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RANDY MAIVILLE

LAW AND COURTS COMMITTEE  
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PENELOPE TSERNOGLOU  
DIANNE HOLMAN  
REBECCA BAHAR-COOK  
KARA HOPE  
BRYAN CRENSHAW  
RANDY SCHAFFER

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE LAW AND COURTS COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 13, 2013 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### **NOTE CHANGE IN DATE**

### Agenda

Call to Order

Approval of the [October 10, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Law & Courts Committee - Interviews for Animal Control Shelter Advisory Committee
2. Circuit Court
  - a. Resolution to Acknowledge Review of the Financial Implications and Approve Implementation of the Proposed Plan of Concurrent Jurisdiction for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and 55<sup>th</sup> District Court for Concurrent [Jurisdiction Plan](#)
  - b. Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation [Program Grant - 2013](#)
  - c. Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation [Program Grant - 2014](#)
  - d. Overview of Court of Claims [Legislation](#) - Shauna Dunning's Circuit Court Administrator, Local Impacts
3. Circuit Court/Friend of the Court - Resolution to Authorize Entering into a Contract with [Graphic Sciences](#) and to Hire Temporary Employees to Complete Imaging Friend of the Court Case Files
4. Circuit Court/Family Division
  - a. [Quarterly Report](#)
  - b. Resolution Authorizing Entering into a Contract with Peckham Inc. for the Peckham [Crossroads](#) Program
  - c. Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham [Footprints](#) Group Home
5. Controller's Office
  - a. Resolution Approving Various [Contracts](#) for the 2014 Budget Year
  - b. [Update](#) on 9-1-1

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  
October 10, 2013  
Minutes

Members Present: Victor Celentino, Penelope Tsernoglou, Dianne Holman, Bryan Crenshaw, Rebecca Bahar-Cook, Kara Hope and Randy Schafer

Members Absent: None

Others Present: John Neilsen, Tom Boyd, Maureen Winslow, Mike Ashton, Lance Langdon, Mary Sabaj, Carol Reed and others

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the September 26, 2013 Law & Courts Minutes

The September 26, 2013 Law & Courts Committee Minutes were approved as amended:

Page 3, Item #6, 1<sup>st</sup> Paragraph, change "proved" to "provided", as follows: Mr. Neilsen ~~proved~~ **provided** a handout that was prepared by Lance Langdon.

Page 4, Item 6, 1<sup>st</sup> Paragraph, change "a recommendation" to "an update", as follows: There will be ~~a recommendation~~ **an update** at the next meeting.

Additions to the Agenda

- 5b. Additional Material - Resolution Authorizing Entering into a 9-1-1 Telephone System Maintenance Agreement with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center: Request to modify resolution requested
- 5c. Additional Material - Update on the Ingham County 911 Center (*No Materials*): 9-1-1 Update

Limited Public Comment

The Committee complimented the 55<sup>th</sup> District Court on their grant efforts and innovation.

(Comm. Bahar-Cook arrived at 6:03 p.m.)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

- 2. Circuit Court /Friend of the Court - Resolution to Authorize a Lease Extension Agreement for the Friend of the Court Safe Haven Grant Program
- 3. Community Corrections Advisory Board - Resolution Authorizing the Selection of and Entering into a Contract with Sentinel Offender Services to Provide an Offender and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement

4. Circuit Court /Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court
5. Controller's Office/911 Center
  - a. Resolution Authorizing Entering into a 9-1-1 Telephone System Agreement with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

1. 55<sup>th</sup> District Court
  - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE-MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND ENTER INTO SUBCONTRACTS.

Comm. Bahar-Cook stated she is thrilled receiving the grants and asked if more individuals will go through the program. Judge Boyd stated there would not necessarily be an increase in individuals going through the program but a change in the way counseling is done.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Hire a Probation Officer and Enter into Subcontracts

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE-MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM (SCAO-MMHCGP), HIRE A PROBATION OFFICER AND ENTER INTO SUBCONTRACTS.

Comm. Bahar-Cook asked if more individuals will go through the program. Judge Boyd stated that he anticipates five individuals will be added per month. He pointed out this program does not exist without grant money and includes other jurisdictions. He informed the Committee the goal is to have individuals take their medication and receive treatment to avoid jail. He stated the Judges in the City of Lansing are quite pleased.

Judge Boyd described the grant and in-kind funding, sub-contracts and a probation officer position.

MOTION CARRIED UNANIMOUSLY.

5. Controller's Office/911 Center

- b. Resolution Authorizing Entering into a 9-1-1 Telephone System Maintenance Agreement with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A 9-1-1 TELEPHONE SYSTEM MAINTENANCE AGREEMENT WITH CAROUSEL INDUSTRIES, INC. FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER.

Mr. Ashton described the anti-virus solution and patch management along with the vendor's qualifications and experience. The Committee discussed the two service modifications and additional cost bringing the total to \$83,943.00. Mr. Neilsen noted that the increase is within the 9-1-1 Budget.

MOVED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION STRIKING \$74,463 IN THE FIRST BE IT FURTHER RESOLVED AND CHANGING TO \$83,943, AS FOLLOWS:

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to ~~\$74,463~~ \$83,943 out of the Ingham County 9-1-1 Central Dispatch Center budget for these purposes.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Mr. Langdon pointed out that Agenda Item 5a will eliminate the geo-diverse system and establish a standalone system. He explained the capacity to provide emergency back-up services between the Clinton, Eaton, Ingham and Livingston (CEIL) counties.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Mr. Neilsen estimated eight to twelve weeks to complete the coordination of the standalone system after being approved by the Full Board.

c. Update on the Ingham County 911 Center (*No Materials*)

Mr. Langdon updated the Committee on staffing levels including the abnormal results of recent testing. Comm. Crenshaw asked if there is data specifically identifying where applicants are failing. Mr. Langdon described the hiring process, testing, in addition to, how the test is administered and the evaluation measures to determine if an individual is a good candidate for the 9-1-1 Center. Comm. Schafer questioned if drug testing, overtime hours and compensation have an effect on finding qualified individuals. Mr. Langdon noted that early on some applicants do not pass a background check. Comm. Bahar-Cook noted that with the overtime it is a good income. Comm. Celentino questioned if overtime is optional. The Committee discussed the hiring process, overtime and the number of individuals who volunteer for overtime. Comm. Holman stated she is in favor of rigorous testing because when individuals call 9-1-1 they want someone qualified to respond. It's critical to have the right person answering those calls. Comm. Tsernoglou agreed.

Mr. Langdon informed the Committee of a CAD User Conference he attended with Mr. Ashton where they spoke to various vendors, users, took classes and were given personal demonstrations. He described the Tier 1, 2 and 3 CAD systems, as well as, the potential of upgrading to a different tier CAD system. He stated it is his intention to involve the employees with an onsite demonstration and listen to their input. He reminded the Committee that anytime there is an IT change there will be problems that need to be corrected. He estimated the cost of the CAD system along with attainable savings by upgrading and new expenses such as training. He stated he will have an actual price in about thirty days.

Mr. Ashton stated he met with an executive team on the technology side and progress is being made to resolve issues whether the CAD system is upgraded or not. He informed the Committee that the new CAD system will work with the current Ingham County IT environment and implementation would not be feasible until the middle of 2014. Mr. Ashton stated he agrees with Mr. Langdon that the dispatchers should be involved and like the system because they use it.

Mr. Neilsen informed the Committee the primary reason for Mr. Langdon and Mr. Ashton to attend the conference was to primarily talk to users and obtain their opinions of the various products.

Comm. Bahar-Cook expressed her concern of the cost questioning the use of the 9-1-1 millage reserves. Mr. Neilsen stated that although the money is being spent property taxes are stabilizing and money was put into the reserve this year.

The Committee discussed the overall size of the 9-1-1 Center compared to other counties in the State of Michigan and nationally.

6. Board Referral - Letter from the State of Michigan, Department of Human Services, Regarding Reimbursement to Ingham County for Child Care Fund Expenditures

The Board Referral was received and placed on file.

Announcements

Comm. Celentino reminded the Committee of the October 31<sup>st</sup> meeting that is out of sequence and the meeting change in November to the 13<sup>th</sup>.

Comm. Schafer reminded the Committee of resolutions that will be coming forward honoring Health Department employees who are retiring. Mr. Neilsen stated those resolutions will go through the Human Services Committee. Comm. Schafer stated he has enjoyed working with Chuck Gray.

Public Comment

Mr. Langdon announced that Jeff Kludy with the City of Lansing Radio Shop will be taking another job and he will be missed.

The meeting adjourned at approximately 6:42 p.m.

Respectfully submitted,

Julie Buckmaster

## NOVEMBER 13, 2013 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

**The Deputy Controller is recommending approval of the following resolutions/actions:**

1. Law & Courts Committee - *Interviews for Animal Control Shelter Advisory Committee*

Interviews are scheduled to select members to the Animal Control Shelter Advisory Committee.

2. Circuit Court

- a. *Resolution to Acknowledge Review of the Financial Implications and Approve Implementation of the Proposed Plan of Concurrent Jurisdiction for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54 A District Court, 54 B District Court and 55<sup>th</sup> District Court for Concurrent Jurisdiction Plan*

This resolution authorizes the Board of Commissioners to approve a plan of concurrent jurisdiction pursuant to recent new state legislation MCL 600.401(1). The attached plan has been drafted by the Ingham County judicial circuit and includes the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and the 55<sup>th</sup> District Court. Although the Courts have worked cooperatively together for a long time and have had concurrent agreements administratively through SCAO, MCL 600.425 now requires that the proposed plan be submitted to the local funding units for their review of the plan's financial implications prior to submission of the proposed plan to the Michigan Supreme Court. The proposed plan must be submitted to the Michigan Supreme Court by December 31, 2013. Furthermore, the statute requires that the cost of implementing a plan of concurrent jurisdiction is subject to approval by the funding units of the Courts participating in the plan. Therefore Lansing and East Lansing will also be asked to adopt this plan. There is no additional costs to Ingham County over and above what is contained within the current adopted 2014 budgets for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court and the 55<sup>th</sup> District Courts. (See attached memo and Plan for details.)

- b. *Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation Program Grant – 2013*

This resolution authorizes sub contracts for grant eligible costs through the 2013 SCAO Swift and Sure Sanctions Probation Program Grant. This was a new grant this year and was approved by the BOC in April. What is unusual is that because it is new and started late (August of 2013). It took the Court some time to gear up to operate the program and get RFP's out and vendors selected. Therefore the County BOC is being asked to approve these grant subcontracts retroactively after the grant year has expired. (See attached memo for details.)

- c. *Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation Program Grant – 2014*

This resolution authorizes sub contracts for grant eligible costs through the 2014 SCAO Swift and Sure Sanctions Probation Program Grant. This is the second year of this grant program and the main grant contract was approved earlier this year. As discussed earlier, it took the Court some time to gear up administratively to operate these programs. (See attached memo for details.)



*d. Overview of Court of Claims Legislation – Shauna Dunnings Circuit Court Administrator , Local Impacts*

This is a discussion item on the impacts of the recent legislation to move the Court of Claims from Ingham County to the Court of Appeals. (See attached House Fiscal Agency Analysis.)

3. *Circuit Court/Friend of the Court - Resolution to Authorize Entering into a Contract with Graphic Sciences and to Hire Temporary Employees to Complete Imaging Friend of the Court Case Files*

This resolution authorizes the Ingham County Friend of the Court to enter into a contract with Graphic Sciences in the amount of \$19,220, for the scanning of Friend of the Court case files opened prior to January 1, 1990. In addition, up to \$10,780 is authorized to hire temporary employees to assist in the preparation of Friend of the Court case files prior to their being scanned by Graphic Sciences. \$30,000 has been approved in the 2014 FOC budget for back scanning these remaining hard copy files and approved through the CRP grant reimbursement process. (\$30,000 Total Cost, \$10,200 County 34% and \$19,800 CRP Grant funds 66%). This is the same process and vendor that has been used previously for the back scanning of FOC hard copy inactive files opened between 1990-2010 which has now been completed. (See attached memo and SOW for details.)

4. *Circuit Court/Family Division*

*a. Quarterly Report* - This is an informational item on Court placement.

*b. Resolution Authorizing Entering into a Contract with Peckham Inc. for the Peckham Crossroads Program*

This resolution authorizes renewing a contract with Peckham Inc. for the Crossroads Program. The Crossroads program provides vocational training and employment opportunities for 30 juveniles who are court adjudicated youth and attend the Ingham Academy. The recommended amount of \$319,542 was approved in the 2014 Budget for the time period of October 1, 2013 through September 30, 2014.

