

CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW AND COURTS COMMITTEE  
REBECCA BAHAR-COOK, CHAIR  
KARA HOPE  
BRYAN CRENSHAW  
VICTOR CELENTINO  
PENELOPE TSERNOGLOU  
RANDY SCHAFFER  
RANDY MAIVILLE

## 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 **THURSDAY, AUGUST 28, 2014**  
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES  
BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [August 14, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

	Budget Book Section-Page
1. <u>Budget Hearings</u>	
a. <a href="#">Animal Control</a> .....	5-1
b. Community Corrections.....	5-12
c. Circuit Court.....	5-17
d. Circuit Court	
i. Family Division .....	5-30
ii. Friend of the Court Division.....	5-86
iii. General Trial.....	5-17
iv. Jury Administration .....	5-126
e. <a href="#">District Court</a> .....	5-94
f. Ingham County 911 Dispatch Center .....	5-108
g. Probate Court .....	5-129
h. Prosecuting Attorney .....	5-134
i. Sheriff .....	5-167
i. Office of Homeland Security & Emergency Management.....	5-116
j. Tri-County Metro Narcotics Squad .....	5-233
2. Final Ranking	

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

August 14, 2014

Draft – Minutes

Members Present: Rebecca Bahar-Cook, Kara Hope, Randy Maiville, Randy Schafer, and Penelope Tsernoglou

Members Absent: Bryan Crenshaw and Victor Celentino

Others Present: Stuart Dunnings, John Neilsen, Lisa McCormick, Maureen Winslow, Greg Harless, Richard Gentry, Lance Langdon, Lynda Thornberg, Debra Rousseau, Annie Harrison, Brandi Campbell, Christy Lawrence, Susan Steinke, Ryan Buck and others

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

Approval of the July 10, 2014 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE JULY 10, 2014 LAW & COURTS COMMITTEE MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Celentino.

Additions to the Agenda

Chairperson Bahar-Cook renumbered “6. Controller’s Office - Animal Control Director Update” as “6a.”

6. Controller’s Office
  - b. Discussion Item – 911 Update

Substitute –

3. Circuit Court/Family Division
  - a. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency and Truancy Matters

Limited Public Comment

Lynda Thornberg stated that she and her husband, Rusty, had adopted a cat last April. She provided an overview of the cats they have owned and their past adoption history. Mrs. Thornberg stated that they heard about the fostering program at the County Animal Shelter so they decided to start fostering kittens. Mrs. Thornberg stated that they brought one of their foster cats, Lilly, down to the Shelter to get fixed. She further stated that Lilly was returned to them

having not been spayed and the Shelter neither informed them in person nor via the phone that Lilly had not been spayed.

Mrs. Thornberg stated that the Shelter would not return her phone calls, especially the individual who was in charge of the Foster Care Program.

Mrs. Thornberg stated that Lilly was a successful foster and had since been adopted.

Mrs. Thornberg stated that the next cat they fostered was Baxter Blackfoot, and he came covered in fleas and was sick.

Chairperson Bahar-Cook asked when Baxter was fostered.

Mrs. Thornberg answered that Baxter was fostered last October. She stated that the Shelter did not diagnose Baxter with fleas. Mrs. Thornberg stated that the cat needed to be bathed in blue Dawn, however the Shelter did not inform them of that. She further stated that the Shelter was not giving Baxter his medication for an upper respiratory issue. Mrs. Thornberg stated that she was forced to drive all the way back to Mason, which was an 18 mile drive one way, to get information. She further stated that she had to drive down to Mason because she knew no one would answer the phone or return her phone calls.

Mrs. Thornberg stated that they fostered another cat, Gibson, beginning last December. She further stated that Gibson suffered from an upper respiratory issue as well and the medicine was not working. Mrs. Thornberg stated that when she was able to get someone on the phone at the Shelter, the Shelter stated that no one could see Gibson until January.

Chairperson Bahar-Cook asked who Mrs. Thornberg spoke with.

