

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, JANUARY 16, 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 [December 5, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. District Court
 - a. Resolution Honoring [James B. Pahl](#)
 - b. Resolution Honoring [Robin G. Kelley](#)
 - c. Resolution to Authorize a One Year Pilot Project Changing the Enforcement/Court Officer [Position](#) from a Part-Time Position to a Full-Time Enforcement Officer Position and Creating a Half-Time Court Officer Position in the District Court
2. Sheriff's Office
 - a. Resolution Authorizing Acceptance of a Grant from the Michigan Municipal Risk Management Authority (MMRMA) and to Purchase a Transportation Security Administration (TSA) [Body Scanner Machine](#) for Deployment in the Jail
 - b. Resolution to Accept the 2014 MCOLES Active [Violence Incident Training](#) Grant
3. Sheriff's Office - Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with the [City of Lansing](#) and to Accept the FY2013 Homeland Security Grant Program Funds
4. Facilities - Resolution Authorizing Entering into a Contract with Walter Mechanical Services Inc. DBI: [ATI Group](#) to Provide HVAC Preventative Maintenance Services at Eleven (11) 911 Tower Sites
5. Controller's Office
 - a. Resolution to Appoint an [Interim](#) Animal Control Director
 - b. Resolution Appointing a [Search Committee](#) to Select an Animal Control Director
 - c. Resolution Honoring [Jamie McAloon-Lampman](#)
 - d. 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.

LAW & COURTS COMMITTEE
December 5, 2013
Draft – Minutes

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

Members Absent: Bryan Crenshaw

Others Present: Clerk Barb Byrum, John Neilsen, Lance Langdon, Shauna Dunnings, Joel Maatman, Jennifer Shuster 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, Michigan.

Approval of the November 13, 2013 Minutes

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE NOVEMBER 13, 2013 MEETING.

John Neilsen, Deputy Controller, recommended an amendment to a statement made by Maureen Winslow, Deputy Court Administrator, at the meeting as follows:

Maureen Winslow, Deputy Court Administrator, presented a Quarterly Report to the committee. She reported that she recently purchased ten bullet proof vests for **bailiffs caseworkers that make home** visits due to the recent increase in gun-related crimes.

MOTION CARRIED UNANIMOUSLY TO APPROVE THE NOVEMBER 13, 2013 MINUTES AS AMENDED. Absent: Commissioner Crenshaw.

Additions to the Agenda

- 1a. Late – Resolution to Authorize the Transfer of the Clerical Services Supervisor-Circuit Court and the Chief Deputy Clerk Positions From the Circuit Court to the County Clerk’s Office
- 3a. Substitute – Resolution Authorizing Adjustments to the 2013 Ingham County Budget
- 3b. Additional Information – Final 9-1-1 Center Update of 2013
4. Late – Resolution to Authorize the Purchase of New Handguns for the Sheriff’s Office

Limited Public Comment

None.

1. Circuit Court

- a. Resolution to Authorize the Transfer of the Clerical Services Supervisor-Circuit Court and the Chief Deputy Clerk Positions from the Circuit Court to the County Clerk's Office

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TRANSFER OF THE CLERICAL SERVICES SUPERVISOR-CIRCUIT COURT AND THE CHIEF DEPUTY CLERK POSITIONS FROM THE CIRCUIT COURT TO THE COUNTY CLERK'S OFFICE.

Discussion.

Barb Byrum, Ingham County Clerk, and Shauna Dunnings, Court Administrator, were both present to discuss the resolution with the Committee.

Clerk Byrum stated that this resolution is both agreed to by herself and Chief Judge Lawless. She also stated that it has been a pleasure to work with Ms. Dunnings for the Circuit Court.

Ms. Dunnings stated that she believes the resolution accurately represents the agreement and that it has also been a pleasure to work with Clerk Byrum to make this transfer go smoothly.

Commissioner Bahar-Cook verified with Clerk Byrum that the transfer will be labor neutral in terms of the two positions.

Clerk Byrum stated that both of the positions will be Managerial Confidential, so they are not organized positions. She added that those are the two positions from Circuit Court that will report to the County Clerk.

Commissioner Schafer verified with Deputy Controller John Neilsen that this transfer will be financially neutral for the County as well.

Commissioner Holman asked Clerk Byrum and Ms. Dunnings to give a few benefits of this proposed resolution.

Clerk Byrum stated that the transfer will allow her to fulfill her constitutional duties as The Clerk of Ingham County.

