENTS INCLUDING: TOUCH A TRUCK, NATIONAL NIGHT OUT ACTIVITIES IN DIFFERENT COMMUNITIES, DIVERSITY PICNIC, STRIKEOUT BASEBALL, PUBLIC SAFETY PARTNERS OPEN HOUSES, HALLOWEEN EVENTS, AND OUR OWN 10TH BIRTHDAY PARTY.







## JESSIE, THE BEST STATION DOG EVER!

WE HAVE HAD JESSIE SINCE EARLY DECEMBER. SHE IS A REGISTERED THERAPY DOG. SHE BECAME SUCH AN IMPORTANT PART OF OUR TEAM ALMOST IMMEDIATELY. SHE'S THE BEST SNUGGLER AND NOTHING BUT LOVE. JESSIE HAS MADE ALL OF OUR VISITORS FEELS WELCOME AND IS STARTING TO GO OUT WITH OUR COMMUNITY OUTREACH TEAM.

# Communication Channels

**BECOME INGHAM'S: NEXT 9-1-1 DISPATCHER**

**BENEFITS**

- On the job training
- Starting rate of \$21.30 per hour with increases for years of services and retention bonuses!
- Paid holidays, sick time, personal time, vacation days.

**HEALTH/RETIREMENT BENEFITS PACKAGE**

- Medical, dental and vision insurance options
- Life Insurance
- MERS Hybrid Retirement

517-272-6026  
911.ingham.org  
@inghamco911  
@ingham.county.911  
@ingham911  
@inghamco911

Commensurate with experience!

INGHAM COUNTY 9-1-1

## SOCIAL MEDIA



Social media is a vital path to communicate with the public about what's going on in Ingham County, when it comes to emergency preparedness and response. Not only are we able to provide messages in real time, but people can easily share them with their networks so that information gets out quickly.

We are intentional about what we post on social media. We want to continue to build a reputation on social media of being a point of contact for reliable information. We are also using these platforms to celebrate our staff, humanize the job, and attract potential employees.

We have been very fortunate to have added an intern from MSU who has assisted us in boosting our presence on social media and enhancing our content.



# 9-1-1 TECHNOLOGY

We made a strategic goal to enhance efficiencies through technology. We made strides on this front. We will need to continue to explore options to be nimble on the technology front. We need to rise to the expectations of the public in how they want to engage us whether that be by phone call, text, or video. We will need to continue to work with our public safety partners to take that information from these new sources and enhance their situational awareness, reduce response time, and ensure responder and citizen safety.

## Keep yourself and loved ones safe with a Smart911® Safety Profile

Smart911 is a free service that allows you to share valuable information with 9-1-1 during an emergency.



ALLERGIES



HOUSEHOLD INFO



MEDICAL HISTORY



PETS & SERVICE ANIMALS



EMERGENCY CONTACTS



VULNERABLE NEEDS

### Need assistance?

For seniors, we recommend having a friend or family member assist during sign up. They can provide the assistant's name and email address, so when it is time to update their Safety Profile, Smart911 will notify them to help ensure the profile up to date and accurate.

Sign up today or download the App.



Smart911.com®



Download on the App Store



GET IT ON Google Play





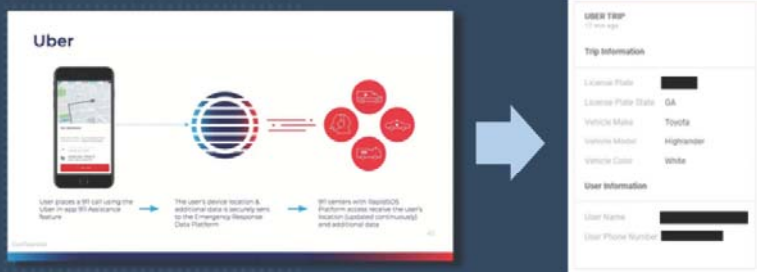
## Ingham County, MI upgrades 911 central dispatch system to better pinpoint callers exact locations

Ingham County, MI upgrades 911 central dispatch system

The RapidSOS Platform receives data from the Internet of Things (smartphones, connected cars, wearables, and connected homes) and securely sends the relevant data to 9-1-1 and first responders. We use this program as another tool when a caller is unsure of where they are at. RapidSOS utilizes the device's GPS and can usually provide more accurate location information. We can also access any enhanced emergency data that callers set up in their device settings, including but not limited to medical data, key and lockbox information, and information about the caller.