Mrs. Thornberg stated that she did not remember who it was, however it was not Animal Control Deputy Caitlin Budzinski. Mrs. Thornberg further stated that her issue with Deputy Budzinski was that she contacted Deputy Budzinski via email and explicitly requested that when Deputy Budzinski contacted Mrs. Thornberg back, Deputy Budzinski needed to call on the phone because Mrs. Thornberg did not have ready access to email. Mrs. Thornberg stated that Deputy Budzinski contacted her by email, not by phone.

Mrs. Thornberg stated that they brought Gibson to their own veterinarian, which was a big expense for them because she was unemployed at the time. She further stated that last Christmas Day, they had to bring Gibson into the emergency room because he was that sick. Mrs. Thornberg stated that Gibson died on December 27, 2013.

Chairperson Bahar-Cook asked what happened when Mrs. Thornberg attempted to call the Shelter regarding Gibson.

Mrs. Thornberg stated that they could not get an appointment until January. She further stated that she had extensive experience with cats so she knew when a cat was sick and needed treatment. Mrs. Thornberg stated that when she returned Gibson's carrier to the Shelter, she

stated that they could cancel the January appointment because the cat had died. She further stated that the Shelter should have listened when she informed them that Gibson was sick.

Mrs. Thornberg stated that they no longer fostered with the County. She further stated that they now fostered with Eaton County.

Mrs. Thornberg stated that they attempted to adopt a cat in January 2014 at a “Whisker Wednesday” event. She further stated that the Shelter required that they provide documentation that they could have a cat at their apartment. Mrs. Thornberg provided a detailed overview of the documentation issue.

Chairperson Bahar-Cook stated that there might be good news coming in that the County would be hopefully hiring a new Animal Control Director soon. She further stated that they were aware of the situation and that changes would be implemented.

Commissioner Tsernoglou stated that this matter should be referred to the Animal Control Advisory Board.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SCHAFER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

3. Circuit Court/Family Division
  - b. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency Matters
4. 55<sup>th</sup> District Court - Resolution Authorizing the Purchase and Installation of a Video Surveillance System in the 55<sup>th</sup> District Court
5. Sheriff’s Office
  - b. Resolution to Accept Gift Cards for the 2014 “Shop With A Hero Program”
  - c. Resolution to Honor Deputy Brian Kost of the Ingham County Sheriff’s Office
  - d. Resolution to Honor Sergeant Tracy Roth of the Ingham County Sheriff’s Office

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Crenshaw.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA PASSED UNANIMOUSLY. Absent: Commissioners Celentino and Crenshaw.

3. Circuit Court/Family Division
  - a. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency and Truancy Matters

COMM. SCHAFFER MOVED, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY AND TRUANCY MATTERS.

Commissioner Tsernoglou stated that she would like to see resumes of the attorneys that the County contracts with.

Maureen Winslow, Deputy Court Administrator, stated that it was her understanding that Shauna Dunnings, Circuit Court Administrator, did collect resumes.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Crenshaw.

5. Sheriff's Office

- a. Resolution Authorizing the Ingham County Sheriff's Office to Extend a Contract with the Michigan Department of Corrections to Rent 190 Beds to the Michigan Department of Corrections

COMM. HOPE MOVED, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO EXTEND A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT 190 BEDS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS.

Chairperson Bahar-Cook stated that Commissioner Crenshaw had asked whether 190 beds were guaranteed or as needed. She further stated that the Sheriff's Office answered that the beds were as needed.

Chairperson Bahar-Cook proposed the following amendment:

WHEREAS, the Ingham County Sheriff's Office has negotiated a two year extension of the agreement with the Michigan Department of Corrections to rent 190 beds as **needed at** a cost of \$36.00 per day per bed effective October 1, 2014 through September 30, 2016; and

WHEREAS, the revenue received from the renting of the beds is anticipated in the 2015 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County and the Ingham County Sheriff's Office to extend the contract with the Michigan Department of Corrections to rent 190 beds **as needed** at a cost of \$36.00 per day per bed effective October 1, 2014 through September 30, 2016 for an additional revenue of up to \$4,993,200.

Discussion.

This was considered a friendly amendment.

Commissioner Schaffer asked if this was going to help pay for the minimum security facility.

Discussion.