Ms. Dunnings stated that her office has been working on this transfer with Clerk Byrum since she took office. She said Clerk Byrum realized there were legal responsibilities that were assigned to the County Clerk, but Ingham County was operating under a different arrangement. Ms. Dunnings added that now the County is in compliance with the statutes

and will not have to work out an agreement every time a new Clerk is elected. Chairperson Celentino stated that typically this resolution would have gone through the County Services Committee; however, due to sensitivity and time constraints, he thought it shouldn't be a problem going through the Law & Courts Committee and sending it to the Board of Commissioners meeting on Tuesday (December 10, 2013).

Commissioner Hope asked who currently occupies the two positions and if they will be moving?

Clerk Byrum said this resolution would be effective January 1, 2014 and she added that she is hopeful that when it takes effect, the two people in those positions will be open to working closely with her. Clerk Byrum stated that the location of both positions will remain at the Circuit Court building in Lansing.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

b. Overview of Court of Claims Transition – Shauna Dunnings, Circuit Court Administrator, Local Impacts (*No Materials*)

Ms. Dunnings stated the transition is going well, but there still is not a case management system up and running. She did say there have been 40 pending files successfully transferred to the Court of Claims. However, Ms. Dunnings expressed concern regarding the number of cases that they receive stabilization reimbursement for and how many of those have transferred to the Court of Claims. Thus far, she said they only have three that have transferred, resulting in part of it going to Ingham County and part of it going to the Court of Claims. She reminded the Committee that this is a significant revenue source and they will watch over the next few months how the trend develops.

Ms. Dunnings stated that they have been working with the Court of Claims on entering data into the case management system, which has been going well. Lastly, she said the transition is moving along well and that she is comfortable the Court of Claims will comply with the agreement.

Commissioner Bahar-Cook verified with Ms. Dunnings that the County will still hold the jury trials. She also asked how the Attorney General will decide on who gets what.

Ms. Dunnings stated that she does not know the criteria for the making that decision would be at this time.

4. Resolution to Authorize the Purchase of New Handguns for the Sheriff's Office

MOVED BY COMM. HOPE, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION TO AUTHORIZE THE PURCHASE OF NEW HANDGUNS FOR THE SHERIFF'S OFFICE.

Discussion.

Commissioner Schafer asked Major Joel Maatman about the hand guns that have been used before by the Sheriff's Office.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

2. Circuit Court/CCAB - Resolution to Authorize Renewing the Contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M.) for Drug Testing and Breathalyzer Services

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE RENEWING THE CONTRACT WITH ALCOHOL DRUG ADMINISTRATIVE MONITORING, INC. (A.D.A.M.) FOR DRUG TESTING AND BREATHALYZER SERVICES.

No discussion.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

3. Controller/Administrator's Office
 - a. Resolution Authorizing Adjustments to the 2013 Ingham County Budget

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET.

Discussion.

Commissioner Bahar-Cook offered to explain the change to the Committee members, stating that they wanted to clearly state that one-time lump sum wage supplement is coming from the contingency fund.

Deputy Controller John Neilsen projected the total for the wage supplement to be \$220,000. However, some of the payments will not be made until 2014 due to bargaining.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

- b. Update on the Ingham County 9-1-1 Center (*No Materials*)

Lance Langdon, Ingham County 9-1-1 Director, was present to give the final 9-1-1 center update of 2013. He distributed a hard copy of the update at the meeting.

Mr. Langdon verbally highlighted key points of the update that included:

- An appreciation lunch purchased for the call center staff by various police and fire staff in appreciation of the staff's fine work with the storms that came through town recently.
- An applicant testing was held at the Fair Grounds on December 3rd with 43 people out of 89 people invited showing up. Mr. Langdon said he hopes to fill the four current vacancies with those applicants.
- He touched of recent staff changes that included one new hire and one resignation.
- Lastly, he announced that he will be looking to send staff to Dallas and possibly Austin this month for a site visit to see the TriTech Inform CAD (computer aided dispatch) as they are currently using the system at those agencies.

Deputy Controller John Neilsen stated that the County Services Committee approved the resolution regarding the 9-1-1 pension transfer and that the Finance Committee removed it from its agenda. He informed the Committee that there will be a meeting with the City of Lansing on Monday afternoon regarding the transfer and that he hoped to have news after the meeting. He advised the Committee that the resolution will be on the agenda for the Board of Commissioners meeting of a whole on Tuesday (December 10, 2013).

Commissioner Hope asked Mr. Neilsen about the status of the 9-1-1 P.R. campaign.

To which, Mr. Neilsen replied that there are two big roll-outs coming up that will include radio spots, bill boards and television commercials.

Announcements

Commissioners Bahar-Cook and Schafer both expressed their gratitude to Chairperson Celentino for serving as the Chair for the Law & Courts Committee for the 2013 year.