This is a 4% increase over the last fiscal year and therefore is before you as an individual resolution. The Circuit Court Family Division supports this increase as Peckham Inc. has not had an increase in the Crossroads budget since 2009. Peckham Inc. agreed to a 4% reduction in the 2010 budget which has had their contract frozen at that amount through 2013. (See attached memo for details.)

*c. Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham Footprints Group Home*

This resolution authorizes renewing a contract with Peckham Inc. for the Peckham Footprints Group Home. This group home provides shelter and services for up to 6 adolescent females who are under court jurisdiction. The recommended amount of \$447,319 was approved in the 2014 Budget for the time period of October 1, 2013 through September 30, 2014. This is a 3% increase over the last fiscal year and therefore is before you as an individual resolution. The Circuit Court Family Division supports this increase as Peckham Inc. has not had an increase in the Footprints budget since 2009. Peckham Inc. agreed to a 3% reduction in the 2010 budget which has had their contract frozen at that amount through 2013. (See attached memo for details.)

5. Controller's Office  
*a. Resolution Approving Various Contracts for the 2014 Budget Year*

This resolution authorizes approval of a variety Law & Courts Committee liaison contracts for the 2014 budget year. The list consists only of contracts that are included in the 2014 Adopted Budget.

The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the proposed Resolution to extend and amend the current policy (Scheduled for the BOC on November 12, 2013) on cost increases for service related expenditure contracts with a 2014 increase of 2.1% or less are the only ones included in this resolution. (See attached memo for details.)

*b. Update on the Ingham County 911 Center*

**Agenda Item 2a**

TO: Law and Court and Finance Committees

FROM: Rhonda K. Swayze, Deputy Court Administrator/General Trial Division

DATE: November 6, 2013

SUBJECT: Concurrent Jurisdiction Plan for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and 55<sup>th</sup> District Court

MCL 600.401(1) requires that each judicial circuit adopt a plan of concurrent jurisdiction. The plan drafted for the Ingham County judicial circuit includes the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and the 55<sup>th</sup> District Court.

MCL 600.425 requires that the proposed plan be submitted to the local funding units for their review of the plan's financial implications 30 day before submission of the proposed plan to the Michigan Supreme Court. The proposed plan must be submitted to the Michigan Supreme Court by December 31, 2013. Furthermore, the statute requires that the cost of implementing a plan of concurrent jurisdiction is subject to approval by the funding units of the Courts participating in the plan.

The components of the concurrent jurisdiction plan that would potentially carry financial implications are the Felony Sobriety Court and Veterans Court programs. These programs were implemented in 2007 and 2010, respectively, and have not required a change in budget processing or revenue allocation since their implementation.

We respectfully request that the Board of Commissioners review the financial implications of the proposed concurrent jurisdiction plan and that if they find adoption of the proposed concurrent jurisdiction plan doesn't change current budget processes or revenue allocation, approve the implementation of the concurrent jurisdiction plan for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, and 55<sup>th</sup> District Court.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACKNOWLEDGE REVIEW OF THE FINANCIAL IMPLICATIONS AND APPROVE IMPLEMENTATION OF THE PROPOSED PLAN OF CONCURRENT JURISDICTION FOR THE 30<sup>TH</sup> CIRCUIT COURT, INGHAM COUNTY PROBATE COURT, 54A DISTRICT COURT, 54B DISTRICT COURT AND 55<sup>TH</sup> DISTRICT COURT**

WHEREAS, MCL 600.401(1) requires that each judicial circuit adopt a plan of concurrent jurisdiction; and

WHEREAS, the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and the 55<sup>th</sup> District Court intend to adopt the attached proposed concurrent jurisdiction plan by majority vote of all of the judges of the trial courts in the plan; and

WHEREAS, pursuant to MCL 600.425 the cost of implementing a plan of concurrent jurisdiction is subject to approval by the funding units through the funding units' budgeting process; and

WHEREAS, MCL 600.425 requires that the proposed plan be submitted to the local funding units for their review of the plan's financial implications 30 days before submission of the proposed plan to the Michigan Supreme Court; and

WHEREAS, the proposed plan must be submitted to the Michigan Supreme Court for its approval by December 31, 2013; and

WHEREAS, the proposed plan's financial implications are described on page 6, in paragraph 6 of the attached concurrent jurisdiction plan; and

WHEREAS, the financial implications of the Sobriety Court and Veterans Court as described in the proposed concurrent jurisdiction plan have not changed since implementation of the programs and require no change in budget processing or revenue allocation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners acknowledge review of the financial implications of the proposed concurrent jurisdiction plan for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, and 55<sup>th</sup> District Court.

BE IT FURTHER RESOLVED, that based on its review of the financial implications of the proposed concurrent jurisdiction plan and finding that adoption of the plan requires no change in current budget processing or revenue allocation for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, and 55<sup>th</sup> District Court approves implementation of the plan.

## **II. CONCURRENT JURISDICTION PLAN APPLICATION**

## A. APPLICANT SUMMARY

|   |            |            |
|---|------------|------------|
| 1. Applicant: Ingham County Judicial Circuit Court  |            |            |
| Address: 313 W. Kalamazoo Street  |            |            |
| City: Lansing   | State: MI  | Zip: 48933 |
| 2. Contact Person: Hon. Janelle A. Lawless Title: Chief Judge   |            |            |
| Address: 313 W. Kalamazoo Street<br>Lansing, Michigan 48933   |            |            |
| Phone: (517) 483-6436   |            |            |
| Fax: (517) 483-6530   |            |            |
| E-Mail: jlawless @ingham.org  |            |            |
| 3. Concurrent Jurisdiction Type<br><input checked="" type="checkbox"/> Circuit, Probate, and District Court Jurisdictions<br><input type="checkbox"/> Circuit and Probate Court Jurisdictions<br><input type="checkbox"/> Circuit and District Court Jurisdictions<br><input type="checkbox"/> District and Probate Court Jurisdictions |            |            |
| Multi-court Chief Judge (Name) <sup>1</sup>   | Signature  | Date       |
| Chief Circuit Court Judge (Name):<br>Hon. Janelle A. Lawless  | Signature: | Date:      |
| Chief Probate Court Judge (Name):<br>Hon. R. George Economy   | Signature: | Date:      |
| Chief District Court Judge(s) (Name):<br>Hon. Frank J. DeLuca, 54A District Court   | Signature: | Date:      |

<sup>1</sup> If applicable

|  |            |       |
|--|------------|-------|
| Chief District Court Judge (Name):<br>Hon. Richard D. Ball, 54B District Court             | Signature: | Date: |
| Chief District Court Judge (Name):<br>Hon. Thomas P. Boyd, 55 <sup>th</sup> District Court | Signature: | Date: |

**INGHAM COUNTY JUDICIAL CIRCUIT  
CONCURRENT JURISDICTION PLAN**

**1. CONCURRENT JURISDICTION PLAN GOAL(S)**

- A. **Greater flexibility in assigning judges** allows us to match a defendant's treatment and service needs with the appropriate Specialty Court or Family Court Judge.
- B. **Assignment of judicial resources based on need and workload** provides litigants with contested PPO matters a static hearing day each week before a Family Division Circuit Court Judges or one of the 54B District Court Judges.
- C. **Coverage of absences and disqualifications** is achieved through blanket assignments between the courts and through language found in the Family Plan. This provides the litigants with uninterrupted access to justice.
- D. **Reduce delay, duplication, and unnecessary appearance by litigants** by utilizing the felony plea program.
- E. **Maximum utilization of staff and facilities** is achieved by deputizing district court clerks to act as circuit court clerks in Sobriety Court cases and providing litigants the ability to file their Sobriety Court records at the district court they will be reporting to. We further realize a maximization of staff and facilities by conducting case evaluations for 54A District Court in the Circuit Court ADR hearing room and using jurors from the Circuit Court jury pool to fulfill Probate Court jury requests.

**2. COMPONENTS OF THE INGHAM COUNTY JUDICIAL CIRCUIT'S  
CONCURRENT JURISDICTION PLAN**

- A. Ingham County Circuit Court Family Plan dated June 19, 2003 (30<sup>th</sup> Circuit Court and Ingham County Probate Court; **Attachment A**)
- B. District Court Judges Accepting Pleas in Felony Cases dated February 3, 2005 (30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court and 55<sup>th</sup> District Court; LAO 2005-02J; **Attachment B**)
- C. Felony Sobriety Court dated July 24, 2012 (30<sup>th</sup> Circuit Court, 54A District Court, and 55<sup>th</sup> District Court; LAO 2012-02J; **Attachment C**)
- D. Veterans' Treatment Court dated August 20, 2013 (30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court and 55<sup>th</sup> District Court; LAO 2013-03J; **Attachment D**)



- E. PPO Hearings (30<sup>th</sup> Circuit Court and 54B District Court)
- F. Central Coordination of ADR Services (30<sup>th</sup> Circuit Court and 54A District Court)
- G. Central System for Appointment of Counsel for Felony Cases (30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court and 55<sup>th</sup> District Court)
- H. Single System for Juror Qualification and Shared Juror Pool (Qualification – 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and 55<sup>th</sup> District Court; Shared Juror Pool – 30<sup>th</sup> Circuit Court and Ingham County Probate Court)

The individual components listed above will only be addressed in the headings which follow if applicable.

### **3. JUDICIAL RESOURCES**

The details of judicial assignment of cases for Components A – D listed above can be found in the supporting Plans and Local Administrative Orders for each component. (Attachments A - D).

PPO hearings are assigned to the 54B District Court Judges as the Judge's schedules allow. Assignments are served pursuant to a blanket judicial assignment order that is renewed each year.

We do not anticipate that additional orders will be necessary to implement the provisions of this plan.

### **4. COURT GOVERNANCE AND ADMINISTRATION**

Adoption of the components of the concurrent jurisdiction plan will not require a change to the court governance structure.

### **5. HUMAN RESOURCES**

Adoption of the Sobriety Court components of the concurrent jurisdiction plan will require that district court clerks in 54A and the 55<sup>th</sup> District Courts be deputized as circuit court clerks so they can accept Sobriety Court related records for filing. Circuit Court representatives have already met with union representatives who approved implementation of this portion of the plan providing that a follow-up meeting is scheduled six months after implementation to assess the impact on represented employees. The County Clerk approved the deputization of district court clerks as circuit court clerks on February 27, 2013.

## **6. BUDGET AND FISCAL MANAGEMENT**

As the 54A and 55<sup>th</sup> District Courts have been collecting fines, costs and district court oversight fees in Sobriety Court cases and 54B District Court has been collecting fines and costs in Veterans Court cases since the implementation of these programs, adoption of the concurrent jurisdiction plan does not require a change in current budget processing or revenue allocation. The 30<sup>th</sup> Circuit Court will continue to collect state mandatory assessments, crime victim assessments, and attorney fees for Sobriety and Veterans Court cases.

## **7. FUNDING UNIT**

As required by MCL 600.425, this proposed plan will be submitted to the Ingham County, City of Lansing and City of East Lansing funding units at least 30 days prior to submission of the plan to the Michigan Supreme Court for review of the financial implications and approval of costs, if any, associated with implementing the plan.

## **8. RECORDS MANAGEMENT**

Adoption of the Sobriety Court component will require changes in records management for Sobriety Court records. Once a felony Sobriety Court case has been bound over, a circuit court case number assigned, and a file jacket prepared, the file jacket will be sent to the appropriate district court. After that point, Sobriety Court records will be filed and kept in a separate file cabinet at the District Courts until: 1) successful completion of the Sobriety Court program; 2) termination from the program resulting in jail/prison time only or 3) completion of Circuit Court probation following termination. The legal file will then be returned to the Circuit Court for maintenance and storage.

Pursuant to MCL 600.420, we have attached an email from Ingham County Clerk Barb Byrum dated November 5, 2013 which acknowledges concurrence of the alternate method of record maintenance described in the paragraph above. **Attachment E.**

## **9. INFORMATION SYSTEMS**

Adoption of the Sobriety Court component of the concurrent jurisdiction plan will require that the 54A and 55<sup>th</sup> District Court clerks use the 30<sup>th</sup> Circuit Court's case management plan, CourtView, for maintenance of the electronic register of actions, to schedule hearing events, to record adjudication and disposition actions and to record costs, fines and assessments. CourtView is supported by the Ingham County Management Information System Department.

The 30<sup>th</sup> Circuit Court and all District Courts use the Xerox ACS jury program. The program is maintained by the Ingham County Management Information Systems Department.