Commissioner Schafer asked how long it would take until the debt was paid off.

John Neilsen, Chief Deputy Controller, stated that he could look the information up on the bond schedule and let the Committee know.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Crenshaw.

1. Presentation - Ingham County Sheriff's Office and Ingham County Prosecutor's Office along with Child Protective Services Joint Presentation on Small Talk Children's Assessment Center

Stuart Dunnings, Prosecuting Attorney, stated that the Board realized long ago that we needed a Special Victims Unit to help children who were the victims of sexual assault. He thanked the Board for that. Mr. Dunnings stated that the Unit was overwhelmed, but it was doing its job.

Mr. Dunnings stated that Small Talk was a nonprofit charitable organization that was separate from the County. He further stated that it was set up by dedicated prosecutors, law enforcement officers, and CPS workers who wanted to approach these investigations in a manner that focused on the child.

Mr. Dunnings introduced the presenters: Debra Rousseau, Assistant Prosecuting Attorney; Annie Harrison, Detective; and Brandi Campbell, Child Protective Services Supervisor.

Ms. Harrison presented on Small Talk. She stated that we were doing something positive in the community. Ms. Harrison presented a timeline on when Small Talk would become involved and how Small Talk worked.

Ms. Harrison stated that they were running out of space at their current locations and were engaging in fundraising efforts.

Ms. Harrison provided two case examples—one boy and one girl—who were both 15 years old. She stated that she has a heavy case load of about 100 cases per year, including interviewing 80 children per year.

Ms. Rousseau stated that Small Talk had a team approach and it was not uncommon for the team to work after hours or on the weekends.

Ms. Rousseau stated that Ms. McCormick was the main supporter of Small Talk, she was a soldier in the courtroom, and she knew what this abuse would do to families. Ms. Rousseau further stated that their goal was to get offenders off the street.

Ms. Rousseau stated that Ms. Harrison was the only detective in the county that focuses on this issue, she was locally and nationally trained, and she had been successful.

Ms. Rousseau stated that there have been 18 jury trials that have gone through Small Talk and only two resulted in not guilty verdicts. She further stated that they have convicted around 200 sex offenders.

There was a discussion concerning recidivism and techniques that can be used to break the cycle of victims becoming offenders.

Chairperson Bahar-Cook stated that she previously saw this presentation, the problem of recidivism was huge, and suggested that Small Talk apply for grant funding.

Ms. McCormick stated that they were going to apply.

Discussion.

Chairperson Bahar-Cook stated that there many homes owned by the Land Bank that perhaps Small Talk could consider purchasing as a new location. She further stated that many of these homes were near bus lines.

Ms. McCormick stated that they were open to all options.

Commissioner Schafer stated that the County had lost several detective positions over the years and asked how many detectives we had now.

Greg Harless, Chief Deputy Sheriff, stated that there were nine detectives overall and provided a breakdown of the specific areas in which they work.

Discussion.

Commissioner Schafer stated that he has been on the Board since 1984 and had watched the consistent decrease in detective positions. He further stated that it was nice to see how detectives have changed and progressed to meet new challenges. Commissioner Schafer stated that when we consider where to cut it was not a good idea to cut detective positions.

Ms. Harrison stated that she had a shocking caseload. She further stated that she had 30-40 open cases at any one time. Ms. Harrison stated that new cases came in daily.

Commissioner Hope thanked the presenters for their work. She asked for information regarding the support offered throughout the court process and how long the counseling continued after the case was resolved.

Ms. McCormick stated that they applied for a state grant that financed a crisis counselor position. She further stated that the grant required that the counseling be free and last as long as needed.

Ms. McCormick stated that we had a Victim Witness Unit where someone was allowed to sit with the child while he or she was on the witness stand and support them during the whole process. She further stated that the Unit was designed to empower the children.

Chairperson Bahar-Cook thanked the presenters for the information that they provided.

2. Presentation - Circuit Court/Family Division Second Quarter Update

Commissioner Maiville left the meeting at 6:47 p.m.

Ms. Winslow provided the Committee an update on the Youth Center. Maureen stated that she was impressed with Richard Gentry, the Youth Center Director, and his staff.

