

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE  
RYAN SEBOLT, CHAIR  
VICTOR CELENTINO  
MARK GREBNER  
CAROL KOENIG  
EMILY STIVERS  
RANDY MAIVILLE  
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON THURSDAY, NOVEMBER 5, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/89064652344>.

**NOTE CHANGE IN DATE**

Agenda

Call to Order  
Approval of the [October 20, 2020 Minutes](#)  
Additions to the Agenda  
Limited Public Comment

1. [Economic Development Corporation](#) – Interviews
2. [Animal Control and Shelter](#) – Resolution to Approve the Creation of a Part-Time Animal [Behaviorist/Enrichment Coordinator](#) Position for Ingham County Animal Control and Shelter
3. [Innovation and Technology Department](#)
  - a. Resolution to Approve the Renewal of the [Imagesoft and Onbase Annual Support](#)
  - b. Resolution to Approve the [Imagesoft Courtview Conversion Project](#)
  - c. Resolution to Approve the Imagesoft Courtview Conversion Project for the [MultibrIDGE Health Check](#)
4. [Facilities Department](#) – Resolution to Authorize a Two-Year Contract Extension with [Schindler Elevator, Corp.](#) for Elevator Maintenance at Several Ingham County Buildings

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).

COUNTY SERVICES COMMITTEE  
October 20, 2020  
Draft Minutes

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Sebolt (Ingham County), Celentino (Ingham County), Grebner (Ingham County), Koenig (Ingham County), Stivers (Ingham County), Maiville (Ingham County), and Naeyaert (Van Buren County).

Members Absent: None.

Others Present: Gregg Todd, Becky Bennett, Bill Conklin, Jim Hudgins, Aimee Eisen, Rick Terrill, Bob Peña, Jeffrey Burnett, and Michael Tanis.

Approval of the October 6, 2020 Minutes

CHAIRPERSON SEBOLT STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 6, 2020 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Late –

7. County Services Committee
  - a. Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham
  - b. Resolution of Appreciation for the Board of Commissioners and Ingham County Clerk's Offices

Limited Public Comment

None.

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

2. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus Property
3. Equalization Department – Resolution to Extend for a Period of 12 Months the Contract with Michigan Equalization Services

4. Facilities Department
  - a. Resolution to Authorize an Agreement with Davenport Masonry Inc. for the Hilliard Building Exterior Renovations
  - b. Resolution to Authorize a Purchase Order Issued to Vidcom Solutions Inc. for a Card Reader, Door Release Button and Handicap Door Openers at the TCOA Office in the Human Services Building
  
5. Road Department
  - a. Resolution to Authorize the Extension of Resolution #19-449 for Single Tungsten Carbide Insert Blades
  - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  
6. Human Resources Department
  - a. Resolution to Waive the Public Act 152 Health Care Requirements for 2021
  - b. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2021 and Authorizing Letters of Agreement with Bargaining Units
  
7. County Services Committee
  - a. Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham

THE MOTION CARRIED UNANIMOUSLY.

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

1. Equal Opportunity Committee – Interviews

Jeffrey Burnett interviewed for the Equal Opportunity Committee.

7. County Services Committee
  - b. Resolution of Appreciation for the Board of Commissioners and Ingham County Clerk's Offices

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

Commissioner Maiville stated that the title of the proposed resolution did not emphasize the Board of Commissioner's Office, but rather the Board of Commissioners. He further stated that he would like the title of the proposed resolution to mention the Board of Commissioner's Office or Becky Bennett, Board of Commissioners Director.

Discussion.

Chairperson Sebolt stated that the proposed resolution had specific mentions to Director Bennett.

Commissioner Maiville stated that the title of the proposed resolution read like it was for the Board of Commissioners.

Discussion.

Commissioner Celentino stated that the proposed resolution was intended to send appreciation and to recognize the Ingham County Clerk's Office, which had many staff members, but the Board of Commissioners Office only had two staff members.

Commissioner Celentino stated that when it read the Board of Commissioners Office, he thought it referred to the Board of Commissioners. He further stated that he agreed with Commissioner Maiville and Commissioner Naeyaert.

Discussion.