### Uber



The RapidSOS Partner Network allows public safety to launch vetted third-party public safety technologies from inside RapidSOS.

## Emergency Profile

**APPLE ENHANCED EMERGENCY DATA**  
Your iPhone stores information quickly, securely, and privately.

**Call Info**

Name	[REDACTED]
Emergency Contact Phone	[REDACTED]

**Caller Info**

Name	[REDACTED]
Age	40
Height	5'8, 5.9
Weight	180 lb
Blood Type	O-
Allergies	Penicillin, latex, shellfish

**Emergency Contacts**

Name	[REDACTED]
Phone	[REDACTED]
Phone Type	Mobile
Relationship	Spouse
Name	[REDACTED]
Phone	[REDACTED]
Phone Type	Work
Relationship	Neighbor

[www.emergencyprofile.org](http://www.emergencyprofile.org)



### What should I include?

- NAME AND HOME ADDRESS
- HEALTH CONDITIONS
- ALLERGIES
- EMERGENCY CONTACTS
- ACCESS INSTRUCTIONS (DOOR CODES, HIDDEN KEYS)

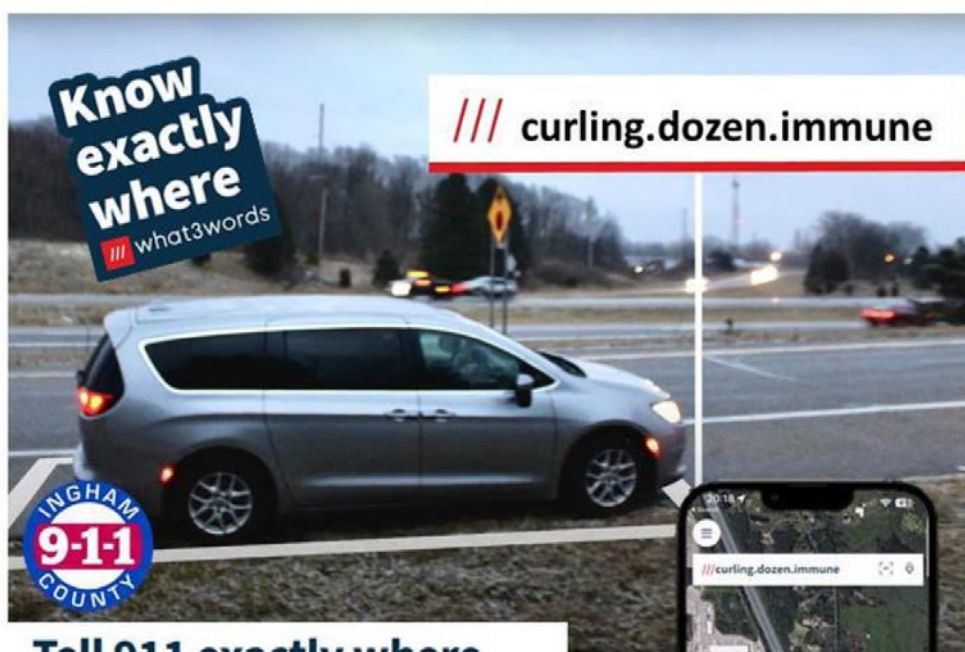


Meridian charter Township,...

📍 Lat/Long: 42.72067, -84.42788

/// what3words: events.sport.decent

📍 Uncertainty Radius: 8.0m  
Confidence: 95%



## Tell 911 exactly where help is needed with what3words

what3words is an easy way to give an exact location. Every 10ft square in the world has been given a unique combination of three words.

To give a what3words address in an emergency:

1. Open the what3words app.
2. Wait for the blue GPS dot to stabilize, then tap the current location icon 📍.
3. Read the three words to the 911 call operator.