Mr. Gentry presented on the residents and mental health issues that the Youth Center staff were currently handling. He stated that one resident was on suicide watch and required constant one-on-one attention.

Mr. Gentry stated that they really tried to utilize best practices. He further stated that they were strong with positive reinforcement, which was split between social and material reinforcement. Mr. Gentry stated that sometimes they would get new, incredibly challenging residents. He further stated that many are involved in the mental health system and would be very violent.

Mr. Gentry stated that they have had property damage. He further stated that there were injuries to staff, however they were treated at the hospital.

Mr. Gentry stated that one resident needed one-on-one attention because he continuously attempted to commit suicide. He further stated that he would attempt to commit suicide by drowning himself in the toilet. Mr. Gentry stated that this has significantly impacted the budget.

Mr. Gentry stated that they received a new resident from a private facility. He further stated that when the resident arrived he had a "BB" from a BB gun stuck in his ear and eraser up his nose. Mr. Gentry stated that he had stabbed himself with a pencil and would try to infect the wound.

Chairperson Bahar-Cook asked for the reason he came to our facility.

Maureen stated that it was agreed upon that the resident's previous private placement be terminated and that he would come to the Youth Center.

Discussion.

Ms. Winslow stated that they were pouring their best resources into the resident. She further stated that they did see progress and the resident was released on Tuesday.

Mr. Gentry stated these were some of the things that they were dealing with. He further stated that there would be an ongoing relationship with the resident.

Chairperson Bahar-Cook asked how much the 24-hour watch was costing the County.

Mr. Gentry stated that it would cost \$719 per day.

Ms. Winslow stated that there was a hearing scheduled tomorrow where they would develop a plan to rehabilitate the resident.

Mr. Gentry stated that there were full suicide precautions in place.

Commissioner Schafer asked whether there was video surveillance.

Mr. Gentry stated that there was only one room with video surveillance. He further stated that there were no cameras in the private rooms. Mr. Gentry stated that there was a licensing issue with the use of video surveillance.

Discussion.

Ms. Winslow stated that they were able to watch what video they did have and it was powerful.

Commissioner Schafer asked if it would be a good idea to install a camera in a room where the resident was under suicide watch.

Mr. Gentry stated that they might designate a special room.

Mr. Gentry stated that licensing does not like the idea of cameras due to privacy issues.

Ms. Winslow presented the 30th Circuit Court's Quarterly Data Report.

Chairperson Bahar-Cook asked what was going on with the girls.

Ms. Winslow stated that girls could be difficult. She further stated that they were preparing a presentation about human trafficking. Ms. Winslow stated that she fully supported the Small Talk Center. She further stated that girls can hurt themselves or be accessories to crimes.

Chairperson Bahar-Cook stated that when she began on the Board, she toured the Youth Center.

Maureen stated that Mr. Gentry was often asked to speak nationally regarding his work at the Youth Center. She further stated that both Mr. Gentry and the Youth Center were recognized nationally.

Discussion.

6. Controller's Office

- a. Animal Control Director Update

Mr. Neilsen stated that the Animal Control Director Search Committee interviewed four candidates and that they had a clear favorite in Misha Goodman. He further stated that there was a second choice too, Andrew Seltz. Mr. Neilsen stated that Travis Parsons, Human Resources Director, had contacted Ms. Goodman to let her know that the County was interested and asked whether the County could start performing background checks. He further stated that he communicated to Ms. Goodman that he hoped to have her decision before tonight's Law & Courts Committee meeting. Mr. Neilsen stated that Ms. Goodman was going to speak with her family about this issue, however she had not responded to Mr. Neilsen yet.

Chairperson Bahar-Cook asked when they should start looking at their second choice.

Mr. Neilsen stated that Ms. Goodman could have until Monday at noon to give an answer, but in the meantime we could begin to look at Mr. Seltz.

Commissioner Tsernoglou stated that she was willing to give Ms. Goodman a week to make the decision.

Chairperson Bahar-Cook stated that she was satisfied with waiting until this Monday.

Commissioner Hope stated that she agreed.

