

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 THURSDAY, JUNE 16, 2016 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 [June 2, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Ingham County/City of Lansing Community Corrections - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into [Program Subcontracts](#) for FY 2016-2017
2. Sheriff's Office - Resolution to Continue to Contract with [Dr. Jerry Gallagher](#) for Psychological Services for the Ingham County Sheriff's Office for the Screening of New Applicants Who are Given Conditional Job Offers and for Post Traumatic Stress Reviews for Deputies
3. 911 Center
  - a. Director Langdon Discussion on New [Potential Needs](#) for the 911 Center
  - b. Resolution Submitting to a Vote of the Electorate a [Special Millage](#) for Comprehensive Emergency Telephone Services (911 Services)
4. Facilities Department - Informational  
Emergency Purchase Order to [Midstate Electronics](#) for Repairs to Jail Post #9  
Emergency Purchase Order to [Western Detention](#) to Supply the Parts for Repairs to Jail Post #9

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

June 2, 2016

Draft Minutes

Members Present: Crenshaw, Celentino, Tsernoglou (departed at 7:02 p.m.), Anthony, Schafer, and Maiville (Departed 6:33 p.m.)

Members Absent: Banas

Others Present: John Neilsen, Rick Terrill, Allan Spyke, Sam Davis, Greg Harless, Mike Severino, 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 May 12, 2016 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE MAY 12, 2016 LAW & COURTS COMMITTEE MEETING.

The minutes were amended as follows:

Lisa McCormick, Chief Assistant Prosecutor, addressed the committee regarding how the City of Lansing is **still serving subpoenas, but just not as frequently.**

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Banas.

Additions to the Agenda

Substitute –

4. Facilities Department
  - b. Resolution Authorizing a Contract with D.M. Burr for Uniformed Unarmed Guard Services in Various County Facilities

Limited Public Comment

None.

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

2. Animal Control - Resolution to Accept the ASPCA BeeBee Appel Travel Scholarship
3. Circuit Court - Resolution Authorizing a Contract with ImageSoft Corporation for Implementation of the Circuit Court Imaging Project

5. Sheriff's Office
  - b. Resolution to Purchase New Tasers for the Sheriff's Office Corrections Division and Courts Unit Using Commissary Funds
  - c. Resolution Authorizing Contract Amendment with Securus Technologies to Address Applicable Portions of the FCC Ruling on Inmate Telephone Fees

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Banas.

4. Facilities Department
  - a. Board of Commissioner Referral - Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for File Storage Room Expansion in the Probate Court Office

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION AUTHORIZING AN AGREEMENT WITH STRAUB PETTITT YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR FILE STORAGE ROOM EXPANSION IN THE PROBATE COURT OFFICE.

Rick Terrill, Facilities Director, stated that in order to address concerns over the potential cost of the file storage room expansion a "not to exceed cost" has been added to the resolution.

Commissioner Anthony asked Mr. Terrill to explain the logistical hardship facing the Ingham County Probate Court Office with regards to their file storage.

Mr. Terrill stated that the Probate Court Office must have access to their records. He further stated that to move the records to a different location would be nearly impossible.

Chairperson Crenshaw asked if this action was needed right now or if it could be delayed.

Mr. Terrill indicated that the Probate Court Office wanted very much to move forward due to the constraints on their current set up.

There was a discussion on how other counties were handling these issues.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas.

- b. Resolution Authorizing a Contract with D.M. Burr for Uniformed Unarmed Guard Services in Various County Facilities

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH D.M. BURR FOR UNIFORMED UNARMED GUARD SERVICES IN VARIOUS COUNTY FACILITIES.

Commissioner Celentino inquired about missing information in the committee packet regarding the vendors, including if they were local and if the bidding process had adhered to the local policy.

Mr. Terrill stated that ten bids were received. He further stated that the recommended vendor was not local. He stated the assessment of vendors was based on several criteria and that the recommended vendor was decided on unanimously. He indicated the information normally provided by the Purchasing Department regarding the vendors and vendor policy was missing from the committee packet.

Commissioner Celentino asked Mr. Terrill why this resolution was being brought to the committee now when the contract expired on May 31, 2016. He inquired as to what the issues were with the current vendor.

Mr. Terrill stated that the issues with the current vendor included multiple challenges with consistency, contraband getting thru, and an inability to staff appropriately.

Commissioner Anthony stated that she planned to vote no on this resolution. She further stated that she did not feel comfortable voting for the resolution at this time with the Purchasing Department information missing. She inquired as to what the solution was in the meantime, since the contract has subsequently expired.

