

CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW AND COURTS COMMITTEE  
BRYAN CRENSHAW, CHAIR  
VICTOR CELENTINO  
PENELOPE TSERNOGLOU  
SARAH ANTHONY  
TERI BANAS  
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 **WEDNESDAY, AUGUST 31, 2016**  
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES  
BUILDING, 5303 S. CEDAR, LANSING.

**NOTE CHANGE IN DATE**

### Agenda

Call to Order  
Approval of the [August 11, 2016 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. Circuit Court .....	5-12
c. Circuit Court – Family Division .....	5-28
d. Circuit Court – Friend of the Court Division.....	5-86
e. Community Corrections .....	5-94
f. District Court .....	5-99
g. Ingham County 911 Dispatch Center.....	5-113
h. Office of Homeland Security & Emergency Management.....	5-121
i. Jury Administration .....	5-131
j. Probate Court .....	5-135
k. Prosecuting Attorney .....	5-141
l. Sheriff .....	5-174
m. Tri-County Metro Narcotics Squad .....	5-235

### 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 11, 2016  
Draft Minutes

Members Present: Crenshaw, Anthony, Banas, Celentino, Maiville, Schafer, and Tsernoglou

Members Absent: None

Others Present: John Neilsen, John Dinon, Lisa McCormick, Curt Smith, Robin Stites, and others.

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

Approval of the July 14, 2016 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BANAS, TO APPROVE THE MINUTES OF THE JULY 14, 2016 LAW & COURTS COMMITTEE MEETING.

The minutes were amended as follows:

Commissioner Schafer stated that the cost for the Sheriff's Administrative Operations for Option 1 appeared inflated. He further stated that 55th District Court's concern was safety. Commissioner Schafer stated that he supported building a new jail as renovation would be fraught with difficulties. He further stated that other ~~county's~~ **counties** charged a jail lockup fee, which could be adopted for our Jail.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

8. Law & Courts Committee
  - b. Resolution Recognizing the Heroic Efforts of Meridian Township Police Officer Brian Canen and Ingham County Sheriff's Deputies James Beson and Mark Wadford in The Veterans Memorial Courthouse On August 1, 2016

Limited Public Comment

None.

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

1. Board of Commissioners - Resolution Amending Resolution #16-340 Authorizing an Appointment to the Community Corrections Advisory Board
2. CCAB - Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2016-2017 Fiscal Year
3. Circuit Court - Resolution Authorizing a Project Change Request for the Statement of Work Entered into with Imagsoft Corporation Pursuant to Resolution 16-276
4. Circuit Court/Family Division - Resolution to Authorize Acceptance of United Dairy Industry Grant Award
5. Human Resources - Resolution Approving the Letter of Understanding with Capitol City Labor Program, Inc – 911 Non-Supervisory Unit Regarding Vacation Maximum Accumulation
6. Prosecuting Attorney's Office
  - b. Resolution Authorizing Statements of Work with Imagsoft to Correct Juvenile Foldering
7. Sheriff's Office
  - a. Resolution to Purchase Onbase Workflow Program with Imagesoft for the Sheriff's Office to Submit Paperless Warrant Requests to the Ingham County Prosecutor's Office
  - b. Resolution to Honor Lieutenant Andrina Morence of the Ingham County Sheriff's Office
8. Law & Courts Committee
  - b. Resolution Recognizing the Heroic Efforts of Meridian Township Police Officer Brian Canen and Ingham County Sheriff's Deputies James Beson and Mark Wadford in The Veterans Memorial Courthouse On August 1, 2016

THE MOTION CARRIED UNANIMOUSLY.

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

6. Prosecuting Attorney's Office
  - a. Resolution Authorizing Statements of Work with Imagsoft to Purchase Replacement Scanners

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING STATEMENTS OF WORK WITH IMAGESOFT TO PURCHASE REPLACEMENT SCANNERS.

Lisa McCormick, Chief Assistant Prosecutor, addressed the Committee regarding some proposed purchasing procedure changes. She requested that the Board of Commissioners consider amending the procedures for replacement of equipment from single-source vendors. She further requested the possible use of a short form with regards to status quo type spending.

Commissioner Celentino stated these issues would be brought up at the next County Services Committee meeting.

THE MOTION CARRIED UNANIMOUSLY.

8. Law & Courts Committee

a. Discussion on the BOC Taking a Position on an MDOC Inmate Parole Hearing

John Neilsen, Chief Deputy Controller, stated that historically the Board had never taken a position on a parole hearing. He cautioned that this course of action may prompt many similar requests. Mr. Neilsen suggested that any Commissioner could, individually or as a group, write directly to the Parole Board without the letter being written on the behalf of the Board of Commissioners.

Commissioner Tsernoglou stated that she was approached by a constituent regarding this issue. She provided an overview of the case and the wishes of the constituent.

Commissioner Banas stated that some of the victims were from her community. She further stated that she was very supportive of writing a personal letter from either herself or a group of Commissioners to the Parole Board.

Ms. McCormick reviewed the parole process, which included the involvement of both Eaton and Chippewa County. She stated that the Prosecutor's Office was urging people who contacted them to write to the Parole Board as a concerned citizen.

Commissioner Schafer stated the he would like to add his name to the letter to the Parole Board. He further stated that convictions such as this should not be eligible for parole.

Ms. McCormick stated this case was before her time, but indicated it must have been a difficult decision.

There was a discussion regarding the drafting of an informal letter from Commissioners.

There was a discussion regarding the recent tour of the 55<sup>th</sup> District Court building and safety concerns.

Commissioner Banas requested that future recommendations from the Controller's Office include the reconfiguration of spaces to make them safer.