## **10. FACILITIES AND INFRASTRUCTURE**

Adoption of the components of the concurrent jurisdiction plan will not require significant changes to facilities or infrastructure.

## **11. JURY MANAGEMENT**

Juror qualification for all courts within the Ingham County Judicial Circuit has been consolidated under the Circuit Court since 2009. When the Ingham County Probate Court needs jurors it shares the 30<sup>th</sup> Circuit Court's jury pool.

## **12. EXTERNAL RELATIONS AND ACCESS TO JUSTICE**

Meetings involving affected judges, court staff and other persons that provide court services were scheduled throughout the development of the various plans and programs to allow the exchange of ideas and feedback on resolution of problems. Post implementation meetings are held and will continue to be held to assess the continued viability of the plans and programs and to discuss implementation of suggested changes.

External agencies and clients are informed of changes in court policies, procedures and processes through notice generation, publication in the local legal newspaper, and personal information exchange.

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## **13. TRAINING**

Adoption of the Sobriety Court component of the concurrent jurisdiction plan will require training of 54A and 55<sup>th</sup> District Court clerks in the use of the 30<sup>th</sup> Circuit Court's case management system and in the circuit court's case processing procedures for OWI III's. A training manual has been developed by the Circuit Court and will be presented to the District Court Clerks on November 19 and 22, 2013.

The 54A and 55<sup>th</sup> District Court Judges have been provided with a circuit court sentencing primer and will be trained in working with Adult Probation in cases where a defendant is terminated from the Sobriety Court program and placed on probation after being sentenced to the III.

*As of November 7, 2013*

# MEMORANDUM

To: Resolutions

From: Rhonda K. Swayze  
Deputy Court Administrator, General Trial Division

Date: November 7, 2013

Re: 2013 and 2014 Swift and Sure Sanctions Probation Program Grant -  
Subcontracts

In April, 2013, the FY 2013 SCAO Swift and Sure Sanctions Probation Program Grant was approved. As it was a new program for the Court, planning, staffing, and identification of treatment and service providers had to occur before we could begin accepting participants. Consequently, we did not accept our first participant until August 16, 2013 and I am submitting the Resolution identifying specific subcontract providers after the close of the 2013 grant period (September 30, 2013). I respectfully request that the Board accept this late request for authorization to enter into subcontracts for the 2013 SCAO Swift and Sure Sanctions Probation Program Grant.

As I have rounded the learning curve of grant application, I am also submitting a resolution requesting authorization to enter into subcontracts for the 2014 SCAO Swift and Sure Sanctions Probation Program Grant and request that the Board authorize entering into subcontracts for the 2014 SCAO Swift and Sure Sanctions Probation Program treatment and service providers.

cc: Hon. Clinton Canady III  
Hon. Joyce Draganchuk  
Shauna Dunnings  
Hon. Janelle A. Lawless

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO SUBCONTRACTS FOR THE SCAO SWIFT AND SURE  
SANCTIONS PROBATION PROGRAM GRANT – 2013**

WHEREAS, the Ingham County Board of Commissioners accepted an award of \$206,531 for the 2013 SCAO Swift and Sure Sanctions Probation Program Grant in Resolution 13-24; and

WHEREAS, the 2013 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney (\$23,826); substance abuse evaluations to be provided by Wellness, Inx. (\$5,000); day reporting services to be provided by NorthWest Initiative – ARRO (\$24,997); and drug testing services to be provided by A.D.A.M. (\$37,000); and

WHEREAS, pursuant to the FY 2013 grant award and Resolution 13-24, the County may enter into subcontracts for the purpose of implementing the grant and providing treatment and services to the participants; and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2013 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for the 2013 SCAO Swift and Sure Sanctions Probation Program Grant from August 1, 2013 – September 30, 2013 with General Trial Division C-Level Court Appointed Counsel not to exceed \$23,826; with Wellness, Inx. not to exceed \$5,000; with NorthWest Initiative – ARRO not to exceed \$24,997; and with A.D.A.M. not to exceed \$37,000.

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.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO SUBCONTRACTS FOR THE SCAO SWIFT AND SURE  
SANCTIONS PROBATION PROGRAM GRANT – 2014**

WHEREAS, the Ingham County Board of Commissioners accepted an award of \$257,000 for the 2014 SCAO Swift and Sure Sanctions Probation Program Grant in Resolution 13-390; and

WHEREAS, the 2014 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney (\$18,480); substance abuse evaluations to be provided by Wellness, Inx. (\$7,500); day reporting services to be provided by NorthWest Initiative – ARRO (\$11,999); detoxification services to be provided by CEI-CMH (\$3,000); drug treatment and other services to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, and CEI-CMH House of Commons (\$35,550); mental health, anger management and domestic violence counseling service to be provided by Freedom Through Counseling and Cristo-Rey (\$5,000) and drug testing services to be provided by A.D.A.M. (\$69,384); and

WHEREAS, pursuant to the FY 2014 grant award and Resolution 13-390, the County may enter into subcontracts for the purpose of implementing the grant and providing treatment and services to the participants; and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2014 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for the 2014 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2013 – September 30, 2014 with General Trial Division C-Level Court Appointed Counsel not to exceed \$18,480; with Wellness, Inx. not to exceed \$7,500; with NorthWest Initiative – ARRO not to exceed \$11,999; with CEI-CMH not to exceed \$3,000; with Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, and CEI-CMH House of Commons not to collectively exceed \$35,550; with Freedom Through Counseling and Cristo-Rey not to exceed \$5,000 and A.D.A.M. not to exceed \$69,384.

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.



## Legislative Analysis

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### TRANSFER COURT OF CLAIMS TO STATE COURT OF APPEALS

Mary Ann Cleary, Director  
Phone: (517) 373-8080  
<http://www.house.mi.gov/hfa>

**Senate Bill 652 (Substitute S-1)**

**Sponsor: Sen. Rick Jones**

**House Committee: Government Operations**

**Senate Committee: Judiciary**

**Complete to 11-4-13**

### A SUMMARY OF SENATE BILL 652 AS PASSED BY THE SENATE 10-30-13

The bill, generally speaking, would transfer the Court of Claims from the 30th Judicial Circuit (Ingham County Circuit Court) to the state Court of Appeals.

The Court of Claims is the court with the jurisdiction over claims and demands against the State of Michigan and any of its departments, commissions, boards, institutions, arms, or agencies. It also has jurisdiction over any counterclaim on the part of the state against any claimant who brings an action in the Court of Claims.

Currently, under Chapter 64 the Revised Judicature Act, the Court of Claims is created as a function of the Circuit Court for the 30th Judicial Circuit (Ingham County). A judge of that circuit, and any judge the State Court Administrator assigns into that circuit, may exercise the jurisdiction of the Court of Claims.

Under **Senate Bill 652**, the Court of Claims would consist of four appeals court judges from at least two Court of Appeals districts assigned by the Michigan Supreme Court. An appeals court judge, while sitting as a judge of the Court of Claims, could exercise the jurisdiction of the Court of Claims. A judge assigned as a judge of the Court of Claims would be assigned for a term of two years and could be reassigned. The term would expire on May 1 of each odd-numbered year.

When a judge who was sitting as a judge of the Court of Claims left office or was otherwise unable to serve as a judge of the Court of Claims, the Supreme Court could assign a Court of Appeals judge to serve for the remainder of the judge's term on the Court of Claims. The Supreme Court would have to select a chief judge of the Court of Claims from among the Court of Appeals judges assigned to it.

All matters pending in the Court of Claims as of the bill's effective date would be transferred to the clerk of the Court of Appeals, acting as the clerk of the Court of Claims, for assignment to a Court of Appeals judge sitting as a Court of Claims judge. The Supreme Court shall have power to make special rules for the Court of Claims.

The bill also would do the following:

- Allow Court of Claims sessions to be held in the various Court of Appeals districts, and allow a plaintiff to file a cause of action in the Court of Claims in

any Court of Appeals district. The court's clerk would assign a cause of action filed in the court by blind draw to a Court of Appeals judge sitting as a Court of Claims judge.

- Require the Court of Claims to sit in the Court of Appeals district where the judge serving as Court of Claims judge otherwise sits, unless otherwise determined by the chief judge.
- Require, as now, the court to hold at least four sessions each year.
- Require all fees in the Court of Claims to be at the rate established by statute or court rule for actions in the circuit court (not the appeals court) and to be paid to the Court of Claims clerk.
- Delete a provision that requires the state to reimburse Ingham County for costs incurred in operating the Court of Claims.
- Grant the Court of Appeals original jurisdiction over challenges to the transfer of the Court of Claims from the 30th Circuit to the Court of Appeals.

The bill would rewrite the section describing the jurisdiction of the court. Under the bill, except as otherwise provided, the Court of Claims would have the jurisdiction to do the following:

- Hear and determine any claim or demand or any demand, statutory or constitutional . . . or any demand for monetary, equitable, or declaratory relief or any demand for an extraordinary writ against the state or "any of its departments or officers," notwithstanding another law that confers jurisdiction of the case in the circuit court.
- Hear and determine any counterclaim on the part of the state, or any of its departments or officers, against any claimant who brought an action in the Court of Claims.
- Appoint and use a special master as considered necessary.
- Hear and determine any action challenging the validity of a notice of the transfer of pending and future Court of Claims matters from the 30th Circuit Court to the Court of Appeals.

The bill would define "the state or any of its departments or officers" to mean this state or any state governing, legislative, or judicial body, department, commission, board, institution, arm, or agency of the state, or officers, employees, or volunteers of any of those entities, acting, or who reasonably believes that they are acting, within the scope of their authority while engaged in or discharging a government function in the course of their duties.



(Note: Under the RJA, the State Administrative Board is vested with discretionary authority, upon the advice of the Attorney General, to hear, consider, determine, and allow any claim against the state in an amount less than \$1,000.)

The bill also contains statements that Chapter 64: (1) does not deprive the circuit court of exclusive jurisdiction over appeals from the district court and administrative agencies as authorized by law and (2) does not deprive the circuit court of exclusive jurisdiction to issue, hear, and determine prerogative and remedial writs under Article VI, Section 13, of the State Constitution.

MCL 600.308 et al.

#### **FISCAL IMPACT:**

The Court of Claims is currently a function of the Ingham County Circuit Court. Statute authorizes the state to reimburse Ingham County for costs incurred in carrying out the duties and responsibilities associated with the Court of Claims. Under the bill, while responsibility for the Court of Claims would shift from the Ingham County Circuit Court to the Court of Appeals, the state would continue to be responsible for the costs.

The Ingham County Circuit Court is reimbursed by the state based on the percentage of caseload that the Court of Claims represents relative to its overall caseload. For FY 2013, the reimbursement was \$156,295 for Court of Claims (2.7% of cases) and \$293,414 for State Litigation (5.0% of cases). For FY 2012, it was \$118,950 for Court of Claims (2.0% of cases) and \$343,452 for State Litigation (5.9% of cases). Under the bill, the Ingham County Circuit Court would no longer receive reimbursement from the state for the Court of Claims cases and would have to absorb the reduction in funding. It is not known how many State Litigation cases would be filed in Ingham County. Ingham County would no longer receive reimbursement for State Litigation cases not filed in Ingham County.

In the long term, due to a lower number of caseloads as a result of removing Court of Claims cases from the dockets, the Judicial Resource Recommendation could be that Ingham County Circuit Court judgeships be reduced. If the legislature enacted such legislation, the state, not the county, would realize a savings of \$158,364 per circuit court judgeship eliminated. The state pays the salary, payroll taxes, and retirement benefits of circuit court judges. The Ingham County Circuit Court covers the costs of fringe benefits and costs of the staff. The Ingham County Circuit Court could potentially realize a savings in overhead costs if there was a reduction in the number of circuit court judges and if there was a reduction in the staff associated with those judges.

Under the bill, there would be an indeterminate amount of transition costs that would occur.

Legislative Analyst: E. Best  
Chris Couch  
Fiscal Analyst: Robin Risko

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■ This analysis was prepared by nonpartisan House staff for use by House members in their deliberations, and does not constitute an official statement of legislative intent.

MEMORANDUM

**TO: LAW & COURTS COMMITTEE, FINANCE COMMITTEE**

**FROM: HARRY MOXLEY, ASS'T FOC/OPERATIONS**

**RE: REQUEST TO CONTRACT WITH GRAPHIC SCIENCE TO  
COMPLETE SCANNING OF FOC HARD COPY FILES  
OPENED 1967-1989**

**DATE: NOVEMBER 4, 2013**

**CC: SHAUNA DUNNINGS, COURT ADMINISTRATOR/ACTING FOC**

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The backscanning of FOC hard copy in active files opened between 1990-2010 has been completed, and we believe that it has been a great success both in terms of purging old files of duplicate/redundant hard copy, and in allowing for quick, simultaneous retrieval of files by staff without time consuming searches for hard copy in employee offices, or sending last minute "lost file alert" emails for hearings, joint meetings, or other client inquiries.