## PHONE STATISTICS

2022 CALLS FOR  
SERVICE  
TOTALS:



399,083  
TOTAL CALLS

0.02

Average time to  
answer (seconds)



171,576  
CALLS TO 911



227,507  
CALLS ON 10-DIGIT  
LINES



11,110  
TEXT COUNT

## DISPATCH/CAD STATISTICS:

AVERAGE TIME FROM  
ANSWER TO  
DISPATCH PRIORITY  
ONE FIRE/EMS CALL

0:00:49

F1 - Time to dispatch

AVERAGE TIME FROM  
ANSWER TO DISPATCH  
PRIORITY ONE POLICE  
CALL

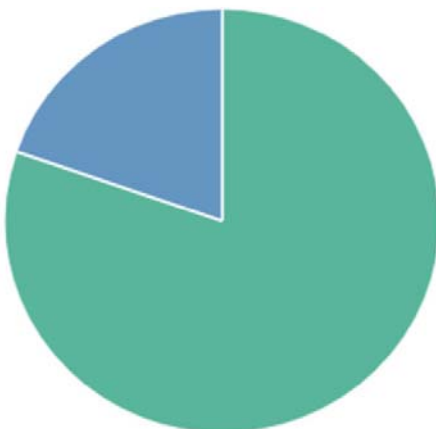
0:01:28

P1-Emergent - Time to  
dispatch

TOTAL CAD  
INCIDENTS FOR  
2022:

231,007- POLICE  
50,275- FIRE/EMS

Incidents by agency ①



● LAW  
● FIRE

LAW = 82.13%  
FIRE = 17.87%



# RADIO STATISTICS

OUR FIRST COMPLETE YEAR ON  
OUR MOTOROLA/MICHIGAN  
PUBLIC SAFETY RADIO SYSTEM

WE OFFICIALLY WENT LIVE ON THE NEW PUBLIC SAFETY RADIO SYSTEM ON SEPTEMBER 7, 2021. PERFORMANCE OF THE RADIO SYSTEM HAS MET AND EXCEED OUR EXPECTATIONS. WE HAVE HAD VERY LARGE SCALE EVENTS WITHOUT MEETING SYSTEM CAPACITY. THE BELOW CHART IS FROM 2-13-23 DOCUMENTING THE RADIO USAGE.

Site Ali	Hour	Call Request	Requested Time (Sec)	Resource Busies	Busy Time (Secs)	Busy Avg (Secs)	Site Utilization
Ingham	02/13/2023 08:00 AM	1,113	10,313.9	0	0.0	0.0	14.32%
Ingham	02/13/2023 09:00 AM	1,074	10,426.0	0	0.0	0.0	14.48%
Ingham	02/13/2023 10:00 AM	1,079	10,339.1	0	0.0	0.0	14.36%
Ingham	02/13/2023 11:00 AM	1,240	11,573.5	0	0.0	0.0	16.07%
Ingham	02/13/2023 12:00 PM	1,147	10,639.7	0	0.0	0.0	14.78%
Ingham	02/13/2023 01:00 PM	1,424	13,373.1	0	0.0	0.0	18.57%
Ingham	02/13/2023 02:00 PM	1,970	18,804.9	0	0.0	0.0	26.12%
Ingham	02/13/2023 03:00 PM	1,428	13,593.8	0	0.0	0.0	18.88%
Ingham	02/13/2023 04:00 PM	1,150	11,332.9	0	0.0	0.0	15.74%
Ingham	02/13/2023 05:00 PM	1,104	10,999.3	0	0.0	0.0	15.28%
Ingham	02/13/2023 06:00 PM	790	7,413.3	0	0.0	0.0	10.30%
Ingham	02/13/2023 07:00 PM	726	7,055.9	0	0.0	0.0	9.80%
Ingham	02/13/2023 08:00 PM	1,210	13,520.9	0	0.0	0.0	18.78%
Ingham	02/13/2023 09:00 PM	1,714	17,919.5	0	0.0	0.0	24.89%
Ingham	02/13/2023 10:00 PM	1,810	18,296.5	0	0.0	0.0	25.41%
Ingham	02/13/2023 11:00 PM	1,594	16,073.5	0	0.0	0.0	22.32%
Ingham	02/14/2023 12:00 AM	1,254	12,771.5	0	0.0	0.0	17.74%
Ingham	02/14/2023 01:00 AM	989	9,954.7	0	0.0	0.0	13.83%
Ingham	02/14/2023 02:00 AM	569	5,683.0	0	0.0	0.0	7.89%
Ingham	02/14/2023 03:00 AM	458	4,464.1	0	0.0	0.0	6.20%