Chairperson Bahar-Cook stated that they interviewed Mr. Seltz over the phone. She asked whether everyone was comfortable about extending an offer to Mr. Seltz without meeting him over the person.

Discussion.

Commissioner Hope stated that he interviewed well.

Chairperson Bahar-Cook stated that Mr. Parsons should begin the background check.

Discussion.

Chairperson Bahar-Cook asked for information about protocol with what happened with Peanut and the foster situation.

Mr. Neilsen stated that the present policy stated that if there was an emergency medical situation, the foster care coordinator must get permission from the director or supervisor to authorize vet care. He further stated that the policy should be amended to give the foster care coordinator the power to make an emergency decision if both the director and supervisor were not immediately available.

Mr. Neilsen stated that he would direct the new Animal Control Director to completely review current policies to see where we could make improvements.

Chairperson Bahar-Cook stated that there had been question about whether the Committee needed to look into the current position of the Shelter Interim Director. She further stated that if they were to do that, it was something that we should put on the agenda so that there was plenty of time for notice to go out in case there was a need to go into closed session.

Mr. Neilsen stated that it was a due process issue where sufficient notice was furnished to the person being spoken of.

Chairperson Bahar-Cook stated that it was her intent to have it on the next Law & Courts Committee meeting agenda unless a new Animal Control Director was hired.

6. Controller's Office

b. Discussion Item - 911 Update

Mr. Neilsen stated that he wanted to start a discussion about our public safety radio system, the big metrics on how much it was going cost, and a timeline for replacement as the current system aged out.

There was a discussion about the issue of replacement parts in the past and possible vendors that can be used to purchase a new system.

Lance Langdon, 911 Director, stated that he had heard the current system was approaching its end of life. He further stated that he had heard 7-9 years was the life span of systems today.

Mr. Langdon stated that he met with and discussed the issue with the current vendor, Harris Corporation. He further stated Harris provided three options: upgrade the current system, build a new system, or utilize the state radio system.

Mr. Langdon stated that the current system had a bumpy start, but was running pretty well now. He further stated that Harris was doing a good job at servicing the equipment.

Mr. Neilsen stated that something had to be done. He provided an overview of the past 911 systems, including the events leading up to the construction of the County's own center.

Chairperson Bahar-Cook stated that she would like to see a recommendation from the 911 Advisory Board. She further stated that there was a lot of information to process and she was going to lean heavily on their recommendation.

Mr. Neilsen presented on an email that was sent by Jim Curran on Monday, August 11, 2014. He stated that it appeared to be misleading because it appeared to suggest that the County sanctioned the meeting. Mr. Neilsen stated that he intended to contact Mr. Curran regarding this email.

Discussion.

Commissioner Tsernoglou requested a side-by-side comparison of the County's options for a future system.

Mr. Langdon stated that they had a consultant assist them last time and it would be helpful if we had one again.

Commissioner Schafer stated that they lobbied for a millage in the 1980's and he believed that it was important to consolidate. He further stated that Lansing, East Lansing, Meridian Township, and Williamston resisted because they feared giving up control. Commissioner Schafer stated that he supported closing down the Williamston system. He further stated that after the millage passed and we began to allocate funds to the Lansing and East Lansing systems, it was clear that this was not sustainable long term. Commissioner Schafer provided a historical overview of the events that led up to the construction of the County center.

Commissioner Schafer stated that the old system was horrendous and there were plenty of dead spots.

Commissioner Schafer stated that he was contacted by vendor representatives, including Motorola, when they were considering the last system. He further stated that he refused to meet with vendors. Commissioner Schafer stated that a 911 Advisory Board was created to address this issue.

Commissioner Schafer provided a background on the positions former commissioners and other officials took regarding the current system.

Discussion.

Commissioner Schafer stated that he was disturbed by the email and it appeared to undermine the 911 Advisory Board.

Commissioner Hope stated that she agreed with Commissioner Schafer that we should not avail ourselves of lobbyists. She suggested that Mr. Neilsen not wait for Mr. Curran, but rather send an email from the County providing clarification now.

Discussion.

Chairperson Bahar-Cook stated that Mr. Neilsen should issue a clarifying email now.