Commissioner Banas asked if there was any update from the City of East Lansing and the City of Lansing regarding court consolidation.

Mr. Neilsen indicated he had not had any discussions with East Lansing or Lansing since the Board Leadership meeting.

9. Controller's Office - Animal Control Millage Vote Outcome – Discussion on Next Steps

Mr. Neilsen reviewed the handout regarding the new Animal Control Millage.

John Dinon, Animal Control Director, addressed the Committee regarding the potential staffing enhancements and the timeframe to bring on new staff.

Mr. Neilsen stated that, with regards to the budget process, these new positions enhancements were not included in the Controller's Recommended Budget. He further stated that the Commissioners would need to amend the budget at their budget meeting to include the enhancements.

Commissioner Schafer asked how the position enhancements were being funded on January 1<sup>st</sup> when the millage would have just gone into effect.

Mr. Neilsen stated that none of the enhancements over would be financed through the general fund.

Commissioner Celentino asked how the County would pay for these enhancements until millage is collected.

Discussion.

Chairperson Crenshaw asked the procedure for making half-time positions into full-time positions.

Mr. Dinon indicated he had spoken with the Human Resources Department about the procedures. He stated that the people in the half-time positions currently would be the people transitioning to full-time.

Commissioner Tsernoglou indicated that the public would expect services from the millage to start as soon as possible.

Commissioner Schafer stated that positions could be eliminated in the forthcoming Controller's Recommended Budget. He further stated that he wanted to ensure these position enhancements would be funded through the millage.

Mr. Neilsen indicated this was a preliminary discussion. He further indicated that amendments could be made at the budget meeting.

Commissioner Banas asked what the millage would mean in terms of improved services.

Mr. Dinon indicated there would be shorter wait time for customers, the animals would receive better care, and the shelter would now be open on Sundays.

Commissioner Schafer asked why a position financed through donated funds was migrating to millage funded.

Mr. Dinon indicated that it was an important position, as the Volunteer Coordinator, and that it made more sense to secure it with millage dollars rather than rely on donated funds.

Mr. Neilsen explained the next steps regarding design and building of the new shelter. He indicated the key question was whether the shelter should stay in Mason. He further indicated that staying in Mason was the desire of Mr. Dinon.

Commissioner Maiville asked what was happening with the old Road Commission site.

Mr. Neilsen indicated that the Hobbs & Black study determined this site was not suitable for Animal Control.

Chairperson Crenshaw stated that the building would not work in that site.

Mr. Dinon stated that the recommendation to build in Mason was made after significant investigation. He further stated that it was the fiscally responsible thing to do.

Commissioner Schafer inquired about the potential relocation to Michigan State University's (MSU) campus.

Mr. Dinon stated that MSU did not express any interest in having Animal Control on their land.

Commissioner Tsernoglou stated that she believed it initially made more sense to have the shelter closer to the population center, but there have been no other viable options, besides the Mason location, presented.

Commissioner Banas stated that Mason seemed like the best location. She expressed her desire to see a stronger relationship with the MSU Veterinary School. She further expressed her desire to promote more donation opportunities for the shelter, like Amazon. She indicated her appreciation for the Outreach Center in Lansing.

Commissioner Celentino stated that opening the shelter on Sundays should have a huge impact to the public.

Mr. Dinon stated that MSU Veterinary students were in the shelter every week doing spay and neuter surgeries and that Animal Control was working with their Veterinary Technician Program, as well. He further stated his desire to further develop a partnership with MSU. He indicated the outreach program would be expanding to other neighborhoods besides just the Outreach Center in Lansing.

Chairperson Crenshaw stated that it seemed the wish of this Committee was for Animal Control to stay in Mason.

Commissioner Schafer stated that Lansing Community College also had a Veterinarian Technician program.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:02 p.m.

**Agenda Item 1a**

TO: Law & Courts Committee  
FROM: John Neilsen, Chief Deputy Controller  
DATE: August 19, 2016  
SUBJECT: Proposed Amendments to the Animal Control 2017 budget

Commissioners:

As we discussed previously at the August 11, 2016 meeting because of the timing involved, the 2017 Controllars Recommended Budget did not include any of the new positons proposed to be funded through the Animal Control Millage. This memorandum summarizes the six FTEs that are proposed to be funded from the new Special Millage, their approximate date of hire or date they go from half time to full time, and the associated 2017 personnel cost.

In order to add these positons and their costs to the 2017 budget, the Law & Courts Committee would amend the Controllars Recommended Budget to incorporate them into the Animal Control budget, and then it would be part of the Liaison Committee Budget that will be adopted and sent on to Finance Committee for their approval.

Following the passage of the Animal Control millage and the addition of millage money to the budget in 2017, ICAC will begin detailed planning of the new shelter during 2017. Also, ICAC will transition to 6 days per week operations (adding Sunday hours) beginning approximately May 1, 2017. Staffing changes to add Sunday hours will change part time (0.5 FTE) clerk dispatcher and part time (0.5 FTE) animal care specialist to full time effective January 1, 2017, add 1 full time animal care specialist February 1, 2017, and add 3 full time clerk/dispatchers starting April 1, 2017.

Change part time (1/2 time) clerk/dispatcher to full time (1 Jan 2017)	26,576
Change part time (1/2 time) animal care specialist to full time (1 Jan 2017)	30,165
Add one full time animal care specialist (1 Feb 2017)	55,458
Add three full time clerk/dispatchers (1 Apr 2017 )	122,781
Fund existing Volunteer coordinator from millage instead of donations	63,453*

\*current cost of position, may change with employee resignation effective 9/30/16

I recommend your approval.

Cc Tim Dolehanty, County Administrator/Controller; Teri Morton , Budget Director; John Dinon, Animal Control Director