Commissioner Naeyaert proposed the following title:

Resolution of Appreciation for the Board of Commissioners **Directors Office** and **the**  
Ingham County Clerk's Office

This was considered a friendly amendment.

Chairperson Sebolt stated that the point of the proposed resolution was because the Ingham County Clerk's Office and Director Bennett had worked diligently to keep the County running smoothly, particularly so the Board of Commissioners could meet remotely to conduct the County's business efficiently and safely.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

6. Human Resources Department
  - c. Attorney-Client Privileged Legal Opinion from Corporation Counsel Discussion as Permitted by MCL 15.268(h) (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, AT 6:48 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR DISCUSSION OF ATTORNEY-CLIENT PRIVILEGED LEGAL OPINION FROM CORPORATION COUNSEL PURSUANT TO MCL 15.268(H).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

CHAIRPERSON SEBOLT STATED THAT, WITHOUT OBJECTION, THE COMMITTEE WOULD RETURN TO OPEN SESSION AT 7:20 P.M.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RELEASE AND WAIVER AGREEMENT, AND TO AUTHORIZE THE CONTROLLER TO SIGN ON BEHALF OF THE COUNTY UPON CONCURRENCE OF THE FINANCE COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:24 p.m.

**NOVEMBER 5, 2020 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

2. *Animal Control – Resolution to Approve the Creation of a Part-Time Animal Behaviorist/Enrichment Coordinator Position for Ingham County Animal Control and Shelter*

This resolution will approve the creation of a part-time Animal Behaviorist/Enrichment Coordinator for the Ingham County Animal Control & Shelter (ICACS), CCLP/AC grade 2 position (Salary Range \$18,445.00-\$24,153.00). Salary and fringes for the first year are projected at \$40,605. The Animal Shelter Fund has agreed to fund up to \$35,000 for the first year of the position, and funding for the remainder of the cost is recommended from the Animal Shelter millage. ICACS has applied for a grant to cover the costs for the second and third year of the position.

In April of 2020, the ICACS adopted the Fear Free Sheltering Standards, which include exercise, enrichment, training and behavioral assessments that have proven to be a benefit to the shelter by lowering euthanasia rates and increasing adoption rates. A dedicated volunteer has been performing these additional duties up until now, but ICACS desires to make the position a paid part of the team.

See memo for details.

- 3a. *Innovation and Technology Department – Resolution to Approve the Renewal of the ImageSoft and OnBase Annual Support*

This resolution will approve the funding for the renewals for ImageSoft (\$96,901) and OnBase (\$110,762.43) for document imaging and workflow platform support. Our courts and other departments use OnBase. This year includes an increase as the Circuit Court is no longer pro-rated and the increased usage by Prosecuting Attorneys' Office for the Paperless Warrant system increases support costs.

Funding will come out of the IT Department's Network Maintenance – Imaging Fund #636-25870 932050.

See memo for details.

- 3b. *Innovation and Technology Department – Resolution to Approve the ImageSoft CourtView Conversion Project*

This resolution will approve the funding to ImageSoft to adapt the connectors between OnBase and CourtView so as not to lose functionality while transitioning CourtView from an existing Sun server to a new server. Our Courts and Prosecuting Attorneys' Office use CourtView. The \$1,960 funding will come from IT Department's LOFT Fund.

See memo for details.

3c. *Innovation and Technology Department – Resolution to Approve the ImageSoft Courtview Conversion Project for the Multibridge Health Check*

This resolution will approve funding for a Multibridge Health Check from Core Technology. Multibridge and Talon software from Core are used in our Sheriff's Office and in their patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers. This request is to have the application vendor do a health check on the system to ensure the system has no potential problems that could cause downtime or other issues, which would hinder law enforcement.

See memo for details.

The funding for the \$800.00 plus \$200.00 contingency for a total of \$1,000.00 is budgeted and will come from the IT Department's LOFT Fund #636-25820-932050.

4. *Facilities Department – Resolution to Authorize a Two-Year Contract Extension with Schindler Elevator, Corp. for Elevator Maintenance at Several Ingham County Buildings*

This resolution will extend our contract with Schindler Elevator, Corp, which expired on September 30, 2020, for an additional two years at the cost of \$22,317.48 per year. Funds are available in the appropriate 931100 contractual line items.