Chairperson Celetino also expressed his appreciation for the hard work that came from the Law & Courts Committee throughout the year.

Commissioner Schafer thanked Deputy Controller John Neilsen for being steady and reliable while working with the Committee.

Chairperson Celentino also thanked Jennifer Shuster, Recording Secretary, for working with the Committee and taking notes during the meetings.

Public Comment

None.

The meeting was adjourned at approximately 6:35 p.m.

**JANUARY 16, 2014 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

1a. District Court - Resolution Honoring James B. Pahl

This is a Resolution to honor a retired county employee.

1b. District Court - Resolution Honoring Robin G. Kelley

This is a Resolution to honor a retired county employee.

1c. District Court - Resolution to Authorize a One Year Pilot Project Changing the Enforcement/Court Officer Position from a Part-Time Position to a Full-Time Enforcement Officer Position and Creating a Half-Time Court Officer Position in the District Court

This resolution authorizes approval of the District Court's request to begin a one year pilot project changing the enforcement/court officer position from a part-time position to a full-time enforcement officer position and creating a half-time court officer position.

This Pilot Project will increase an existing position's current duties of enforcing and collecting monies owed to the court on a half time to a full time basis for a period of one year, effective March 1, 2014 and ending February 28, 2015 at which time the authorization for the full-time Enforcement Officer position will sunset unless otherwise approved by the Ingham County Board of Commissioners. The additional amount of funds needed to accomplish this is \$33,876 from the 2014 Ingham County Contingency Fund. (see attached memo for details)

2a. Sheriff's Office - Resolution Authorizing Acceptance of a Grant from the Michigan Municipal Risk Management Authority (MMRMA) and to Purchase a Transportation Security Administration (TSA) Body Scanner Machine For Deployment In The Jail

This resolution authorizes approval of the Ingham County Sheriff's Office Body Scanner Project. This is a surplus full body scanner that you stand in as is being used at airports. It will be installed for inmates to pass through in the Jail receiving area to aid in the detection of contraband and concealed weapons at a cost not to exceed \$ 25,000.

The budget will consist of revenues including a grant from MMRMA in the amount of \$7,500 with the balance of funds up to \$17,500 from the Inmate Stores Fund. The project expenses will consist of the purchase cost and maintenance contract for the security scanner in the amount of \$16,500, \$1,700 for shipping, \$2,500 for installation and a \$4,300 Contingency Fund for any additional building alterations that may be necessary for the scanner to be installed in the Jail receiving area. The Sheriff's Office will now be responsible to budget about \$16,000 per year annually for the maintenance contract for this Body Scanner. (see attached memo for details)

2b. Sheriff's Office- Resolution to Accept the 2014 MCOLES Active Violence Incident Training Grant

This resolution authorizes the renewal of a grant contract that the County has had for the last several years. This Active Violence Incident training program grant from the Michigan Commission on Law Enforcement Standards will allow the Ingham County Sheriff's Office to conduct regional training bi-annually again this year.

The purpose of the training is to improve tactical formations, searches and shooting skills for Tri-County area police in the event of an active violent incident taking place in a school or public place so as to reduce risks/injuries to students/civilians from violence. The grant award is for a total of \$20,467.82 to conduct the training, the County is required to provide \$17,535.02 as an in kind match which will be met by the Ingham County Sheriff's Office personnel through existing wages and equipment that is used during these training sessions. (see attached memo for details)

3. Sheriff's Office / Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with the City of Lansing and to Accept the FY2013 Homeland Security Grant Program Funds

This resolution authorizes accepting FY2013 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing. The City of Lansing will continue to serve as the Fiduciary Agent for these grant funds and has authorized the use of the FY2013 HSGP funds and to reimburse Ingham County.

The total funds available for grant eligible projects are \$28,242.80 from the State Homeland Security Program (SHSP) and \$28,747.43 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$56,990.23.

The projects that will be funded will be reviewed and prioritized by the Local Planning Team (LPT) for final recommendation to the County. (see attached memo for details)

4. Facilities - Resolution Authorizing Entering into a Contract with Walter Mechanical Services Inc. DBA: ATI Group to Provide HVAC Preventative Maintenance Services At Eleven (11) 9-1-1 Tower Sites

This resolution authorizes a new contract with Walter Mechanical Services Inc. DBA: ATI Group to provide HVAC preventative maintenance services six (6) times per year at eleven (11) 9-1-1 tower sites for a three (3) year period, with an optional two (2) year renewal, for a total not to exceed cost of \$26,299.00.