Remaining on the shelves are approximately 1,300 hard copy FOC files opened between 1967 and 1989. As these are all out-of-compliance "arrears only" cases, a high proportion are subject to enforcement action. In 2012, 224 of these cases (17%) received an Order to Show Cause, and 124 (almost 10%) were issued a new Bench Warrant. Given that the average FOC hourly wage is \$38 (including fringes), and that each of the above 348 actions would take at least one hour of manual handling (the result of pulling the file from the shelf and creating an out card by clerical staff, sorting through hard copy documents by FOC Attorneys, Investigative and/or Enforcement staff, and Order entry and replacing the file on the shelf by clerical staff), we estimate 348 hours of lost productivity annually, or \$13,224 in salary and fringe benefits (348 hours x \$38/hour = \$13,224).

\$30,000 has been approved in the 2014 FOC budget for backscanning these remaining hard copy files. From this amount, we would propose \$19,220 be committed to the auxiliary Statement of Work we have received from Graphic Science (attached), and \$10,780 be budgeted for the employment of several retired FOC employees in a temporary capacity to "prep" files for backscanning, and who have been utilized by FOC for prior backscanning efforts. As approval has already been received from the Michigan Office of Child Support for reimbursement of these items under CRP, the net general fund cost of this project would be \$10,200 (\$30,000 x 34%). We have also received confirmation that FOC is once again able to contract with Graphic Science outside the RFP process, as they continue to be the State of Michigan contractor for scanning hard copy through 11/30/17.

We will be in attendance at the November 13, 2013 Law & Courts Committee meeting and the November 20, 2013 Finance Committee meeting to answer any questions regarding this request.

**Statement of Work**  
for  
**Conversion Services**  
**Ingham County Friend of the Court**  
**Active Court Files for 1967-1989**  
**November 8, 2013**  
LG Ingham FOC 3  
Version 1.0

Conversion services can begin following the signing of this document by all involved parties in compliance with the procedures outlined in this statement of work.

SIGNATURES:

AGENCY: Ingham County Friend of the Court  
303 W. Kalamazoo  
Lansing, Mi.48933  
Harry Moxley

Graphic Sciences, Inc.  
1551 E. Lincoln Ave  
Madison Hgts, Mi 48071  
Greg Colton

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Technology, Management and Budget  
Records Management Services  
Lindsay Moyer, Contract Administrator

By: \_\_\_\_\_

Title: Contract Administrator\_\_\_\_\_

Date: \_\_\_\_\_

## **STATEMENT OF WORK**

### **I. General**

#### **A. Purpose**

The purpose of this statement of work is to establish the parameters of the work to be performed and the responsibilities of the parties involved in this conversion. The parties involved in this conversion are the Ingham County Friend of the Court (AGENCY) and Graphic Sciences, Inc. (GSI) as the services provider. This Statement of Work is not to be interpreted as a commitment to perform any set or fixed amount of work. Should the (AGENCY) elect to proceed with this work, this Statement of Work will be used to direct the efforts of the (AGENCY) and of the service provider (GSI). Commitment to service is established by the submission of a Source Document Job Order form with the documents to be scanned.

#### **B. Scope/objective**

The objective of this work effort is to prepare, scan and index the files for the years between 1967 and 1989 of the Ingham County Friend of the Court. Upon completion of the preparation, scanning and indexing of the records, the results will be loaded into the Ingham County document imaging system, On-Base. The AGENCY will perform a pre scanning purge of the unwanted or unnecessary documents within each file. This activity will reduce the total number of current pages by approximately 30%. There are a total of approximately 1500 individual files involved in this work effort and it is estimated that there will be approximately 288,000 individual images in the collection. The work performed in this Statement of Work will be governed by the terms and conditions of State of Michigan contract number 071B3200035.

#### **C. Contact Information**

- 1) The AGENCY has elected Harry Moxley at 517-483-6190 as Project Manager and point of contact for this project.
- 2) Graphic Sciences, Inc. has elected Greg Colton @ 1-800-397-6620 as Project Manager and point of contact.

#### **D. Pickup Schedule**

- 1) Following AGENCY approval and acceptance of this agreement, production conversion will begin on the agreed upon start date.
- 2) The AGENCY will pack any material that requires scanning into shipping boxes and will contact Graphic Sciences when ready for pickup.
- 3) Graphic Sciences, Inc. will pick up documents from 303 W. Kalamazoo Ave, Lansing, Mi. on a scheduled basis to be agreed upon.
- 4) Each pickup will be assigned a production work order number. A copy of the work order will be left with the agency at the time of material pickup.

### **II. Scan Test Sample (to be completed prior to the completion of this statement)**

The purpose of the scan test is to establish the scanner settings necessary to obtain the optimum image in a collection of documents.

#### **A. Selection of Test Documents**

- 1) The AGENCY shall be responsible for selecting a diverse sampling of documents from the collection of records to be scanned.
- 2) The selection of documents shall be no more than 1000 documents or 1% of the entire collection (which ever is less) unless it is determined and agreed upon by both parties that a larger sample is necessary.
- 3) Graphic Sciences shall assist the AGENCY in the selection of sample documents if requested.

#### **B. Performance of Test**

- 1) Graphic Sciences shall perform and deliver free of charge as many test samples as reasonably necessary to obtain the optimum scan settings. Unnecessary scan tests requested by the agency may be subject to charge as determined by the State of Michigan, Department of Technology, Management and Budget Contract Manager.

- 2) Graphic Sciences shall re-test the collection if new or different scanners are used in mid-production. The re-test shall be compared to the original test. If the quality of the re-test cannot meet or exceed the quality of the original test, Graphic Sciences shall stop all production and notify the AGENCY and Contract Administrator for further instruction.

### **C. Review and Documentation of Test**

- 1) The AGENCY shall review and approve a test scan prior to the production scanning of any documents. The approval of a test scan is documented by the signing of this Statement of Work.
- 2) The AGENCY shall be responsible for, maintaining the documents used in the test sample as well as any documentation (including test images) created in the testing process as evidence of this conversion unless prohibited by law or its Records Retention and Disposal Schedule. Test sample and documentation shall be retained for the life cycle of the records for which they refer unless otherwise documented on a Records Retention and Disposal Schedule.

## **III. Document Preparation**

### **A. Non Scanner Ready Documents**

- 1) Graphic Sciences will perform any required document preparation functions necessary to make the documents ready for scanning and indexing. This will include but may not be limited to; the removal of all staples or other fastening devices or photocopying of documents necessary to create the best possible image
- 2) Graphic Sciences will maintain the documents in the order received from the AGENCY.
- 3) Documents containing Post-it notes or other attachments covering parts of a page shall be copied as is. The Post-it note or attachment shall then be removed and discarded. The copy containing the Post-it note information shall be placed in front of the original for imaging.
- 4) The AGENCY will provide an electronic listing of the files to be scanned.
- 5) GSI will print a bar code containing the case number for each record provided by the AGENCY. GSI will deliver the printed bar codes to the AGENCY. The AGENCY will insert the correct bar code page as the first page of the file. The information contained in the bar code will be machine read and used as the index identification. The AGENCY will also insert the correct document type bar code as the first page of the appropriate document type.
- 6) The AGENCY will purge unwanted or unnecessary pages from each case file. Only those documents that require scanning will be sent to GSI for scanning.

## **IV. Document Scanning**

- A.** All documents will be scanned on a Bell and Howell 80100 document scanner. Graphic Sciences will scan all surfaces of the documents that contain any information. Blank pages will be electronically identified as having less than 2%\_pixel ratio.
- B.** All documents will be scanned in black & white at a resolution of 200 DPI.
- C.** Images will be single page images stored in a TIFF group 4 image file format.
- D.** Graphic Sciences will select a single scanner setting that optimizes the appearance of the digital images. All documents will be captured using that optimum scanner setting.

## **V. Document Re-assembly- None Required**

## **VI. Product Finishing**

### **A. Indexing**

See Attachment B.

### **B. Product Media**

- 1) Final image product will be delivered on DVD-R's contained in plastic jewel cases

### **C. Labeling**

- 1) Graphic Sciences will create CD labels according to AGENCY provided information.

## FACE LABEL

Ingham County Friend of the Court

Active case Files

File Number – File Number

### VII. Quality Control

- A. Following the document scanning process, Graphic Sciences will randomly examine 10% of the images from each batch to ensure that the legibility and reproducibility of images are in compliance with the approved test sample. Any poor quality images detected will be re-scanned and replaced. If 2 % of the QC test contains poor images, the entire batch will be re-analyzed and re-scanned.
- B. Graphic Sciences shall follow all quality control measures agreed upon by the Department of Management and Budget, Records Management Division as well as any applicable AIIM/ANSI standards.

### VIII. Product Delivery

- A. Graphic Sciences will deliver all final products to Harry Moxley or someone designated by the Friend of the Court at 303 W. Kalamazoo Ave, Lansing, Mi.
- B. A production schedule will be established that will include the frequency of the material pick up and the turnaround time for that material.

### IX. Product Acceptance

- A. Upon receipt of the images, the AGENCY will have 30 days to review and inspect the delivered images to determine any quality issues.
- B. The delivered product will be deemed acceptable, unless AGENCY otherwise notifies Graphic Sciences within this 30 day time period.
- C. Graphic Sciences will correct problems identified as the vendors responsibility within a schedule agreeable to both parties.
- D. If quality issues are found, the 30-day holding period will restart after the issues are resolved and the work is delivered back to the AGENCY.
- E. After a one year holding period and unless otherwise instructed, all scanned documents will be delivered to the Record Center to be destroyed.

## **F. Pricing Schedule**

- A.** Project costs will be invoiced monthly to the Department of Management and Budget.
- B.** All invoicing will be generated utilizing the State of Michigan pricing schedule contract.
- C.** Invoices will reflect the number of units billed in accordance with the requirements of the Department of Management and Budget pricing structure.
- D.** The AGENCY will incur the cost of scanning bar codes used for identification or indexing purposes. These bar codes will be removed from the image collection prior to the actual delivery. The AGENCY will not be charged for scanning images that have been removed from the collection which were identified as having less than the threshold specified in the test results section of this Statement of Work.

## **X. Acceptance of Statement of Work**

With the signing of this document which represents that the AGENCY accepts Graphic Sciences, Inc's procedures and pricing, Graphic Sciences, Inc will begin the conversion services that have been outlined within this Statement of Work.

## **XI. Amendments**

Either party can initiate a review of this Statement of Work and can request revisions to it. The AGENCY, the DMB Contract Administrator and Graphic Sciences must agree to any changes in writing. Any revision made to the Statement of Work will be tracked. If an amendment is found necessary, production will continue unless there is a critical change needed. In this instance, all necessary steps will be taken by all parties to ensure there is minimal interruption in workflow.

## State of Michigan

### Quality Control Levels of Inspection

#### Inspection

**GRAPHIC SCIENCES, INC. will perform the following inspection procedures:**

**Open and View the first middle and last image of each batch or box of material.**

In addition to viewing the first middle and last page no less than 10% of all of the images, randomly selected will be opened and viewed to ensure that the capture of the image is compliant with the initial test results.

Inspect images for clarity, reproducibility, proper sequence and correct image orientation and proper and accurate indexing.

If failure is due to improper prepping, scanning or indexing by GRAPHIC SCIENCES, INC. such as if the files are out of alphabetical, numerical or chronological order, the scanner settings are incorrect or the images are incorrect, the project will be redone at GRAPHIC SCIENCES, INC.'s expense.

If images are determined to be non-compliant with the established test results the work will be redone at Graphic Sciences, Inc's expense.

**Defects detected with this inspection process**

- Improper Image Contrast
- Incorrect scanner settings
- Incorrect resolution
- Incorrect or inaccurate indexing
- Image file format
- Incorrect naming convention
- Textual loss
- Image skewing
- Information distortion caused by folds or creases in the documents
- Image Polarity
- Image Orientation
- Image Overlap caused by multiple document feed.
- Failure to maintain correct document sequencing.



## **Attachment "A"**

### **Production Test results**

No additional testing for this collection has been performed nor is it necessary. The work performed for this Statement of Work is identical in nature to the work previously performed for the Ingham County Friend of the Court files for the years between 2000 and 2010.