See memo for details

**OTHER:**

1. *Economic Development Corporations – Interviews*

## Agenda Item 2

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** October 19, 2020  
**SUBJECT:** Creation of Animal Behaviorist/Enrichment Coordinator Position  
For the meeting agenda of October 29, 2020

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### **BACKGROUND**

Ingham County Animal Control and Shelter (ICACS) has gone through many significant changes over the last 5 years. New leadership, new shelter, and enhanced animal care. ICACS has made the commitment to enrich the lives of the animals in our care to better their experience at the shelter, improve adoptability, and reduce euthanasia rates. In 2015, ICACS had a live release rate of only 52.7%. In 2019, that number had dramatically improved to 83.2%. Part of our life saving programs has included using the Fear Free Sheltering methods, and increasing our behavioral support program. With the help of dedicated volunteers, we have been doing enrichment activities every day with shelter dogs and cats, both adoptable and strays, and going beyond the basic care. In the past 5 months while focusing on the enrichment programs, our average length of stay for adoption dogs has changed from 26.7 days to 20.95 days compared to this same time last year (not including court hold animals). Our life saving rate has also changed from the 83.2% in 2019 to 87.7% year to date. A harder to quantify number, but equally important factor, is the quality of the animals stay while at the shelter. We are astounded by the changes in our animals, and their behavior benefits have been limitless.

### **ALTERNATIVES**

If this position is not created, then ICACS will continue to rely on the volunteers who currently perform these tasks.

### **FINANCIAL IMPACT**

The Ingham County Animal Shelter Fund has agreed to fund the purchase of the first year's position in the amount not to exceed \$35,000.00. ICACS staff have applied for a grant in the amount of \$85,000.00 to cover years two and three.

### **STRATEGIC PLANNING IMPACT**

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

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the creation of an Animal Behaviorist/Enrichment Coordinator for the Ingham County Animal Control & Shelter.



**INGHAM COUNTY  
JOB DESCRIPTION**

**ANIMAL CONTROL BEHAVIORIST/ENRICHMENT COORDINATOR**

**General Summary:**

The Animal Control Behaviorist/Enrichment Coordinator is under general supervision of the Deputy Director. The Behaviorist/Enrichment Coordinator is responsible for monitoring the mental and emotional health of all animals in the care and custody of Ingham County Animal Control & Shelter (ICACS) to identify signs of fear, anxiety and stress (FAS) and to work with the animals and Animal Care staff to reduce these behaviors through positive reinforcement, enrichment activities, exercise and training of Animal Care staff.

**Essential Functions:**

1. Perform behavior evaluations on dogs to determine adoptability
2. Monitor animals and train Animal Care staff and volunteers to identify signs of FAS
3. Work with Foster Coordinator to find placement for animals who are showing signs of FAS, have special needs, or who are not doing well in the shelter environment.
4. Work with the Rescue Coordinator to find appropriate placement for animals that have special needs, are in need of rehabilitation, or who are not doing well in the shelter environment
5. Develop and oversee a daily enrichment program for all shelter animals to be conducted by Animal Care staff.
6. Develop and oversee behavioral plans for animals showing signs of FAS to be implemented by Animal Care staff.
7. Follow up with adopters and fosterers having behavioral issues with adopted animals or fostered animals.
8. Update animal information in the shelter software to include behavioral issues and play group notes which will assist adoption and foster coordinators in placing animals in appropriate homes
9. Select dogs for various shelter programs such as, New Leash on Life, WLNS TV 6 pet of the week, mobile adoption events, etc.
10. Train Animal Care staff and volunteers to recognize basic body language, signs of aggression and fear in animals and to perform and safe animal handling techniques
11. Train Shelter and volunteers in basic dog training skills to ensure consistency
12. Offer shelter sponsored dog training classes for ICACS adopters
13. Assist ICACS management in implementing a fear free shelter program

### **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:** A minimum of a High school diploma or equivalent is required. The following certifications are required: certified behavior consultant, certified professional dog trainer, and Fear Free shelter certified.