The annual three year cost to the county is as follows:

Year One - January 1, 2014 through December 31, 2014	\$8,678.00
Year Two - January 1, 2015 through December 31, 2015	\$8,766.00
Year Three - January 1, 2016 through December 31, 2016	\$8,855.00

The total cost for three years: \$26,299.00

5a. Controller's Office - Resolution to Appoint an Interim Animal Control Director

5b. Controller's Office - Resolution Appointing a Search Committee to Select an Animal Control Director

The two companion resolutions above will set in place an orderly transition plan to select a new Animal Control Director due to the recent resignation of the current Director Jamie McAloon-Lampman, effective February 5, 2014.

The first is to appoint Deputy Animal Control Director, Anne Burns, to serve as the Interim Animal Control Director, effective February 6, 2014, until such time as a permanent Director is selected and assumes their duties.

The second is to appoint a Search Committee to select a new Animal Control Director as this is a Board appointment. The Law & Courts Chairperson Rebecca Bahar-Cook will serve as the Chairperson of the Animal Control Director Search Committee. (see attached memo for details)

5c. Controller's Office - Resolution to Honor Jamie McAloon-Lampman

This is a Resolution to honor Jamie McAloon-Lampman for her nine years of service as Animal Control Director.

6. Controller's Office / 911 Center

Update on the Ingham County 911 Center.

Introduced by the Law and Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JAMES B. PAHL

WHEREAS, James B. Pahl was appointed by the Hon. Pamela J. McCabe to serve as magistrate for the 55th Judicial District Court on March 2, 1992; and

WHEREAS, James Pahl has served the 55th Judicial District Court and the People of Ingham County as a dedicated judicial officer for over 21 years; and

WHEREAS, James Pahl has presided over countless traffic hearings and small claims hearings; and

WHEREAS, James Pahl has been responsible for issuing search warrants, including many late night requests, arrest warrants, presiding over arraignment hearings and affixing bail; and

WHEREAS, James Pahl has been responsible for the sentencing of individuals convicted of traffic-related matters, conservation matters and other minor misdemeanors; and

WHEREAS, James Pahl served as the Court's security coordinator; and

WHEREAS, James Pahl served as the Court's terminal agency coordinator (TAC); and

WHEREAS, James Pahl served as a faculty member for the Michigan Judicial Institute educating and training court personnel throughout the State of Michigan; and

WHEREAS, James Pahl has always been willing to assist the Judges of 55th Judicial District Court and the other district judges within the Ingham County; and

WHEREAS, James Pahl has been known by co-workers to be genuine and unassuming and consistently displaying an amicable disposition; and

WHEREAS, during his tenure as magistrate, James Pahl has impacted the lives of many people, including plaintiffs, defendants, attorneys, district court staff, law enforcement officers, victims, witnesses and members of the public; and

WHEREAS, James Pahl has demonstrated the highest degree of professionalism, a steadfast commitment to the promotion of justice, and unwavering loyalty to the 55th Judicial District Court, the employees of the 55th District Court and the people of Ingham County; and

WHEREAS, James Pahl retired from the 55th District Court on October 18, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors James B. Pahl for over twenty-one years of dedicated service to Ingham County, the 55th District Court and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes him the very best in retirement and continued success in all of his future endeavors.

Introduced by the Law and Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING ROBIN G. KELLEY

WHEREAS, Robin Kelley began her career with Ingham County on December 20, 1978 as Clerk Typist I; and

WHEREAS, she transferred to the 55th District Court on April 16, 1984 and began working as a Clerk Typist II; and

WHEREAS, she was promoted to Chief Clerk of the civil division; and

WHEREAS, she served as Judicial Assistant to the Honorable Donald Allen Jr. from March 9, 2009 until her retirement; and

WHEREAS, her tenure with the county extended beyond 34 years of service; and

WHEREAS, she demonstrated teamwork and a solid work ethic on a daily basis; and

WHEREAS, she maintained a positive, friendly, and cheerful attitude throughout her career; and

WHEREAS, she assisted thousands of people, including litigants, attorneys, witnesses, victims, jurors and court staff with her extensive knowledge of court practices and procedures; and

WHEREAS, Robin Kelley retired from the 55th District Court on September 30, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Robin G. Kelley for over thirty-four years of dedicated service to Ingham County, the 55th District Court and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes her the very best in retirement and continued success in all of her future endeavors.

MEMORANDUM

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon
Court Administrator

DATE: January 9, 2014

SUBJECT: Proposed Pilot Project

When fines and costs are not paid as ordered by the Court, the credibility of the Court comes into question; cases remain open, which impacts effective case management strategies; victims of crimes, who are due restitution, are not made whole; and local and state agencies who are due money do not receive their due.