**Attachment B**  
**Indexing Requirements**

| <b>Field Name</b>  | <b>Data Type</b> | <b>Example</b> |
|--------------------|------------------|----------------|
| Case/Docket Number | Character        | 030017390A     |
| Name               | Character        | Smith, Robert  |
| Document Type      | Character        | As required    |

Each file will be indexed using a bar code. The collection of bar codes will be printed using the file list provided by the (AGENCY). This process will eliminate the need to manually index each case file.

| DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET - RECORDS MANAGEMENT SERVICES |                 |                           |                           |                     |
|---|-----------------|---------------------------|---------------------------|---------------------|
| PRICE LIST OF IMAGING/MICROFILM SERVICES EFFECTIVE DECEMBER 2012              |                 |                           |                           |                     |
| DESCRIPTION   | DOCUMENT SIZE   | PRICE PER UNIT            | # OF UNITS                | CHARGE              |
| <b>200 DPI PAPER SCANNING - BLACK AND WHITE IMAGE</b>                         |                 |                           |                           |                     |
| PAPER DOCUMENTS   | UP TO 5.5 X 8.5 | \$ 0.0459 PER IMAGE       |                           | \$ -                |
| PAPER DOCUMENTS   | UP TO 8.5 X 14  | \$ 0.0661 PER IMAGE       | 288,000                   | \$ 19,036.80        |
| ENGINEERING DRAWINGS  | ANY             | \$ 0.7080 PER IMAGE       |                           | \$ -                |
| E-LOGS  | ANY             | \$ 0.0826 PER LINEAR F.I. |                           | \$ -                |
| 600 DPI SCANNING  | UP TO 5.5 X 8.5 | \$ 0.0468 PER IMAGE       |                           | \$ -                |
| 600 DPI SCANNING  | UP TO 8.5 X 14  | \$ 0.0674 PER IMAGE       |                           | \$ -                |
| <b>200 DPI SCANNING - FLATBED</b>   |                 |                           |                           |                     |
| B&W, GREY SCALE OR COLOR IMAGE  | UP TO 11 X 14   | \$ 0.4295 PER IMAGE       |                           | \$ -                |
| <b>200 DPI MICROFILM SCANNING - BLACK AND WHITE IMAGE</b>                     |                 |                           |                           |                     |
| 16MM ROLL   |                 | \$ 0.0533 PER IMAGE       |                           | \$ -                |
| 35MM ROLL   |                 | \$ 0.0817 PER IMAGE       |                           | \$ -                |
| 35MM APERTURE CARDS   |                 | \$ 0.9086 PER IMAGE       |                           | \$ -                |
| 16MM 5-CHANNEL JACKET or non uniform fiche                                    |                 | \$ 0.1086 PER IMAGE       |                           | \$ -                |
| 105MM MICROFICHE highspeed scan - uniform layout                              |                 | \$ 0.0602 PER IMAGE       |                           | \$ -                |
| <b>DELIVERY MEDIA</b>   |                 |                           |                           |                     |
| CD-R / DVD  |                 | \$ 12.21 PER CD/DVD       | 15                        | \$ 183.15           |
| <b>DATA TRANSMISSION</b>  |                 |                           |                           |                     |
| VPN, I-T ETC.   |                 | N/C PER MEG               |                           |                     |
| <b>MICROFILM FROM DIGITAL IMAGE (TIFF)</b>                                    |                 |                           |                           |                     |
| SILVER 16MM ROLL  |                 | \$ 0.0413 PER IMAGE       |                           | \$ -                |
| <b>SOURCE DOCUMENT FILMING</b>  |                 |                           |                           |                     |
| ROTARY CAMERA   | ALL             | \$ 0.0460 PER IMAGE       |                           | \$ -                |
| 16MM PLANETARY  | ALL             | \$ 0.1050 PER IMAGE       |                           | \$ -                |
| 35MM PLANETARY (ENGINEERING)  | ALL             | \$ 0.4130 PER IMAGE       |                           | \$ -                |
| T05 STEP & REPEAT FICHE   | ALL             | \$ 0.1416 PER IMAGE       |                           | \$ -                |
| <b>DUPLICATION</b>  |                 |                           |                           |                     |
|   | FILM THICKNESS  | TYPE                      | PRICE PER UNIT            | # OF UNITS          |
| 100 FT 16MM ROLL FILM   | 5 MIL.          | DIAZO                     | \$ 7.93 PER ROLL          | \$ -                |
| 215 FT 16MM ROLL FILM   | 2.5 MIL.        | DIAZO                     | \$ 10.24 PER ROLL         | \$ -                |
| 100 FT 35MM ROLL FILM   | 5 MIL.          | DIAZO                     | \$ 10.24 PER ROLL         | \$ -                |
| 100 FT 16MM ROLL FILM   | 5 MIL.          | SILVER                    | \$ 16.95 PER ROLL         | \$ -                |
| 215 FT 16MM ROLL FILM   | 2.5 MIL.        | SILVER                    | \$ 31.03 PER ROLL         | \$ -                |
| 100 FT 35MM ROLL FILM   | 5 MIL.          | SILVER                    | \$ 33.98 PER ROLL         | \$ -                |
| 105MM CUT FICHE OR JACKETS  | 5 MIL.          | DIAZO                     | \$ 0.40 PER FICHE         | \$ -                |
| <b>FILM PROCESSING (EXCLUDES CAMERA WORK)</b>                                 |                 |                           |                           |                     |
|   |                 | TYPE                      | PRICE PER UNIT            | # OF UNITS          |
| 100 FT 16MM   | 5 MIL.          | SILVER                    | \$ 7.93 PER ROLL          | \$ -                |
| 215 FT 16MM   | 2.5 MIL.        | SILVER                    | \$ 11.62 PER ROLL         | \$ -                |
| <b>LOADING - CARTRIDGES - APERTURE CARDS - JACKETS</b>                        |                 |                           |                           |                     |
|   |                 |                           | PRICE PER UNIT            | # OF UNITS          |
| CARTRIDGE LOADED & LABELED  |                 |                           | \$ 3.60 PER CARTRIDGE     | \$ -                |
| TYPE "A" ANSI CLIP LOADED & LABELED   |                 |                           | \$ 1.71 PER CLIP          | \$ -                |
| 16 MM 5 CHANNEL JACKET  |                 |                           | \$ 0.82 PER JACKET        | \$ -                |
| 35MM APERTURE CARD  |                 |                           | \$ 0.28 PER CARD          | \$ -                |
| <b>MISCELLANEOUS SERVICES</b>   |                 |                           |                           |                     |
|   |                 | TYPE                      | PRICE PER UNIT            | # OF UNITS          |
| DOCUMENT PREPARATION  |                 |                           | \$ 20.41 PER HOUR         | \$ -                |
| DATA ENTRY FOR INDEXING (heads down)  |                 |                           | \$ 0.0085 PER CHARACTER   | \$ -                |
| DATA ENTRY FOR INDEXING (by the hour)   |                 |                           | \$ 20.41 PER HOUR         | \$ -                |
| ADDITIONAL QC7 SPECIALIZED IMAGE FINISHING                                    |                 |                           | \$ 30.98 PER HOUR         | \$ -                |
| COMPUTER RUN TIME   |                 |                           | \$ 14.10 PER HOUR         | \$ -                |
| FULL TEXT OPTICAL CHARACTER RECOGNITION                                       |                 |                           | \$ 14.10 PER HOUR         | \$ -                |
| CD/DVD SELF CONTAINED RETRIEVAL SOFTWARE                                      |                 |                           | \$ 55.46 PER LICENSE      | \$ -                |
| CUSTOM PROGRAMMING  |                 |                           | \$ 147.50 PER HOUR        | \$ -                |
| BOX STORAGE   |                 |                           | \$ 0.2950 PER CU FT/MONTH | \$ -                |
| COMMERCIAL SHIPPING (UPS, FEDEX, AIRBORN, ETC.)                               |                 |                           | \$ - @ CURRENT RATE       | \$ -                |
| PAPER PRINTS FROM 35MM ROLL OR APERTURE CARD                                  |                 |                           | \$ 0.7080 PER PRINT       | \$ -                |
| PAPER PRINTS FROM JACKETS, FICHE, 16MM ROLL                                   |                 |                           | \$ 0.1682 PER PRINT       | \$ -                |
| PAPER PRINTS FROM DIGITAL IMAGES  |                 |                           | \$ 0.0767 PER PRINT       | \$ -                |
| MICROFICHE ENVELOPES  |                 |                           | \$ 0.0826 EACH            | \$ -                |
|   |                 |                           | <b>Total:</b>             | <b>\$ 19,219.95</b> |

**ATTACHMENT "C"**

For billing purposes the AGENCY will provide the following information the State of Michigan, Department of Technology, Management and Budget, Records Management Division. This information will be used to issue invoices for the work performed.

Name of Municipal Government \_\_\_\_\_

Department \_\_\_\_\_

Division \_\_\_\_\_

Billing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name for billing purposes \_\_\_\_\_

Purchase order number (if necessary) \_\_\_\_\_

Please provide any other information that may be necessary in order to facilitate the billing process.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH GRAPHIC SCIENCES  
AND TO HIRE TEMPORARY EMPLOYEES TO COMPLETE IMAGING FRIEND OF THE COURT  
CASE FILES**

WHEREAS, the scanning of prior year Ingham County Friend of the Court case files opened since January 1, 1990, through May 31, 2010, has been completed; and

WHEREAS, this conversion of hard copy files to digital images has been a great success both in terms of purging old files of duplicate or redundant hard copy, and in allowing for the quick, simultaneous retrieval of files by staff without time consuming searches for hard copy; and

WHEREAS, \$30,000 has been approved in the Ingham County Friend of the Court 215 Fund to pay for the imaging of Friend of the Court case files opened prior to January 1, 1990; and

WHEREAS, because they are a current State of Michigan contractor, the Purchasing Director has confirmed that Graphic Sciences is exempt from the county's purchasing policy requiring competitive bidding; and

WHEREAS, upon review and approval by the Michigan Office of Child Support, the expenditure of \$30,000 to pay for the imaging of Friend of the Court files has been determined to be eligible for 66% direct reimbursement through the Cooperative Reimbursement Program (CRP).

THEREFORE BE IT RESOLVED, that the Ingham County Friend of the Court is hereby authorized to enter into a contract with Graphic Sciences in the amount of \$19,220, for the scanning of Friend of the Court case files opened prior to January 1, 1990.

BE IT FURTHER RESOLVED, that the Ingham County Friend of the Court is hereby authorized to spend \$10,780 to hire temporary employees to assist in the preparation of Friend of the Court case files prior to their being scanned by Graphic Sciences.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