Mr. Terrill indicated that the current vendor was extending the contract thru July.

Commissioner Anthony asked the Controller's Office how issues and evaluations of vendors were being addressed.

John Neilsen, Chief Deputy Controller, stated that the Controller's Office will provide an update on the vendor evaluation policy.

Commissioner Maiville stated that he was willing to withdraw his motion and table it at this time until all information was available.

Commissioner Schafer stated that the current vendor was local and hired local employees. He stated that not renewing their contract could put local citizens out of work.

Mr. Terrill indicated that many of the employees for the current vendor would seek employment with the new vendor. He stated that all employees must go thru a thorough screening process. He further stated that the most important concern is safety and security.

**MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION AND RECONSIDER WHEN THE INFORMATION REGARDING THE BID PROCESS AND SELECTION WAS PROVIDED.**

THE MOTION TO TABLE CARRIED. **Yay:** Crenshaw, Celentino, Tsernoglou, Anthony, and Maiville      **Nay:** Schafer      **Absent:** Banas

Commissioner Schafer inquired as to whether the complaints about the current vendors' employees could be provided.

Discussion.

5.      Sheriff's Office

- a.      Resolution Authorizing the Closure of Post #6 at the Ingham County Jail, thus Reducing the Jail's Rate of Capacity from 601 Beds to 569 Beds

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION AUTHORIZING THE CLOSURE OF POST #6 AT THE INGHAM COUNTY JAIL, THUS REDUCING THE JAIL'S RATE OF CAPACITY FROM 601 BEDS TO 569 BEDS.

Commissioner Schafer stated that he was not prepared to close down a post at this time.

Commissioner Celentino asked Allan Spyke, Undersheriff, if the recommendation to close this post was based on finances.

Sheriff Spyke indicated that it was a financial decision and that the situation would only get worse. He stated that they have not been filling beds consistently and it was costing the County significantly.

Commissioner Celentino inquired if the beds could be converted over to local beds.

Sheriff Spyke stated that local beds have been consistently underutilized for the past several months.

Commissioner Celentino asked Sam Davis, Corrections Major, how this closing would affect the jail.

Major Davis stated they would not see any consequences from this closure. He further stated that staffing would be adequate for the jail.

Sheriff Spyke indicated the Sheriff's Department could come back soon and request another closing.

Commissioner Tsernoglou asked if this was what the Sheriff's Department wanted and if it would help with the Sheriff's Department's operations.

Sheriff Spyke stated that it would be financially irresponsible not to close the post. He indicated that steps had been taken to address the issues with their State Representatives and Senator without a satisfactory conclusion.

Commissioner Tsernoglou inquired what Commissioner Schafer's concerns were regarding the closing of this post.

Commissioner Schafer stated it had come on very quickly and he was not prepared to decide at this time.

Mr. Neilsen stated that the Board policy was to rent out beds to various entities, including the State of Michigan Department of Corrections. He further stated that since the State no longer has the funding to continue the rental program that the County has been losing money. He indicated the goal was to cover this loss with natural attrition. He further indicated, with the current economic climate, that revenue from bed rentals should not be counted on long term.

Discussion.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. MAIVILLE, TO CALL THE QUESTION.

THE MOTION TO CALL THE QUESTION CARRIED. **Yay:** Crenshaw, Celentino, Tsernoglou, Anthony, and Maiville **Nay:** Schafer **Absent:** Banas

THE MOTION CARRIED. **Yay:** Crenshaw, Celentino, Tsernoglou, Anthony, and Maiville **Nay:** Schafer **Absent:** Banas

Commissioner Maiville departed at 6:33 p.m.

1. Law & Courts Committee - Jury Board Interview

The committee interviewed Mike Severino for the Ingham County Jury Board.

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. TSERNOGLOU, TO APPOINT MIKE SEVERINO TO THE INGHAM COUNTY JURY BOARD.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Maiville.

6. 9-1-1 Center - Director Langdon, Discussion on New Potential Needs for the 9-1-1 Center

Mr. Neilsen reiterated the recommendation of the 911 Advisory Committee and provided an overview of the next steps in the process.

Lance Langdon, 911 Director, reviewed the operations and expense information for millage considerations.

Commissioner Schafer indicated he would support a millage if "x" amount of dollars was earmarked to support capital outlay. He further indicated that a surcharge should be examined as an option, as well.

Mr. Neilsen summarized the pros and cons of a millage versus a surcharge. He indicated that an increase to the maximum surcharge would yield the same revenue as a millage. He further indicated that either option would have to go to a vote of the people.