According to district court records, the court has approximately \$5,000,000 in outstanding receivables; \$4.2 million is aged less than 7 years. Although, not all of that debt is collectible, the majority of it is. Currently, the court has one employee (0.5 FTE) assigned to collect delinquent fines and costs.

In 2010 the Ingham County Board of Commissioners authorized a full-time position to collect delinquent fines and costs owed to the court (1/2 time) and provide court security (1/2 time). The primary focus of the collection/enforcement piece is to hold people accountable, while collecting money owed to the court. Having an enforcement officer (collection officer), offers people who are enduring a financial hardship the opportunity to work with a court employee to satisfy their financial obligation in lieu of a warrant being issued for their arrest for nonpayment of court-ordered fines and costs. Nobody wins when a defendant is arrested and lodged in jail on a warrant for failing to pay fines and costs. The costs involved in the arrest, detention and the processing a defendant in court, most times, far exceeds the amount of money owed to court.

With approximately \$5,000,000 in outstanding receivables, an employee working only 20 hours a week can barely put a dent in such a large amount. In addition, the employee spends most of the time pushing paper instead of having a chance to really interact with people suffering from a financial hardship.

The Court respectfully requests that the Ingham County Board of Commissioners authorize the court/enforcement officer position become a full-time enforcement officer position and create a 0.5 FTE position to assume the court security duties of the former position.

Thank you,
MJD

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 ENFORCEMENT OFFICER POSITION AND CREATING A HALF-TIME COURT OFFICER POSITION IN THE DISTRICT COURT

WHEREAS, prior to 2010 the 55th 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 March 1, 2014 and ending February 28, 2015, 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 March 1, 2014 and ending February 28, 2015, 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 \$33,876.

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

BE IT FURTHER RESOLVED, that the Law & Courts Committee will review this 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 55th District Court's budget and Position Allocation List.

Agenda Item 2a

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

FROM: Major Sam L. Davis, Jail Administrator

DATE: January 2, 2014

RE: TSA Body Scan System

The Ingham County Sheriff's Office, in conjunction with the Michigan Sheriff's Association and the Michigan Municipal Risk Management Authority (MMRMA) has been offered the opportunity to purchase a federal surplus Transportation Security Administration (TSA) Body Scanner for jail operations.

As you are aware, the Sheriff's Office has to be on constant guard to the possible introduction of contraband into our facility. That contraband can range from metallic objects, narcotics or other illegal drugs hidden in undetected parts of the body or clothing, cellphones, and weapons (not excluding guns). All of which are safety and security issues for the staff, inmates and the facility. While the Deputies at the Sheriff's Office do an outstanding job of detecting the majority of items of contraband that inmates try to introduce into the jail, we are not successful 100% of the time. The introduction of the scanner would enable us to detect those items of contraband that may have slipped through in the past.

The Sheriff's Office would like to purchase one of these comprehensive people screening machines to be located in the Receiving Area of the jail. Training is provided by the manufacturer to meet the needs of our agency. The Sheriff sees this as a unique opportunity to provide our Deputies with the ability to detect concealed objects without direct contact. Funding for the costs of the scanner will not exceed \$25,000. (Maintenance per annum, \$16,500 of which \$7,500 comes from an MMRMA grant; Shipping, \$1,700; Installation related expenses, \$2,500; \$4,300 Contingency fund) and will be paid with funds from the Inmate Stores Fund Account, not General Dollars.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT FROM THE
MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA) AND TO
PURCHASE A TRANSPORTATION SECURITY ADMINISTRATION (TSA) BODY SCANNER
MACHINE FOR DEPLOYMENT IN THE JAIL**

WHEREAS, inmates entering the Ingham County Jail have often tried to conceal contraband on and in their persons; and

WHEREAS, the Ingham County Sheriff's Office has to be on constant guard to the possible introduction of contraband into the jail; and

WHEREAS, contraband that has been introduced to the jail has included cellphones, drugs and weapons (not excluding guns); and

WHEREAS, any contraband introduced into the jail effects the safety and security of the deputies, the civilian staff, the inmates, and the facility; and

WHEREAS, the Ingham County Sheriff's Office, in conjunction with the Michigan Sheriff's Association and the Michigan Municipal Risk Management Authority (MMRMA), has been offered the opportunity to purchase a federal surplus Transportation Security Administration (TSA) Body Scanner to enhance jail operations; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate in this purchase program in order to provide our Deputies with the ability to detect concealed objects and eliminate the introduction of concealed objects without direct contact; and

WHEREAS, the budget for this project will be not to exceed \$ 25,000 and consists of revenues including a grant from MMRMA in the amount of \$7,500 with the balance of funds up to \$17,500 from the Inmate Stores Fund; and

WHEREAS, the project expenses will consist of the purchase cost and maintenance contract for the security scanner in the amount of \$16,500, \$1,700 for shipping, \$2,500 for installation and a \$4,300 Contingency Fund for any additional building alterations that may be necessary for the scanner to be installed in the Jails Receiving area.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office Body Scanner Project to be installed in the Jail Receiving area to aid in the detection of contraband and concealed weapons at a cost not to exceed \$25,000.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners accepts the grant of \$7,500 from MMRMA to offset the cost and first year maintenance of the scanner.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the purchase of the body scan system and first year maintenance agreement with the vendor Rapiscan Systems at a cost not to exceed \$16,500.