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

| October 1, 2006 - December 31, 2006  | January 1, 2013 - March 31, 2013   | April 1, 2013 - June 30, 2013   | July 1, 2013 - September 30, 2013  |
|--|--|---|--|
| <b>INTAKE DIVISION</b>   |  |   |  |
| <b>PETITIONS RECEIVED DURING THIS PERIOD:</b> 357<br>78 INFORMAL DELINQUENCY<br>124 FORMAL DELINQUENCY<br>155 NEGLECT<br>122 Authorized<br>33 Not Authorized / Transferred   | <b>PETITIONS RECEIVED DURING THIS PERIOD:</b> 401<br>136 INFORMAL DELINQUENCY<br>136 FORMAL DELINQUENCY<br>155 NEGLECT<br>131 Authorized<br>34 Not Authorized / Transferred  | <b>PETITIONS RECEIVED DURING THIS PERIOD:</b> 465<br>156 INFORMAL DELINQUENCY<br>124 FORMAL DELINQUENCY<br>185 NEGLECT<br>138 Authorized<br>39 Not Authorized / Transferred   | <b>PETITIONS RECEIVED DURING THIS PERIOD:</b> 306<br>112 INFORMAL DELINQUENCY<br>45 FORMAL DELINQUENCY<br>149 NEGLECT<br>116 Authorized<br>25 Not Authorized / Transferred   |
| <b>PETITIONS DISPOSED DURING THIS PERIOD:</b>  |  |   |  |
| <b>1). INFORMAL:</b> 239<br>6 Consent Calendar<br>2 Inactive<br>19 Transferred<br>23 Diverted<br>43 Total<br><b>Services Provided:</b><br>21 Community Service<br>0 Cost<br>10 Counseling / Anger Management<br>3 Letters of Apology<br>4 MSU Diversion<br>3 Restitution<br>1 School Progress<br>1 Substance Abuse<br>32 Other<br>76 Total   | <b>1). INFORMAL:</b> 258<br>6 Consent Calendar<br>1 Inactive<br>14 Transferred<br>31 Diverted<br>46 Total<br><b>Services Provided:</b><br>4 Community Service<br>0 Cost<br>1 Counseling / Anger Management<br>1 Letters of Apology<br>63 MSU Adulthood Project<br>1 Restitution<br>7 School Progress<br>1 Substance Abuse<br>0 Transferred<br>83 Total   | <b>1). INFORMAL:</b> 313<br>1 Consent Calendar<br>6 Inactive<br>8 Transferred<br>9 Designation Granted<br>40 Dismissed<br>42 Total<br><b>Services Provided:</b><br>0 Community Service<br>0 Cost<br>3 Counseling / Anger Management<br>2 Letters of Apology<br>65 MSU Adulthood Project<br>0 Restitution<br>27 School Progress<br>0 Jury Verdict<br>15 Substance Abuse<br>10 Other<br>0 Transferred<br>100 Total  | <b>1). INFORMAL:</b> 288<br>1 Consent Calendar<br>6 Inactive<br>9 Transferred<br>0 Designation Granted<br>49 Total<br><b>Services Provided:</b><br>12 Community Service<br>0 Cost<br>0 Traditional Waiver<br>1 Counseling / Anger Management<br>100 Total<br><b>2). FORMAL:</b> 100<br>65 Admission / No Contest<br>1 Bench Verdict<br>0 Designation Granted<br>42 Dismissed<br>6 Jury Verdict<br>0 Prosecutor Waiver<br>0 Nolle Prosequi<br>0 Cost<br>0 Traditional Waiver<br>0 Total<br><b>3). NEGLECT:</b> 69<br>49 Admission / No Contest<br>36 Bench Verdict<br>18 Dismissed / Withdrawn<br>0 Jury Verdict<br>30 Not Authorized<br>6 Transferred<br>132 Total   |
| <b>NEGLECT DIVISION</b>  |  |   |  |
| <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 194<br><b>1). PROGRAMS (JUVENILE STATS)</b><br>A). Intensive Neglect Services: 26 Emergency Removal, 113 Remain Active, 11 Successful Dismissal, 2 Other, 146 Total<br>B). Family Support Services: 36 Remain Active, 7 Successful Dismissal, 2 Other, 45 Total  | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 215<br><b>1). PROGRAMS</b><br>A). Intensive Neglect Services: 9 Emergency Removal, 77 Remain Active, 41 Successful Dismissal, 4 Other, 131 Total<br>B). Family Support Services: 8 Remain Active, 1 Successful Dismissal, 4 Other, 61 Total  | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 211<br><b>1). PROGRAMS</b><br>A). Intensive Neglect Services: 16 Emergency Removal, 54 Remain Active, 21 Successful Dismissal, 2 Other, 93 Total<br>C). First Step Program: 6 Remain Active, 15 Successful Dismissal, 1 Other, 22 Total   | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 206<br><b>1). PROGRAMS</b><br>A). Intensive Neglect Services: 9 Emergency Removal, 72 Remain Active, 2 Successful Dismissal, 2 Other, 105 Total<br>C). First Step Program: 6 Remain Active, 1 Successful Dismissal, 1 Other, 7 Total   |
| <b>DEMOGRAPHICS</b>  |  |   |  |
| <b>A). Gender:</b> 86 Females, 108 Males<br><b>B). Race:</b> 6 Asian / Oriental, 27 Bi-Racial, 79 Black, 5 Hispanic, 9 Native American, 83 White<br><b>C). Age:</b> 12-11 Months: 4, 9-9 Years: 4, 10-10 Years: 4, 11-11 Months: 4, 12-12 Years: 4, 13-13 Years: 4, 14-14 Years: 4, 15-15 Years: 4, 16-16 Years: 4, 17-17 Years: 4, 18-18 Years: 4   | <b>A). Gender:</b> 101 Females, 114 Males<br><b>B). Race:</b> 1 Asian / Oriental, 34 Bi-Racial, 100 Black, 21 Hispanic, 9 Native American, 71 White, 6 Other<br><b>C). Age:</b> 1-11 Months: 6, 9-9 Years: 6, 10-10 Years: 6, 11-11 Months: 6, 12-12 Years: 6, 13-13 Years: 6, 14-14 Years: 6, 15-15 Years: 6, 16-16 Years: 6, 17-17 Years: 6, 18-18 Years: 6  | <b>A). Gender:</b> 100 Females, 116 Males<br><b>B). Race:</b> 2 Asian / Oriental, 15 Bi-Racial, 100 Black, 26 Hispanic, 9 Native American, 67 White, 6 Other<br><b>C). Age:</b> 1-11 Months: 6, 9-9 Years: 6, 10-10 Years: 6, 11-11 Months: 6, 12-12 Years: 6, 13-13 Years: 6, 14-14 Years: 6, 15-15 Years: 6, 16-16 Years: 6, 17-17 Years: 6, 18-18 Years: 6   | <b>A). Gender:</b> 102 Females, 104 Males<br><b>B). Race:</b> 2 Asian / Oriental, 36 Bi-Racial, 82 Black, 21 Hispanic, 9 Native American, 71 White, 8 Other<br><b>C). Age:</b> 1-11 Months: 5, 9-9 Years: 5, 10-10 Years: 5, 11-11 Months: 5, 12-12 Years: 5, 13-13 Years: 5, 14-14 Years: 5, 15-15 Years: 5, 16-16 Years: 5, 17-17 Years: 5, 18-18 Years: 5   |
| <b>PROGRAMS (ADULT STATS &amp; INCLUDES DHS CASES)</b>   |  |   |  |
| <b>A). Drug Court Services:</b> 8 Remain Active, 3 Successful Dismissal, 0 Unsuccessful Termination, 11 Total<br><b>DEMOGRAPHICS:</b><br>A). Gender: 8 Male, 3 Female<br>B). Race: 8 Black, 2 Hispanic, 1 Native American, 0 Other<br>C). Age: 18-18 Years: 8, 19-19 Years: 3, 20-20 Years: 0  | <b>A). Drug Court Services:</b> 12 Remain Active, 1 Successful Dismissal, 1 Unsuccessful Termination, 14 Total<br><b>DEMOGRAPHICS:</b><br>A). Gender: 12 Male, 2 Female<br>B). Race: 12 Black, 2 Hispanic, 1 Native American, 0 Other<br>C). Age: 18-18 Years: 12, 19-19 Years: 2, 20-20 Years: 0  | <b>A). Drug Court Services:</b> 12 Remain Active, 1 Successful Dismissal, 1 Unsuccessful Termination, 14 Total<br><b>DEMOGRAPHICS:</b><br>A). Gender: 12 Male, 2 Female<br>B). Race: 12 Black, 2 Hispanic, 1 Native American, 0 Other<br>C). Age: 18-18 Years: 12, 19-19 Years: 2, 20-20 Years: 0   | <b>A). Drug Court Services:</b> 12 Remain Active, 1 Successful Dismissal, 1 Unsuccessful Termination, 14 Total<br><b>DEMOGRAPHICS:</b><br>A). Gender: 12 Male, 2 Female<br>B). Race: 12 Black, 2 Hispanic, 1 Native American, 0 Other<br>C). Age: 18-18 Years: 12, 19-19 Years: 2, 20-20 Years: 0  |
| <b>DELINQUENCY DIVISION</b>  |  |   |  |
| <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b><br><b>1). COURT ORDERED PROGRAMS</b><br>36 Aftercare, 42 Crossroads, 56 In-Home Detention, 92 Intensive Probation Services, 23 Sex Offender Program, 209 Standard Probation, 152 Truancy Court, 650 Total<br><b>2). RESIDENTIAL PLACEMENT</b><br>A). In-State: 6 Clarinda Transitional Living Center, 2 Florence Children Services, 1 Havenway Hospital RTC, 6 Highlands, 4 Maurice Spears, 7 Peckham Footprints Group Home, 15 Shawnee Detention Center, 3 St. Vincent's Home, 1 Turning Point Youth Center, 5 Wedgewood Christian Services, 52 Total<br>B). Out-of-State: 5 Clarinda Academy, 2 Girls and Boys Town, 10 Glen Mills Schools, 6 Kings Mountain Academy, 13 Normative Services & Diagnostic, 6 Normative Services, Inc., 7 Woodward Academy, 49 Total | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b><br><b>1). COURT ORDERED PROGRAMS</b><br>24 Aftercare, 10 Community Placement Program, 56 In-Home Detention, 46 Intensive Probation Services, 27 Sex Offender Program, 157 Standard Probation, 120 Truancy Court, 697 Total<br><b>2). RESIDENTIAL PLACEMENT</b><br>A). In-State: 20 Angel House, 21 Bethany Christian Services, 1 Clarinda Transitional Living Center, 2 D. A. Budget, 21 Sex Offender Program, 160 Standard Probation, 98 Eagle Village, Inc., 107 Highlands Stabilization Program, 0 Holy Cross Children's Services, 0 Lakeside Academy, 4 Maurice Spears, 5 New Hope Youth & Family Services, 1 Ottawa County Youth Facility, 2 Pine Rest Christian Mental Health, 2 Spectrum Juvenile Justice Services, 1 St. Vincent's Home, 1 Star Commonwealth, 0 The Manor Foundation, 3 Turning Point Youth Center, 0 Wedgewood Christian Services, 38 Total<br>B). Out-of-State: 0 Abraxas Academy, 16 Boys Town, 0 Clarinda Academy, 0 Glen Mills Schools, 0 KidPeace Mesabi Academy, 0 Midwest Center for Youth & Families, 0 Kings Mountain Academy, 0 Mountain Home, 1 Normative Services, Inc., 0 Rise of Passage, 1 Woodward Academy, 28 Total<br>C). Local Group Homes: 0 Clarinda Transitional Living Center, 7 Peckham Footprints Group Home, 13 Total | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b><br><b>1). COURT ORDERED PROGRAMS</b><br>23 Aftercare, 0 Community Placement Program, 56 In-Home Detention, 41 Intensive Probation Services, 0 Eagle Village, Inc., 0 Havenway Hospital RTC, 160 Standard Probation, 98 Eagle Village, Inc., 107 Highlands Stabilization Program, 0 Holy Cross Children's Services, 0 Lakeside Academy, 4 Maurice Spears, 1 New Hope Youth & Family Services, 1 Ottawa County Youth Facility, 2 Pine Rest Christian Mental Health, 2 Spectrum Juvenile Justice Services, 0 St. Vincent's Home, 2 Star Commonwealth, 1 Turning Point Youth Center, 0 Wedgewood Christian Services, 23 Total<br><b>2). RESIDENTIAL PLACEMENT</b><br>A). In-State: 0 Angel House, 21 Bethany Christian Services, 1 Eaton County Youth Facility, 0 Eagle Village, Inc., 0 Havenway Hospital RTC, 157 Standard Probation, 45 Truancy Court, 0 Highlands Stabilization Program, 0 Holy Cross Children's Services, 4 Lakeside Academy, 4 Maurice Spears, 1 New Hope Youth & Family Services, 0 Ottawa County Youth Facility, 2 Pine Rest Christian Mental Health, 2 Spectrum Juvenile Justice Services, 0 St. Vincent's Home, 2 Star Commonwealth, 1 Turning Point Youth Center, 0 Wedgewood Christian Services, 23 Total<br>B). Out-of-State: 0 Abraxas Academy, 16 Boys Town, 0 Clarinda Academy, 0 Glen Mills Schools, 0 KidPeace Mesabi Academy, 0 Midwest Center for Youth & Families, 0 Kings Mountain Academy, 0 Mountain Home, 1 Normative Services, Inc., 0 Rise of Passage, 1 Woodward Academy, 28 Total<br>C). Local Group Homes: 0 Clarinda Transitional Living Center, 7 Peckham Footprints Group Home, 13 Total | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b><br><b>1). COURT ORDERED PROGRAMS</b><br>35 Aftercare, 10 Community Placement Program, 56 In-Home Detention, 37 Intensive Probation Services, 23 Sex Offender Program, 0 Eagle Village, Inc., 0 Havenway Hospital RTC, 153 Standard Probation, 45 Truancy Court, 623 Total<br><b>2). RESIDENTIAL PLACEMENT</b><br>A). In-State: 6 Clarinda Academy, 2 Bethany Christian Services, 0 Eaton County Youth Facility, 0 Eagle Village, Inc., 0 Havenway Hospital RTC, 2 Highlands Phoenix Program, 0 Highlands Stabilization Program, 0 Holy Cross Children's Services, 4 Lakeside Academy, 4 Maurice Spears, 1 New Hope Youth & Family Services, 0 Ottawa County Youth Facility, 2 Pine Rest Christian Mental Health, 2 Spectrum Juvenile Justice Services, 0 St. Vincent's Home, 1 Star Commonwealth, 1 Turning Point Youth Center, 0 Wedgewood Christian Services, 19 Total<br>B). Out-of-State: 0 Abraxas Academy, 14 Boys Town, 0 Clarinda Academy, 4 Glen Mills Schools, 0 KidPeace Mesabi Academy, 0 Midwest Center for Youth & Families, 0 Kings Mountain Academy, 0 Mountain Home, 1 Normative Services, Inc., 0 Rise of Passage, 1 Woodward Academy, 21 Total<br>C). Local Group Homes: 2 Clarinda Transitional Living Center, 6 Peckham Footprints Group Home, 13 Total |
| <b>DEMOGRAPHICS</b><br><b>1). COURT ORDERED PROGRAMS</b><br>A). Gender: 217 Females, 433 Males<br>B). Race: 2 Asian / Oriental, 2 Bi-Racial, 316 Black, 65 Hispanic, 0 Native American, 265 White<br><b>2). RESIDENTIAL PLACEMENT</b><br>A). Gender: 38 Females, 62 Males<br>B). Race: 0 Asian / Oriental, 0 Bi-Racial, 35 Black, 14 Hispanic, 0 Native American, 32 White<br>C). Age: 7-7 Years: 0, 8-8 Years: 0, 9-9 Years: 0, 10-10 Years: 0, 11-11 Years: 0, 12-12 Years: 0, 13-13 Years: 0, 14-14 Years: 0, 15-15 Years: 0, 16-16 Years: 0, 17-17 Years: 0, 18-18 Years: 0, 19-19 Years: 0, 20-20 Years: 0  | <b>DEMOGRAPHICS</b><br><b>1). COURT ORDERED PROGRAMS</b><br>A). Gender: 115 Females, 265 Males<br>B). Race: 1 Asian / Oriental, 12 Bi-Racial, 194 Black, 65 Hispanic, 2 Native American, 124 White, 6 Other<br>C). Age: 7-7 Years: 0, 8-8 Years: 0, 9-9 Years: 0, 10-10 Years: 0, 11-11 Years: 0, 12-12 Years: 0, 13-13 Years: 0, 14-14 Years: 0, 15-15 Years: 0, 16-16 Years: 0, 17-17 Years: 0, 18-18 Years: 0, 19-19 Years: 0, 20-20 Years: 0   | <b>DEMOGRAPHICS</b><br><b>1). COURT ORDERED PROGRAMS</b><br>A). Gender: 116 Females, 226 Males<br>B). Race: 1 Asian / Oriental, 20 Bi-Racial, 176 Black, 34 Hispanic, 0 Native American, 113 White, 6 Other<br>C). Age: 7-7 Years: 0, 8-8 Years: 0, 9-9 Years: 0, 10-10 Years: 0, 11-11 Years: 0, 12-12 Years: 0, 13-13 Years: 0, 14-14 Years: 0, 15-15 Years: 0, 16-16 Years: 0, 17-17 Years: 0, 18-18 Years: 0, 19-19 Years: 0, 20-20 Years: 0  | <b>DEMOGRAPHICS</b><br><b>1). COURT ORDERED PROGRAMS</b><br>A). Gender: 75 Females, 196 Males<br>B). Race: 1 Asian / Oriental, 17 Bi-Racial, 142 Black, 28 Hispanic, 0 Native American, 83 White, 6 Other<br>C). Age: 7-7 Years: 0, 8-8 Years: 0, 9-9 Years: 0, 10-10 Years: 0, 11-11 Years: 0, 12-12 Years: 0, 13-13 Years: 0, 14-14 Years: 0, 15-15 Years: 0, 16-16 Years: 0, 17-17 Years: 0, 18-18 Years: 0, 19-19 Years: 0, 20-20 Years: 0   |
| <b>NEGLECT AND DELINQUENCY DIVISIONS</b>   |  |   |  |
| <b>LANSING ZIP CODES (Residency of Youth Served)</b><br>LANSING<br>121 48906 - North, 131 48910 - Central to Eastside, 132 48911 - South, 69 48912 - Central, 68 48915 - West, 26 48917 - Central, 6 48933 - Central   | <b>LANSING ZIP CODES (Residency of Youth Served)</b><br>LANSING<br>84 48906 - North, 131 48910 - Central to Eastside, 138 48911 - South, 69 48912 - Central, 82 48915 - West, 21 48917 - Central, 4 48933 - Central  | <b>LANSING ZIP CODES (Residency of Youth Served)</b><br>LANSING<br>85 48906 - North, 134 48910 - Central to Eastside, 113 48911 - South, 69 48912 - Central, 67 48915 - West, 16 48917 - West, 6 48933 - Central  | <b>LANSING ZIP CODES (Residency of Youth Served)</b><br>LANSING<br>46 48906 - North, 89 48910 - Central to Eastside, 132 48911 - South, 69 48912 - East, 56 48915 - Central, 23 48917 - West, 6 48933 - Central  |
| <b>INGHAM COUNTY YOUTH CENTER</b>  |  |   |  |
| <b>1). ADMISSIONS</b> Total: 184<br>11 Average Length of Stay (days), 38 # of youths exceeding 22 days   | <b>2). RELEASES</b> Total: 162<br>14 Average Length of Stay (days), 37 # of youths exceeding 28 days   | <b>1). ADMISSIONS</b> Total: 160<br>12 Average Length of Stay (days), 36 # of youths exceeding 24 days  | <b>1). ADMISSIONS</b> Total: 165<br>12 Average Length of Stay (days), 32 # of youths exceeding 24 days   |
| <b>OTHER DETENTION</b>   |  |   |  |
| <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 20<br>17 Eaton County Youth Facility, 3 Ottawa County Youth Facility<br><b>DEMOGRAPHICS</b><br>A). Gender: 3 Females, 17 Males<br>B). Race: 0 Asian / Oriental, 14 Black, 2 Hispanic, 0 Native American, 3 White, 0 Other<br>C). Age: 7-7 Years: 2, 14-14 Years: 2, 9-9 Years: 11, 10-10 Years: 3, 11-11 Years: 17, 12-12 Years: 0, 13-13 Years: 0, 14-14 Years: 0, 15-15 Years: 0, 16-16 Years: 0, 17-17 Years: 0, 18-18 Years: 0, 19-19 Years: 0, 20-20 Years: 0   | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 7<br>7 Eaton County Youth Facility, 0 Ottawa County Youth Facility<br><b>DEMOGRAPHICS</b><br>A). Gender: 4 Females, 3 Males<br>B). Race: 0 Asian / Oriental, 3 Black, 2 Hispanic, 0 Native American, 2 White, 0 Other<br>C). Age: 7-7 Years: 0, 8-8 Years: 3, 9-9 Years: 3, 10-10 Years: 0, 11-11 Years: 1, 12-12 Years: 0, 13-13 Years: 0, 14-14 Years: 0, 15-15 Years: 0, 16-16 Years: 0, 17-17 Years: 0, 18-18 Years: 0, 19-19 Years: 0, 20-20 Years: 0   | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 0<br>0 Eaton County Youth Facility, 0 Ottawa County Youth Facility<br><b>DEMOGRAPHICS</b><br>A). Gender: 6 Females, 0 Males<br>B). Race: 0 Asian / Oriental, 0 Black, 0 Hispanic, 0 Native American, 0 White, 0 Other<br>C). Age: 7-7 Years: 0, 8-8 Years: 0, 9-9 Years: 0, 10-10 Years: 0, 11-11 Years: 0, 12-12 Years: 0, 13-13 Years: 0, 14-14 Years: 0, 15-15 Years: 0, 16-16 Years: 0, 17-17 Years: 0, 18-18 Years: 0, 19-19 Years: 0, 20-20 Years: 0  | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 0<br>0 Eaton County Youth Facility, 0 Ottawa County Youth Facility<br><b>DEMOGRAPHICS</b><br>A). Gender: 0 Females, 0 Males<br>B). Race: 0 Asian / Oriental, 0 Black, 0 Hispanic, 0 Native American, 0 White, 0 Other<br>C). Age: 7-7 Years: 0, 8-8 Years: 0, 9-9 Years: 0, 10-10 Years: 0, 11-11 Years: 0, 12-12 Years: 0, 13-13 Years: 0, 14-14 Years: 0, 15-15 Years: 0, 16-16 Years: 0, 17-17 Years: 0, 18-18 Years: 0, 19-19 Years: 0, 20-20 Years: 0   |
| <b>ACT 150 / 220</b>   |  |   |  |
| <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 79<br>1). ACT 150: 3, 2). DHS ACT 220: 76  | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 82<br>1). ACT 150: 3, 2). DHS ACT 220: 79  | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 74<br>1). ACT 150: 0, 2). DHS ACT 220: 74   | <b>PROGRAM ACTIVITY DURING THIS PERIOD:</b> 2<br>1). ACT 150: 0, 2). WAIVER GENERAL: 2   |