**Experience:** Minimum three years working as a certified animal behavior consultant, and/or certified professional dog trainer. Must have experience working in a shelter environment. Basic computer experience required.

### **Other Requirements:**

- Must possess and maintain a valid driver's license and acceptable driving record.

*(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 both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, and trucks.
3. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is exposed to communicable diseases, blood, other body fluids, etc.
6. This position is required to travel for meetings and appointments.
7. This position works closely with domestic and wild animals with unpredictable temperaments.
8. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

### **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, 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, grasping and pinching.
- This position's physical requirements require regular stamina in sitting, standing, walking, and enduring repetitive movements of the wrists, hands or fingers.

- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***CCLP, Animal Control  
May 2020***

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE CREATION OF A PART-TIME  
ANIMAL BEHAVIORIST/ENRICHMENT COORDINATOR POSITION FOR  
INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, in April of 2020 the Ingham County Animal Control and Shelter (ICACS) adopted the Fear Free Sheltering Standards which includes exercise, enrichment, training and behavioral assessments that have proven to be a benefit to the shelter by lowering euthanasia rates and increasing adoption rates; and

WHEREAS, ICACS has been fortunate to have a dedicated volunteer performing these additional duties, but desires to make the position a paid part of the team; and

WHEREAS, the position will be a part of the CCLP/AC, grade 2 (pay range will be \$18,445.00-\$24,153.00); and

WHEREAS, total (wage and fringe) first year cost of the position is projected at \$40,605, with a long-term cost of \$49,379; and

WHEREAS, Human Resources and the CCLP are both in agreement with adding this position; and

WHEREAS, the Ingham County Animal Shelter Fund has agreed to partially fund the first year of this position in the amount of no more than \$35,000.00 with additional costs being covered by the Ingham County Animal Shelter Millage; and

WHEREAS, ICACS has applied for a grant to cover the cost of year two and three of this position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the addition of a part-time Animal Behaviorist/Enrichment Coordinator for the Ingham County Animal Control & Shelter.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a donation from the Ingham County Animal Shelter Fund of up to \$35,000 toward the first-year cost of this position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 10/20/2020

SUBJECT: Renewal of the ImageSoft and OnBase Annual Support  
For the meeting agendas of November 4<sup>th</sup>, 5<sup>th</sup> and 10<sup>th</sup>, 2020

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**BACKGROUND**

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. Our support contract expires on December 31<sup>st</sup>, 2020. In 2016 we did a split of our support model to using Hyland, which is the sole distributor of OnBase under the GSA contract for our licensing support and ImageSoft for our direct support of the application. This resulted in a net savings of \$41,342.92. This year includes an increase as Circuit Court is no longer pro-rated and the increased usage by Prosecuting Attorneys’ Office for the Paperless Warrant system increases support costs. With these increases due to increased functionality, we have just now surpassed the 2017 proposed costs.

**ALTERNATIVES**

By working through ImageSoft and Hyland for our support, we have the following results;

2017 support costs proposed 1 <sup>st</sup>	\$194,841.60
2017 support costs as negotiated	\$153,498.68
2018 support costs paid	\$179,904.24 (Circuit Court project added)
2019 support costs paid	\$182,288.30
2020 Expected support costs	\$186,116.35
2020 Actual invoice total	\$207,663.43

**FINANCIAL IMPACT**

The funding for the \$96,901.00 invoice for ImageSoft and the \$110,762.43 invoices from Hyland/OnBase (total of \$207,663.43) is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for OnBase and ImageSoft support renewals in the amount not to exceed \$208,000.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE IMAGESOFT AND ONBASE  
ANNUAL SUPPORT**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31<sup>st</sup>, 2020; and

WHEREAS, the annual contract amount is in the approved 2020 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and ImageSoft annual support by paying invoices in an amount not to exceed \$208,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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 3b

TO: Board of Commissioners, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: 10/20/2020

SUBJECT: ImageSoft CourtView Integration Conversion  
For the meeting agendas of November 4th, 5th and 10th, 2020

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### **BACKGROUND**

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. There is a current project to transition this system off of a Sun server making support both more reasonable and easier to obtain. This request is to obtain assistance from ImageSoft in adapting the connectors between OnBase and CourtView so as to not lose functionality.