BE IT FURTHER RESOLVED that up to \$4,200 is approved for the vendor Senaia International for the shipping (\$1,700) and installation costs (\$2,500) of the Body Scanner.

BE IT FURTHER RESOLVED that up to \$4,300 for a project Contingency Fund is approved for any additional building alterations that may be necessary for the scanner to be installed in the Jails Receiving area.

BE IT FURTHER RESOLVED that all Ingham County procurement and property disposition policies will apply for any equipment that the County takes permanent possession of.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners, and the Sheriff, are authorized to sign any necessary contract/purchase order or maintenance agreement documents consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: January 9, 2014

RE: MCOLES Active Violence Incident Training Grant

This resolution requests permission for the Ingham County Sheriff's Office to accept a 2012 MCOLES Training grant in the amount of \$20,467.82 for Active Violence Incident (AVI) training.

This training is a bi-annual training put on by the Ingham County Sheriff's Office for patrol deputies and for Tri-County Law Enforcement that trains first responders how to handle an active shooter call.

There are no financial implications for participating in this grant except for \$17,535.02 as an in kind match assumed by the Ingham County Sheriff's Office in personnel wages and equipment.

This is a bi-annual grant awarded from MCOLES to the Ingham County Sheriff's Office to train regional first responders to active violence calls.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE 2014 MCOLES ACTIVE VIOLENCE
INCIDENT TRAINING GRANT**

WHEREAS, Ingham County Sheriffs Office applied to receive an Active Violence Incident training program grant from the Michigan Commission on Law Enforcement Standards; and

WHEREAS, the Ingham County Sheriff's Office has conducted this regional training bi-annually for the last six years; and

WHEREAS, the purpose of the training is to improve tactical formations, searches and shooting skills for Tri-County area police, in the event of a active violence in a school or public place so as to reduce risks/injuries to students/civilians from violence; and

WHEREAS, this grant request was initiated as a result of the Ingham County Safe Schools initiative and the Tri-County Law Enforcement Active Shooter Curriculum Committee work, in developing training for both school employees and police officers for action against violent encounters in our schools; and

WHEREAS, the amount of the grant is \$20,467.82 with an in kind match of \$17,535.02 assumed by the Ingham County Sheriff's Office in personnel wages and equipment for a total project cost of \$38,002.84.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the 2014 Active Violence Incident Training Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$20,467.82 for the time period of January 1, 2014 through December 31, 2014.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriffs Office 2014 budget.

Agenda Item 3

TO: Law & Courts Committee
Finance Committee

FROM: Sergeant Robert Ott, Ingham County Office of Homeland Security & Emergency Management

DATE: November 20, 2013

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH THE CITY OF LANSING AND TO
ACCEPT THE FY2013 HOMELAND SECURITY GRANT PROGRAM FUNDS

Ingham County is accepting the FY2013 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing. The City of Lansing is the Fiduciary Agent and has authorized the use of the FY2013 HSGP funds and will reimburse Ingham County.

The projects that will be funded are pending review by the Local Planning Team (LPT).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A CONTRACT WITH THE CITY OF LANSING
AND TO ACCEPT THE FY2013 HOMELAND SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2013 Homeland Security Grant Program (HSGP); and

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

WHEREAS, the total amount of grant funds available to Ingham County agencies is \$28,242.80 from the State Homeland Security Program (SHSP) and \$28,747.43 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$56,990.23; and

WHEREAS, there are a number of projects benefiting Ingham County agencies, presently approved or pending approval by the State of Michigan; and

WHEREAS, the City of Lansing has agreed to be the fiduciary agent for these grant funds.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the City of Lansing to be the fiduciary agent for the FY2013 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of grant funds, pending State approval.

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

MEMORANDUM

TO: Law & Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 8, 2014

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH WALTER MECHANICAL SERVICES INC. DBA: ATI GROUP TO PROVIDE HVAC PREVENTATIVE MAINTENANCE SERVICES AT ELEVEN (11) 911 TOWER SITES

The resolution before you authorizes entering into a contract with Walter Mechanical Services Inc. DBA: ATI Group, to provide HVAC preventative maintenance services six (6) times per year at eleven (11) 911 tower sites, for a period three (3) years with an optional two (2) year renewal.