# Memo

To: Law and Courts/Finance Committees

From: Maureen Winslow, Deputy Court Administrator

Date: November 6, 2013

Re: **Peckham Crossroads Program**

The resolution that accompanies this memo requests authorization to enter into a contract with Peckham Inc. for the Peckham Crossroads Program. The Crossroads program provides vocational training and employment opportunities for 30 juveniles who are court adjudicated youth and attend the Ingham Academy.

The amount approved in the 2014 Budget is a 4% increase over the last fiscal year and therefore, there is the need to come before the Board to present this resolution. The Circuit Court Family Division supported this increase, though a larger one was requested by Peckham last spring. Peckham Inc. has not had an increase in the Crossroads budget since 2009 and in fact, agreed to a 4% reduction in the 2010 budget which remained consistent until the 2014 Budget process. This increased figure restores the budgeted amount set forth in fiscal year 2009.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR  
THE PECKHAM CROSSROADS PROGRAM**

WHEREAS, Peckham Inc. provides vocational training services and employment opportunities for up to 30 Ingham Academy students who are under the jurisdiction of the 30<sup>th</sup> Judicial Circuit Court Family Division; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of \$319,542 in the 2014 Budget for the Peckham Crossroads Program which is also in the Child Care Fund; and

WHEREAS, the approved budget amount is approximately a 4% increase from the previous budget year; and

WHEREAS, Peckham Inc. has not had an increase in their contractual amount in the last 3 fiscal years and, in fact, accepted a reduction in the contractual amount in the 2009/2010 fiscal year; and

WHEREAS, this increase was the budgeted amount that was in the 2009 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing a contract with Peckham Inc. to operate the Peckham Crossroads program the amount of \$ 319,542 as approved in the 2014 Budget for the time period of October 1, 2013 through September 30, 2014.

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



# Memo

To: Law and Courts/Finance Committees

From: Maureen Winslow, Deputy Court Administrator

Date: November 6, 2013

Re: **Peckham Footprints Group Home**

The resolution that accompanies this memo requests authorization to enter into a contract with Peckham Inc. for the Peckham Footprints Group Home. This group home provides shelter and services for up to 6 adolescent females who are under court jurisdiction.

Due to the fact the approved amount in the 2014 Budget is a 3% increase over last fiscal year, there is the need to come before the Board to present this resolution. A request for a more significant increase was made by Peckham Inc. for the 2014 Budget. Though the Family Division did not feel it could support the request for the larger amount, the proposed and ultimately approved amount in the 2014 Budget is the same that was in the 2009 Budget.

It should also be noted that in 2010, Peckham Inc. agreed to a 3% reduction in their contract and have maintained that same decrease until the 2014 Budget.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR  
PECKHAM FOOTPRINTS GROUP HOME**

WHEREAS, Peckham Inc. has provided short term residential placement and services, known as Peckham Footprints Group Home, for adolescent females adjudicated under the 30<sup>th</sup> Judicial Circuit Court Family Division; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of \$447,319 in the 2014 Budget for the Peckham Footprints Group Home; and

WHEREAS, the approved budgeted amount is approximately a 3% increase from the previous budget year; and

WHEREAS, Peckham Inc. has not had an increase in their contractual amount in the last 3 fiscal years and, in fact, accepted a reduction in the contractual amount in the 2009/2010 fiscal year; and

WHEREAS, this increase restores the budgeted amount from the 2009/2010 fiscal year; and

WHEREAS, the Peckham Footprints Group Home is included in Ingham County's Child Care Fund Budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a continuation contract with Peckham Inc. to operate the Peckham Footprints Group Home program in the amount of \$447,319 as approved in the 2014 Budget for the time period of October 1, 2013 through September 30, 2014.