CALL REQUESTED = HOW MANY TIMES A RADIO WAS KEYED UP TO TALK

REQUESTED TIME= HOW LONG IN SECONDS A VOICE WAS  
TRANSMITTED

RESOURCE BUSY, BUSY TIME, BUSY AVERAGE= AMOUNT OF TIME A USER ON THE SYSTEM WAS UNABLE TO  
TRANSMIT

SITE UTILIZATION= PERCENTAGE OF THE CAPACITY OF THE RADIO SYSTEM IN USE

## FUTURE GOAL

### 4 DISCIPLINES- POLICE, FIRE, EMS, OR MENTAL HEALTH?

- Statistics indicate there is a rise in law enforcement responding to mental health calls. While some of these calls necessitate a law enforcement response, others do not. Many strategies are being deployed nationwide as well as locally. For example, Crisis Intervention Teams (CITs) and Co-Responder Teams (CRTs) aim to provide officers with better tools to respond to mental health calls. Some local jurisdictions don't have the resources or training to operationalize these options. There has also been concern raised for the personal safety of these non-law enforcement responders. As a true Central Dispatch for our whole county, is there an alternative approach that could be operationalized in the 911 Center? Mental health call diversion programs are being utilized in parts of the country. This program could connect mental health-related calls to 911 and then to counselors embedded in the Center who provide phone support to individuals experiencing mental health crises. Unlike CIT and CRT approaches, proponents assert that call diversion programs limit unnecessary police contact and reduce the size of the criminal justice footprint. These counselors could also help de-escalate situations prior to law enforcement contact to help as another measure to ensure responder safety. This program will be investigated to see how possible it is to operationalize at our Center.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING THEODORE “TED” HARRISON**

WHEREAS, Theodore “Ted” Harrison was born in Charlotte and was raised in Holt; and

WHEREAS, Ted graduated from Holt High School in 1995, attended Lansing Community College, and completed his education at Ferris State University with a Bachelor’s degree in Criminal Justice; and

WHEREAS, upon graduation, Ted began his career with the Ingham County Sheriff’s Office, he knew from a young age that he wanted to become a police officer and he realized his dream on May 13, 2001, as he was sworn in as a Deputy Sheriff, Badge 5368; and

WHEREAS, Deputy Harrison served in Corrections, County Patrol, Delhi Township, as well as the Traffic Unit as an accident reconstructionist, in 2012 he was promoted to Detective and in 2013 he was promoted to Sergeant, serving Delhi Township as the Traffic Sergeant until May 22, 2021 when he was promoted to Lieutenant leading County Patrol; and

WHEREAS, Lieutenant Harrison was extremely dedicated to the Ingham County Sheriff’s Office, his work family and the residents of Ingham County; and

WHEREAS, he excelled in policing as a brave, common sense and compassionate leader who embodied “service with pride and excellence”; and

WHEREAS, Lieutenant Harrison had a huge heart and was loved by everyone he met, he brought fun and laughter to the office on a daily basis and will be remembered for his smile; and

WHEREAS, Lieutenant Ted Harrison passed away after a short battle with cancer; and

WHEREAS, the Ingham County Board of Commissioners, along with the Ingham County Sheriff’s Office mourn his loss together with his family, friends and colleagues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor the memory of Lieutenant Theodore “Ted” Harrison and offer the bereaved family our deepest sympathy and sincere appreciation for the life and contributions he has made to the citizens of Ingham County.

BE IT FURTHER RESOLVED, that Ted’s hard work, dedication, honesty and kindness will have an everlasting impact on the many lives he has touched, he will live forever in the hearts of his colleagues, friends and family – especially his loving wife Annie and his children Gabrielle and Audrey.

BE IT FURTHER RESOLVED, that this resolution will serve as a permanent reminder of the appreciation for the life and contributions of Lieutenant Theodore “Ted” Harrison.