The previous maintenance contract with John E. Green Company which included an optional two (2) year renewal expired on December 31, 2013. The contract with Walter mechanical will be effective from January 1, 2014 through December 31, 2016, with an optional two (2) year renewal at that time.

Walter Mechanical Services Inc. DBA: ATI Group, submitted the lowest responsive and responsible bid of \$26,299.00, were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments.

The yearly cost to the county will be billed as follows:

Year One -	January 1, 2014 through December 31, 2014	\$8,678.00
Year Two -	January 1, 2015 through December 31, 2015	\$8,766.00
Year Three -	January 1, 2016 through December 31, 2016	\$8,855.00

The total cost for three years: \$26,299.00

The funds for this project are available in the approved CIP Line Item 261-32500-818000.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: January 10, 2014

SUBJECT: Proposal Summary for HVAC Services for 911 Towers

Project Description:

Proposals were sought from highly-qualified heating, ventilation and air conditioning (HVAC) firms, licensed in the State of Michigan, interested in entering into a services agreement for HVAC preventative maintenance services six times per year at eleven 911 tower sites. Other services required may include, but are not limited to, emergency HVAC repair services, miscellaneous repairs, replacements, and system operations at various facilities on a non-exclusive continuing annual basis for a period of three years.

The contractor is expected to provide services twenty-four hours a day, seven days a week. On-site emergency service response time is required of no more than one hour upon notification. Many County facilities operate 24 hours per day and must have service promptly to protect the health and welfare of the public, employees, and temperature sensitive equipment.

Proposal Summary:

Vendors contacted: 38 Local: 17

Vendors responding: 6 Local: 3

Company Name	Year 1	Year 2	Year 3	Total	Local
Walter Mechanical Services Inc DBA: ATI Group	\$8,678.00	\$8,766.00	\$8,855.00	\$26,299.00	No
Pro-Tech Mechanical Services	\$10,302.96	\$10,509.02	\$10,719.20	\$31,531.18	Yes
Myers Plumbing & Heating Inc.	\$12,560.00	\$12,560.00	\$12,560.00	\$37,680.00	No
John E. Green Company	\$12,939.00	\$13,198.00	\$13,462.00	\$39,599.00	Yes
Aladdin	\$15,600.00	\$16,160.00	\$16,620.00	\$48,380.00	No
Shaw Winkler Inc	\$28,400.00	\$28,600.00	\$28,850.00	\$85,850.00	Yes

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Walter Mechanical Services Inc DBA: ATI Group in an amount not to exceed \$26,299 for a 3-year term contract with an option for a 2-year renewal. Walter Mechanical Services Inc DBA: ATI Group submitted the lowest responsive and responsible bid, and has the experience and references required for this project.

Advertisement:

The RFP was advertised in the Lansing State Journal, The New Citizens Press, and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
WALTER MECHANICAL SERVICES INC. DBA: ATI GROUP TO PROVIDE
HVAC PREVENTATIVE MAINTENANCE SERVICES AT
ELEVEN (11) 911 TOWER SITES**

WHEREAS, the maintenance contract with John E. Green ended on December 31, 2011; and

WHEREAS, an optional two (2) year renewal was approved which extended the contract through December 31, 2013; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Walter Mechanical Services Inc. DBA: ATI Group, who submitted the lowest responsive and responsible bid of \$26,299.00 to provide HVAC preventative maintenance services six (6) times per year at eleven (11) 911 tower sites, for a three (3) year period beginning January 1, 2014 through December 31, 2016 with an optional two (2) year renewal; and

WHEREAS, other services required may include, but are not limited to, emergency HVAC repair services, miscellaneous repairs, replacements, and system operations at various facilities on a non-exclusive continuing annual basis; and

WHEREAS, the yearly cost to the county will be billed as follows:

Year One - January 1, 2014 through December 31, 2014	\$8,678.00
Year Two - January 1, 2015 through December 31, 2015	\$8,766.00
Year Three - January 1, 2016 through December 31, 2016	\$8,855.00

The total cost for three years: \$26,299.00

WHEREAS, the funds for this project are available within the approved CIP Line Item 261-32500-818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Walter Mechanical Services Inc. DBA: ATI Group, 3419 Pierson Place, Flushing, MI 48433, to provide HVAC preventative maintenance services six (6) times per year at eleven (11) 911 tower sites, for a three (3) year period, with an optional two (2) year renewal, for a total not to exceed cost of \$26,299.00.