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

**Agenda Item 5a**

DATE: November 7, 2013  
TO: Finance and Liaison Committees  
FROM: Teri Morton, Budget Director  
RE: Resolution Approving Various Contracts for the 2014 Budget Year

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This resolution will approve the attached list of contracts for the 2014 budget year. The list consists only of contracts that are included in the 2014 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution 09-095, provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the policy on cost increases for service related contracts passed by the Finance Committee and scheduled to be considered by the Board of Commissioners at its November 12<sup>th</sup> meeting, expenditure contracts with a 2014 increase of 2.1% or less are the only ones included in this resolution. The one exception to this is the county's contract with the Capital Area United Way for 2-1-1 Services. An increase of \$12,000 (36%) was approved by the Board of Commissioners as part of the 2014 budget process.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2014 BUDGET YEAR**

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2014 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

| LAW AND COURTS COMMITTEE |                      |  |   |            |          |           |                |                          |                      |   |
|--------------------------|----------------------|--|---|------------|----------|-----------|----------------|--------------------------|----------------------|---|
| Line #                   | DEPARTMENT           | CONTRACTOR NAME                                    | REASON FOR CONTRACT   | BEGIN DATE | END DATE | 2013 COST | 2014 PROJECTED | Proj. Increase over 2013 | % Increase over 2013 | Funding Source                                      |
| 1                        | Comm. Corr           | Westaff  | CCAB Staff Consultant Services  | 01/01/14   | 12/07/14 | \$43,726  | \$44,165       | \$439                    | 1%                   | \$37,405 GF/\$12,500 State of MI/ \$5,740 from City |
| 2                        | Family Court         | MSU Psychology Department                          | Diversion Program - Reduces days/cost for out of home care                          | 10/01/13   | 09/30/14 | \$155,398 | \$157,569      | \$2,171                  | 1%                   | 50% GF/50% State of MI                              |
| 3                        | Family Court         | Clarinda Group Home                                | Female transition from long term treatment  | 10/01/13   | 09/30/14 | \$511,962 | \$511,962      | \$0                      | 0%                   | 50% JIM/50% State of MI                             |
| 4                        | Family Court         | Highfields   | Day Treatment Program - transportation and behavioral specialists                   | 10/01/13   | 09/30/14 | \$646,825 | \$646,825      | \$0                      | 0%                   | 50% JIM/50% State of MI                             |
| 5                        | Family Court         | Ingham Intermediate                                | Day Treatment Program - teachers & para-professionals                               | 10/01/13   | 09/30/14 | \$434,932 | \$434,932      | \$0                      | 0%                   | 50% JIM/50% State of MI                             |
| 6                        | Family Court         | Highfields   | Evening Reporting Program - transportation and behavioral specialists               | 10/01/13   | 09/30/14 | \$312,650 | \$312,650      | \$0                      | 0%                   | 50% JIM/50% State of MI                             |
| 7                        | Family Court         | Four Attorneys: Skinner, Mertens, Frahzo, Eagleson | Guardian-Ad-Litem contracts to represent children in abuse and neglect hearings     | 10/01/13   | 09/30/14 | \$200,000 | \$200,000      | \$0                      | 0%                   | General Fund  |
| 8                        | Family Court         | All Clear  | Security X-Ray Machine Maintenance Agreement  | 10/01/13   | 09/30/14 | \$3,800   | \$3,800        | \$0                      | 0%                   | 50% JIM/50% State of MI                             |
| 9                        | FOC                  | MGT  | CRP Contract Preparation & Billing, Time Study Employee Billing                     | 10/01/13   | 09/30/14 | \$10,290  | \$10,500       | \$210                    | 2%                   | 67% SOM, 33% GF                                     |
| 10                       | Probate Court        | Michael Steake & William Metros                    | Legal representation for mental illness respondents.                                | 01/01/14   | 12/31/14 | \$10,000  | \$10,000       | \$0                      | 0%                   | General Fund  |
| 11                       | Probate Court        | Robert Refior & Louis Kafentaris                   | Attorney Services agreement for general matters w/ Robert Refior & Louis Kafentaris | 01/01/14   | 12/31/14 | \$17,000  | \$17,000       | \$0                      | 0%                   | General Fund  |
| 12                       | Probate Court        | Robert Refior & Louis Kafentaris                   | Guardian ad litem services for general Probate matters                              | 01/01/14   | 12/31/14 | \$48,000  | \$48,000       | \$0                      | 0%                   | General Fund  |
| 13                       | Prosecuting Attorney | MGT  | Applications and Billings for CRP Grant   | 01/01/14   | 12/31/14 | \$5,000   | \$5,000        | \$0                      | 0%                   | 67% SOM, 33% GF                                     |
| 14                       | Prosecuting Attorney | MGT  | Applications and Billings for IV-E Grant  | 01/01/14   | 12/31/14 | \$1,000   | \$1,000        | \$0                      | 0%                   | General Fund  |
| 15                       | Prosecuting Attorney | Safe Records                                       | Storage of Records  | 01/01/14   | 12/31/14 | \$5,827   | \$5,827        | \$0                      | 0%                   | General Fund  |

| Line # | DEPARTMENT    | CONTRACTOR NAME                          | REASON FOR CONTRACT   | BEGIN DATE | END DATE | 2013 COST | 2014 PROJECTED | Proj. Increase over 2013 | % Increase over 2013 | Funding Source |
|--------|---------------|--|---|------------|----------|-----------|----------------|--------------------------|----------------------|----------------|
| 16     | Sheriff       | Lansing-Mason Ambulance                  | Inmate Ambulance Service  | 01/01/14   | 12/31/14 | \$22,500  | \$22,500       | \$0                      | 0%                   | General Fund   |
| 17     | Sheriff       | I.D. Networks                            | Software in Jail - Main/LiveScan                                | 06/01/14   | 05/30/15 | \$7,000   | \$7,000        | \$0                      | 0%                   | General Fund   |
| 18     | Ingham County | Legal Services of South Central Michigan | Provide legal services to low-income residents of Ingham County | 01/01/14   | 12/31/14 | \$20,000  | \$20,000       | \$0                      | 0%                   | General Fund   |

**REVENUE CONTRACTS**

| Line # | DEPARTMENT           | CONTRACTOR NAME  | REASON FOR CONTRACT                             | BEGIN DATE | END DATE   | 2013 REV    | 2014 PROJECTED | Proj. Increase | % Increase over 2013 |
|--------|----------------------|--|---|------------|------------|-------------|----------------|----------------|----------------------|
| 1      | Prosecuting Attorney | State of Michigan  | Anti-Drug Abuse Program                         | 10/01/13   | 09/30/14   | \$25,249    | \$21,166       | -\$4,083       | -16%                 |
| 2      | Prosecuting Attorney | State of Michigan  | Domestic Violence Prevention                    | 10/01/13   | 09/30/14   | \$65,000    | \$65,000       | \$0            | 0%                   |
| 3      | Prosecuting Attorney | State of Michigan  | Cooperative Reimbursement Grant                 | 10/01/13   | 09/30/14   | \$686,481   | \$686,300      | -\$181         | 0%                   |
| 4      | Prosecuting Attorney | State of Michigan  | Title IV E Grant                                | 10/01/13   | 09/30/14   | \$33,432    | \$33,432       | \$0            | 0%                   |
| 5      | Prosecuting Attorney | State of Michigan  | Victims Rights Grant                            | 10/01/13   | 09/30/14   | \$199,600   | \$193,600      | -\$6,000       | -3%                  |
| 6      | Sheriff              | State of Michigan  | Anti-Drug Abuse Program                         | 10/01/13   | 09/30/14   | \$25,249    | \$21,166       | -\$4,083       | -16%                 |
| 7      | Sheriff              | State of Michigan  | Annual Grant for Secondary Road Patrol          | 10/01/13   | 09/30/14   | \$248,002   | \$248,002      | \$0            | 0%                   |
| 8      | Sheriff              | State of Michigan  | Annual Grant for Marine Safety Programs         | 10/01/13   | 09/30/14   | \$4,109     | \$3,402        | -\$707         | -17%                 |
| 9      | Sheriff              | State of Michigan  | Annual Grant for Emergency Management           | 10/01/13   | 09/30/14   | \$45,582    | \$45,582       | \$0            | 0%                   |
| 10     | Family Court         | State of Michigan  | Annual Child Care Agreement                     | 10/01/13   | 09/30/14   | \$8,253,288 | \$7,728,042    | -\$525,246     | -6%                  |
| 11     | FOC                  | State of Michigan  | Annual Access and Visitation Grant              | 10/01/13   | 09/30/14   | \$6,300     | \$6,000        | -\$300         | -5%                  |
| 12     | FOC                  | State of Michigan  | Cooperative Reimbursement Grant                 | 10/11/12   | 09/30/13   | \$2,815,314 | \$2,798,052    | -\$17,262      | -1%                  |
| 13     | Work Study           | Cooley Law School, Detroit College of Law, Michigan State University | Annual Work Study Grants                        | Continuing | Continuing | \$47,689    | \$47,689       | \$0            | 0%                   |
| 14     | Ingham County        | Tri-County Metro Narcotics Squad                                     | Annual Grant for Drug Assets Forfeiture Program | 10/01/13   | 09/30/14   | \$271,805   | \$271,805      | \$0            | 0%                   |

## **Agenda Item 5b**

**To: Ingham County Board of Commissioners: Law and Courts Committee**  
**From: Lance Langdon, Director 9-1-1 Center**  
**Date: November 6, 2013**  
**Topic: Update on 9-1-1 Center**

### **AWARDS**

October 24<sup>th</sup> in Frankenmuth at the APCO, (American Public Communications Officials) meeting the Ingham County 9-1-1 Center had been nominated for two awards, CTO (Communications Training Officer) of the year and Team of the Year. While we did not get top honors; Cassandra Gaskill was recognized as one of the top CTO's in the State of Michigan and given an Award of Excellence. The Ingham County 9-1-1 Central Dispatch was given an Award of Team Excellence for our successful consolidation in June of 2012.

### **PHONES**

Since the last meeting of the Law and Courts Committee we have moved forward in moving towards Carousel as our new 9-1-1 Phone System Provider. The contracts are with the county attorney and they have been working with Carousel to hammer out the details. With the current time lines we should be moving to a stand-alone system by January 2014.

### **COMPUTERS**

We have a demonstration for a possible upgrade to TriTech's Teir One CAD (Computer Aided Dispatch) system set for November 20<sup>th</sup>. We have staff from each shift, one of which is also a member of the union leadership for the FOP group, as well as supervisory and MIS staff that will be in attendance. They will then be able to see upgraded product and ask any questions they may have about it, to assist in determining if this upgraded program better fits the needs of the center. This is then followed by a demo of the mobile product, which is in the police and fire vehicles around the county. A change in CAD would also requires that all of the mobile computer software be changed. TriTech has advised that full credit for all software licenses for both programs will be given.

We still are having some minor issues with both the current CAD and Mapping which are being worked on by TriTech and they have not slowed their efforts to correct any issues.

### **COMMUNITY**

We had D/Director Gaukel attend a neighborhood meeting and I understand that it went very well. We also tonight have the American Hearing Loss Association- Lansing Chapter, coming for a tour of the center and will hold their meeting in our conference room. We did attend a meeting with them several months ago and offered them the opportunity to come and see the center for a future meeting, and we are glad that they have taken us up on our offer.

We also had a Boy Scout troop come for a meeting and tour of the center since my last report.

## **STAFFING**

We have had two of our last hiring that started September 9<sup>th</sup>, which have resigned. One decided that the work was not for her and another resigned after not making it through their first phase of training. That leaves four staff members hired at the same time that are currently doing well in their training.

This brings us back to four openings. We have about 90 applicants that will be invited to test on December 3<sup>rd</sup>, with the test being done at the County Fair Grounds. We will then look to do the oral board process the following week and hope to start 4 new staff members right after the first of the year.

## **TRAINING**

We had 9 staff members attend training that was put on by the ICSO on Domestic Violence for Rural Communication Professionals.

5 staff members attend a Basic 40 hour Dispatcher School, which is part of the new training requirements for dispatchers.

Our CTO, (Communications Training Officers) that do the training of our new staff members and members of the Supervisors and Administration will attend on 11-7-2013 a CTO refresher class to update their training as we continue to training a large number of staff members.

## **LEIN AUDIT**

We did have our first Audit from the State of Michigan with regard to the use of LEIN, Law Enforcement Information Network, which I am glad to say that we did pass. Agencies that use the LEIN system are audited regularly by the State and Federal government to be sure that proper compliance to the various rules are followed.