Discussion.

Mr. Langdon stated that he regularly attends the police chiefs' meetings, Motorola had attended in the past, and we had reached out to vendors to begin discussions.

Discussion.

Mr. Neilsen stated that the State provided a customer-oriented presentation that was attractive, however it would cost a lot of money.

Mr. Langdon stated that they were looking for grants to apply for and they have been communicating with other counties too.

Discussion.

7. Board Referrals

- a. Letter from the State of Michigan Department of Human Services Regarding a Report Generated from the On-Site Program and Fiscal Review of the Child Care Fund (CCF) Programs and Expenditures on May 13 and 15, 2014

Chairperson Bahar-Cook acknowledged receipt of this Board referral.

- b. Letter from the State of Michigan Department of Human Services Regarding a Report Generated from the On-Site Program and Fiscal Review of the Child Care Fund (CCF) Programs and Expenditures on April 23 and 25, 2014

Chairperson Bahar-Cook acknowledged receipt of this Board referral.

Announcements

Mr. Neilsen stated that Jodi Lebombard, Animal Control Deputy, won a national animal control officer of the year award. He further stated that Commissioner Victor Celentino, Board Chairperson, and Tim Dolehanty, Controller/Administrator, had authorized Ms. Lebombard to attend the award ceremony.

Chairperson Bahar-Cook requested that staff prepare a resolution to honor Ms. Lebombard.

Mr. Neilsen announced that the Law & Courts budget meeting was scheduled for Monday, August 25.

Chairperson Bahar-Cook asked if we were going to consider two budgets based on the *Cunningham* decision.

Mr. Neilsen stated that only one budget would be considered, however they might have to revisit the issue in the second quarter of next year.

Public Comment

Christy Lawrence stated that she was a legal professional. She further stated that she was under the impression that the Board was going to form an oversight committee in regards to the February 28, 2014 Animal Control incident, which was the killing of a female pit bull dog. Ms. Lawrence stated that this dog was a family pet that the owners were unable to redeem due to unreasonable fees. She further stated that evidently, Anne Burns, Interim Animal Control

Director, ordered the dog euthanized. Ms. Lawrence stated that the dog recently had a litter of puppies. She further stated that she had information from a very reliable source that Ms. Burns also ordered the puppies euthanized as well, however some unknown person intervened and they were not euthanized.

Ms. Lawrence stated that this was not the first story that she had heard. She further stated that this was a concern of hers because she had been a long-time supporter of the Shelter. Ms. Lawrence stated that she had information on other incidents.

Ms. Lawrence stated that there was another incident where a collared-dog was euthanized. She further stated that no one had faith in the Shelter. Ms. Lawrence stated that one of these times, one of these families would be brave enough to step up and sue the County.

Chairperson Bahar-Cook stated that she requested that this issue be on the next Law & Courts Committee agenda.

Ms. Lawrence asked whether the Committee had set up any oversight committee.

Chairperson Bahar-Cook stated that the Animal Control Advisory Board had been apprised of the situation and requested that Mr. Neilsen contact Ms. Lawrence in regards to this matter. Chairperson Bahar-Cook further stated that public comment was an opportunity for the public to speak to the Committee and it was not the time for a discussion.

Chairperson Bahar-Cook stated that the County had performed an internal investigation and Mr. Neilsen would be happy to share our findings with Ms. Lawrence.

Susan Steinke stated that she was a member of the Animal Control Advisory Board, and Mr. Neilsen had not shared any information with the Animal Control Advisory Board. She further stated that Ms. Burns should have been here to explain what happened. Ms. Steinke stated that Mr. Neilsen's solution would not fix the problem.

Ms. Steinke stated that Deputy Budzinski did not contact Mrs. Thornberg back no matter how many times Mrs. Thornberg called back. Ms. Steinke stated that the bigger question was how that cat got to be that way.

Discussion.

Ms. Steinke stated that the Animal Control Advisory Board was aware that this was the not the first time an animal almost died due to malnutrition and dehydration.

Ms. Steinke provided background about a cat struggling with liver failure.