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

Agenda Item 5a and 5b

TO: Ingham County Law & Courts Committee
FROM: John L. Neilsen, Chief Deputy Controller
DATE: January 10, 2014
RE: Ingham County Animal Control Director Position

As you are aware by now Jamie McAloon*Lampman, Director of the Ingham County Animal Control Shelter, advised me yesterday that she is resigning her position effective February 5, 2014. I am sure that you will join me in thanking her for her nine years of service in Ingham County and wishing her well as she transitions to her new position in Tennessee.

The two companion resolutions below will set in place an orderly transition plan.

The first is to appoint Deputy Animal Control Director, Anne Burns, to serve as the Interim Animal Control Director effective February 6, 2014 until such time as a permanent Director is selected and assumes their duties.

The second is to appoint a Search Committee to select a new Animal Control Director as this is a Board appointment. The resolution notes that I will serve on the Search Committee along with Commissioners that as of this date have expressed an interest. The Law & Courts Chairperson, Rebecca Bahar-Cook, will serve as the Chairperson of the Animal Control Director Search Committee.

I recommend your approval of both resolutions.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT AN INTERIM ANIMAL CONTROL DIRECTOR

WHEREAS, the position of Ingham County Animal Control Director will soon be vacated and an Interim Director should be appointed until a permanent Director is appointed; and

WHEREAS, this position is a Board-appointed position and as such a Search Committee will be formed to recommend a permanent appointee; and

WHEREAS, the Controller's Office and current Animal Control Director are recommending that the Deputy Animal Control Director, Anne Burns serve as Interim Animal Control Director until such time as a permanent Director begins duties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Deputy Animal Control Director, Anne Burns, to the position of Ingham County Animal Control Interim Director effective February 6, 2014 and until such time as a permanent Director is selected and assumes duties.

BE IT FURTHER RESOLVED, that during this interim appointment the normal County Human Resources practices for compensating employees during temporary appointments will be followed.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPOINTING A SEARCH COMMITTEE TO
SELECT AN ANIMAL CONTROL DIRECTOR**

WHEREAS, the Ingham County Animal Control Director has resigned from her position effective February 5, 2014; and

WHEREAS, it is necessary to appoint a committee to begin the search process to select a new Animal Control Director.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints an Animal Control Director Search Committee consisting of the following members:

Commissioner Rebecca Bahar-Cook
Commissioner Victor Celentino
Commissioner Todd Tennis
Commissioner Kara Hope
Commissioner Bryan Crenshaw
Commissioner Penelope Tsernoglou
Commissioner Deb Nolan
Chief Deputy Controller John Neilsen

BE IT FURTHER RESOLVED, that Commissioner Rebecca Bahar-Cook will serve as Chairperson of the Animal Control Director Search Committee.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JAMIE McALOON-LAMPMAN

WHEREAS, Jamie McAloon-Lampman has served as the Ingham County Animal Control Director for the past 9 years where she has taken tremendous strides to make countless improvements at the shelter; and

WHEREAS, during her tenure she has implemented numerous programs to assist the citizens of Ingham County and their beloved pets, which include: building an on-site surgical suite which allows Animal Control to spay/neuter every animal adopted, the creation of the Animal Cruelty Investigator position (funded by the Animal Shelter Fund), implementing a low cost spay/neuter program, building outdoor runs for the dogs, constructed Whisker Wednesday, the Annual Adopt-a-thon, Home Fur the Holidays, the Annual Humanitarian Awards banquet, the food bank, dog house and straw program, a NLP (neighborhood licensing program), low cost vaccine clinics and many more; and

WHEREAS, Jamie has been very instrumental in the opening of the Community Outreach Center, located in a house donated by the Ingham County Land Bank, where citizens can go for pet food, educational services, low cost vaccines, low cost spay/neuter assistance, free dog houses and straw and many other services; and

WHEREAS, Jamie has built an enormous network of volunteers and these volunteers have donated countless hours of dedicated service; and

WHEREAS, Jamie has earned a lot of respect from her staff, co-workers and colleagues, she serves on the Board of the National Association of Animal Control Officers (NACA) and was on the Board of the Michigan Association of Animal Control Officers (MAACO); and

WHEREAS, as a result of Jamie's zero tolerance for animal cruelty, fellow Animal Control and welfare agencies look to Jamie for advice and frequently request examples of how she operates the department, she is known in the animal industry as the "fixer" where she goes into a department and fixes the problems; and

WHEREAS, effective February 5, 2014, Jamie will be leaving her position as Animal Control Director.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Jamie McAloon-Lampman for her years of dedicated service to the County of Ingham and its citizens.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Jamie for her devotion and compassion to the Ingham County Animal Shelter and for making it a better place.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.