### **ALTERNATIVES**

We could choose not to have the connectivity.

### **FINANCIAL IMPACT**

The funding for the \$1,560.00 plus \$400.00 contingency for a total of \$1,960.00 is budgeted and will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

### **STRATEGIC PLANNING IMPACT**

This authorization supports Goal D – Information Technology – Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the quote for ImageSoft's CourtView Integration Conversion in the amount not to exceed \$1,960.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE IMAGESOFT COURTVIEW CONVERSION PROJECT**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, the current platform is at end of life, is expensive to replace and difficult to find resources for support; and

WHEREAS, Ingham County is moving over to a more standardized platform for less than replacing the current hardware and licenses; and

WHEREAS, this migration will require our OnBase integration to be converted; and

WHEREAS, the amount proposed by ImageSoft has been planned for and budgeted and will provide the needed conversion to connect our County owned resources and ensure support is available for our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for the conversion of the CourtView OnBase connectors from ImageSoft in an amount not to exceed \$1,960.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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.



TO: Board of Commissioners, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: 10/20/2020

SUBJECT: Multibridge Health Check  
For the meeting agendas of November 4th, 5th and 10th, 2020

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**BACKGROUND**

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff’s Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers. This request is to have the application vendor do a health check on the system to ensure the system has no potential problems that could cause downtime or other issues which would hinder law enforcement.

**ALTERNATIVES**

We could choose not to do the health check and assume that everything is set up correctly. This may be just fine but given the server operating system upgrade that must be done soon we would like to be sure.

**FINANCIAL IMPACT**

The funding for the \$800.00 plus \$200.00 contingency for a total of \$1,000.00 is budgeted and will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050.

**STRATEGIC PLANNING IMPACT**

This authorization supports Goal D – Information Technology – Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the quote for Multibridge Health Check from Core Technology in the amount not to exceed \$1,000.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE IMAGESOFT COURTVIEW CONVERSION PROJECT  
FOR THE MULTIBRIDGE HEALTH CHECK**

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, the application vendor can do a health check on the system to ensure the system has no potential problems that could cause downtime or other issues which would hinder law enforcement; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of a Multibridge Health Check from Core Technology in an amount not to exceed \$1,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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 4

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** October 20, 2020

**RE:** Resolution to Authorize a Two-Year Contract Extension with Schindler Elevator, Corp. for Elevator Maintenance at Several County Facilities

For the meeting agendas of: November 4 & 5

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### **BACKGROUND**

The contract with Schindler Elevator, Corp. expired on September 30, 2020. The Facilities Department would like to exercise the option to extend the contract for an additional two years. Schindler Elevator, Corp. has agreed to hold their current prices of \$22,317.48 per year for the next two years under the same terms and conditions stipulated in the current contract.

### **ALTERNATIVES**

The alternative would be to put this out for bid.

### **FINANCIAL IMPACT**

Funds are available in the appropriate 931100 contractual line items.

### **OTHER CONSIDERATIONS**

Would be to not extend the contract, which could potentially increase service agreement prices.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract extension for two years with Schindler Elevator, Corp. for elevator maintenance at several county facilities.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A TWO-YEAR CONTRACT EXTENSION WITH  
SCHINDLER ELEVATOR, CORP. FOR ELEVATOR MAINTENANCE AT SEVERAL  
INGHAM COUNTY BUILDINGS**

WHEREAS, Ingham County has a contract with Schindler Elevator, Corp. for elevator maintenance; and

WHEREAS, the contract with Schindler Elevator, Corp. expired on September 30, 2020; and

WHEREAS, a two year extension option was included in the contract and the Facilities Department would like to exercise the two year extension; and

WHEREAS, Schindler Elevator, Corp. has agreed to hold their current billing rate under the same terms and conditions stipulated in the current contract; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a two-year contract extension with Schindler Elevator, Corp. 4740 Talon Court SE Suite 1, Grand Rapids, Michigan, 49512-5462 for the elevator maintenance at several Ingham County buildings for an amount not to exceed \$22,317.48 per year for two years.

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