Ms. Steinke stated that the February 28 incident was an anomaly. She further stated that if Animal Control did not understand that maternal aggression was natural, they should not be at Animal Control. Ms. Steinke stated that volunteers, those on oversight, and staff were liable if they knew what happened and did not report it.

Ms. Steinke stated that she believed the Committee had received complaints about the veterinarian. She provided background about a cat with an impacted bowel.

Ms. Steinke stated that she used to foster with the County, but left for the same reason as Mrs. Thornberg, specifically poor communication and poor vet care.

Chairperson Bahar-Cook requested that staff meet with the Animal Control Advisory Board to share findings, to track responsibility, and inform on what was being done to address these issues.

Commissioner Schafer asked whether the audio recording of this meeting could be sent to the Animal Control Advisory Board.

Commissioner Hope asked how long the recordings were saved.

Ryan Buck, Recording Secretary, stated that the recordings were kept for a while, however he did not know how long. He further stated that the County Clerk's office could make them available.

Mr. Langdon stated that he supported the Small Talk program. He further stated that the program was excellent and he supported it 100%.

The meeting was adjourned at 8:06 p.m.

## MEMO

**TO:** Law & Courts and Finance Committee's  
John Neilsen, Chief Deputy Controller  
**FROM:** Anne Burns, Deputy Director  
**REFERENCE:** 2015 Service Enhancement (Additional Personnel)  
**DATE:** August 15, 2014

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To improve services to County residents and care to the shelter animals, Ingham County Animal Control (ICAC) first priority would be to create a new position of veterinarian technician (vet-tech) as well as increase the part-time veterinarian position to full time as second priority. This decision is based on increasing requests for veterinarian services and to increase the efficiencies of the department. Animal owners of the County would be best served with a full time vet tech as well as a full time veterinarian on staff.

Ingham County Animal Control (ICAC) has determined that adding a full-time veterinarian technician (veterinarian tech) would greatly enhance the department. This position would be responsible for assisting the veterinarian as well as treating and caring for all the sick and injured animals at the shelter. They would also be responsible for vaccinating each animal that enters the shelter. They would work under the direct supervision of the veterinarian.

Some of the benefits of having a full-time veterinarian tech on staff include:

- Provide consistent veterinarian care to the animals at the shelter
- Prepare all the spay/neuter surgeries for the veterinarian, freeing the veterinarian to perform other duties
- Treating, testing and caring for all the animals that enter the shelter
- Vaccinating and processing each animal that enters the shelter, freeing up current shelter staff as well as Animal Control Officers (ACO's)
- Keep track of all the medical records, procedures and prescriptions
- Assist veterinarian with DEA records and drug inventories
- Schedule and organize medical volunteers
- Free up the current shelter assistants to clean and care for the maintenance of the building
- Perform the duties of the shelter assistant when needed
- Greatly reduce the need for trustees
- Create a healthier shelter environment

Currently the part time veterinarian works 21 hours per week and of those 21 hours 90% of the time is spent performing spay/neuter surgeries. The remainder of the time is spent performing examinations, diagnosing disease, recommending treatment, training staff on the proper protocol to administer medicine/drugs. The veterinarian is also responsible for maintaining medical inventory and the controlled substances drug logs. The veterinarian's current job description calls for the veterinarian to supervise the shelter operators. This is extremely difficult to accomplish serving as a part-time employee.

Some benefits of having a full-time veterinarian include:

- Complete more spay/neuter surgeries for current adoptable shelter animals
- Become more attractive to potential grants
- Supervise, evaluate and discipline shelter staff
- Exempt employee
- Write and create policy & procedures for current medical procedures
- Increased availability to diagnose, treat and provide care for the animals at the shelter
- Increased availability to document daily medical procedures, perform physical exams and keep accurate inventories
- More time to dedicate to potential neglect and cruelty cases
- Provide training to staff, volunteers and potential mentors and/or interns
- Dedicate more time to the research current diseases and the current treatment, the spread of infectious disease including detection and prevention
- Expand our current veterinarian services to the public including vaccinations, preventative care and spay/neuter programs

Currently there are no grants available that I am aware of to offset or supplement personnel costs of a veterinarian or a vet tech. ICAC is constantly searching for outside funds to help offset as many costs as possible as well as soliciting for donations and sponsorships. Considering the Controllers recommended budget level and attempting to stay within the Strategic Planning objective the only funding available at this time would be the general fund from the “Z” list.

Costs to move the .5 Vet to full time \$ 33,577

Costs to fund the new Vet tech position \$ 62,985.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A ONE YEAR PILOT PROJECT CHANGING THE ENFORCEMENT/COURT OFFICER POSITION FROM A PART-TIME POSITION TO A FULL-TIME ENFORCMENT OFFICER POSITION AND CREATING A HALF-TIME COURT OFFICER POSITION IN THE DISTRICT COURT**

**RESOLUTION # 14 – 039**

WHEREAS, prior to 2010 the 55<sup>th</sup> District Court did not have a formal program in place for the collection of delinquent monies owed to the court/county; and

WHEREAS, the Ingham County Board of Commissioners created a full-time Court/Enforcement Officer position (#137030) in 2010 to allow for the implementation of a formal collection program and provide for additional court security; and

WHEREAS, the Court/Enforcement Officer position is split 20 hours/week on collecting monies owed to the court and 20/week providing court security services; and

WHEREAS, since the implementation of the collection program, the program has directly accounted for the collection of \$580,000 in delinquent fines and costs in the first full year of operation (2011) and the collection of \$685,000 of delinquent fines and costs in 2012, and the collection of \$780,000 of delinquent fines and costs in 2013; and

WHEREAS, the court is not able to provide historical collection data prior to 2010, because of the case management software program that was in use at the time, but can demonstrate that the court's collection rate has increased 1.8% since 2010; and

WHEREAS, the court currently has outstanding receivables totaling approximately \$5,000,000; and

WHEREAS, \$4,200,000 of the outstanding receivables is aged seven years or less; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court assists in effective case management practices; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court enhances the credibility of the court, its orders and the judges; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court ensures the disbursement of monies due to receiving agencies and victims of crime.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Court/Enforcement Officer position (#137030 – UAW Grade Level E) become a full-time Enforcement Officer position (UAW Grade Level E) for the sole purpose of enforcing and collecting monies owed to the court as a pilot project for a period of one year, effective April 1, 2014 and ending December 31, 2014 at which time the authorization for the full-time Enforcement Officer position will sunset unless otherwise approved by the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of a 0.5 FTE court officer position (UAW – Grade Level E) to assume the court security duties of the former Court/Enforcement Officer position as part of the pilot project for a period of one year, effective April 1, 2014 and ending December 31, 2014, at which time the authorization for the position will sunset unless otherwise approved by the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED that the personnel costs for the 0.5 FTE Court Officer position for a period of one year is projected at \$25,407.

BE IT FURTHER RESOLVED, that the Controller is authorized to transfer up to \$33,876 from the 2014 Ingham County Contingency Fund to the 55<sup>th</sup> District Court Budget for this purpose.

BE IT FURTHER RESOLVED, that the Law & Courts Committee will review the status of this pilot project prior to the expiration of the project to determine its success and potential for continuation prior to the expiration of the pilot project.

BE IT FURTHER RESOLVED, that if the pilot project is not deemed worthy of continuation, the Enforcement Officer position (#137030) will revert back to its original position (Court/Enforcement Officer) with duties being split between collecting fines and costs and court security.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the 55<sup>th</sup> District Court's budget and Position Allocation List.

**LAW & COURTS: Yeas:** Bahar-Cook, Hope, Crenshaw, Celentino, Tsernoglou, Schafer, Maiville  
**Nays:** None      **Absent:** None      **Approved 1/16/14**

**COUNTY SERVICES: Yeas:** Holman, Tsernoglou, Crenshaw, Nolan, Koenig, Celentino, Maiville  
**Nays:** None      **Absent:** None      **Approved 1/21/14**

**FINANCE: Yeas:** Koenig, Anthony, McGrain, Bahar-Cook, Schafer  
**Nays:** None      **Absent:** Tennis, Vickers      **Approved 1/22/14**