Commissioner Schafer asked if the amount Counties received from the State would ever change.

Mr. Neilsen stated that this decision was subject to legislative change.

Mr. Langdon indicated that funding of 911 services across the country was problematic.

Commissioner Celentino asked what their time frame was to put a question on the ballot.

Mr. Neilsen stated that in order to have a question appear on the November ballot the decision by the Board of Commissioners would need to occur at either the June meeting or, at the latest, the July meeting.

Commissioner Anthony expressed her appreciation of the amount of time that was given to address this issue. She indicated that she favored a millage.

Mr. Langdon informed the committee that July of 2017 was the earliest a surcharge increase could go into effect.

Mr. Neilsen indicated that the previous 911 millage passed with a significant amount of support. He further indicated that 911 mileages usually garner widespread support.

Commissioner Anthony requested that the 911 millage be presented to committee in a similar fashion as the Animal Control millage was presented.

Mr. Langdon stated that over 1,100 people had made profiles on their Smart911 program.

Commissioner Tsernoglou departed at 7:02.

#### 7. Controller's Office - Discussion and Approval of Ingham County Strategic Plan

Commissioner Anthony recommended vision statement number one.

Chairperson Crenshaw also recommended vision statement number one.

Commissioner Celentino also recommended vision statement number one.

The Law and Courts Committee recommended vision statement number one.

There was a discussion regarding goals and strategies.

Commissioner Anthony recommended that the section Goals and Strategies should list specific goals cited throughout the Strategic Plan. She further stated that Items 4, 5, and 10 under Service to Residents should be stricken from the plan.

Commissioner Anthony asked who would monitor the implementation and success of the Strategic Plan. She indicated she would like this entity identified in the plan.

Mr. Neilsen stated that each respective department would monitor implementation.

Commissioner Anthony stated there should be one key point person or entity to oversee the Strategic Plan and it should be outlined specifically. She further stated that she wanted to make sure the plan was actually utilized.

Mr. Neilsen indicated the Controller's Office has and will continue to monitor the plan.

Commissioner Anthony stated that this responsibility should be outlined in the plan.

Commissioner Schafer stated that Item 7, under Service to Residents, should be further explained. He further stated, with regards to Items 9 and 10, that material to be covered at committee meetings should be published in a local paper or news outlet.

Commissioner Anthony stated that Item 4, under Communication, should not indicate once or twice a year. She further stated that Item 7 should be amended or stricken as she does want to commit to the hiring of a full time position.

Commissioner Celentino expressed concern regarding Item 9 in Service to Residents..

Commissioner Anthony stated that Item 9 referred to how well the County, as whole, was servicing citizens. She requested that the word "citizens" should replace the word "customer" throughout the Strategic Plan.

Commissioner Anthony stated that under Communication, Item 4 should specify only one meeting. She also suggested the elimination of Item 8 and that Item 11 should be imbedded in someone's job description.

Commissioner Anthony requested some type of a success indicator for streamlining communication with commissioners. She would like it to emphasize the importance of internal communication as well as external communication.

Commissioner Anthony stated that she would like to see a success indicator for Item 7 under the Management and Finance section.

Chairperson Crenshaw suggested the elimination of the word staff in Item 7 of the Management and Finance section.

Commissioner Schafer suggested that Item 10, under Management and Finance be expanded to include all aspects of County operations.

Discussion.

Commissioner Anthony suggested the addition of a bullet point, in Management Finance, about monitoring vendors to ensure their success.

Commissioner Celentino suggested changing County Board to County Services under the Information and Technology section, Item 6.

Commissioner Anthony recommended that Management and Finance include a comprehensive ethics policy. She further stated this policy should be continually developed and maintained.

Commissioner Schafer suggested including something under the Information and Technology section addressing the needs of data storage for law enforcement, specifically body camera footage.

In response to Commissioner Schafer, Commissioner Anthony suggested using the phrase “including, but not limited to, police footage”.

Discussion.

Commissioner Anthony suggested using the phrase “a County space study” on Item 1, under Facilities and Infrastructure.

Commissioner Anthony requested that a legal opinion be given with regards to having diversity as a success indicator. She stated that if this was not possible then diversity should be eliminated as a goal.

Chairperson Crenshaw requested that the Controller’s Office compile a document outlining the recommended changes to the Strategic Plan for the other committees.

#### Announcements

None.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:45 p.m.

## **JUNE 16, 2016 LAW & COURTS AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

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

1. *Ingham County/City of Lansing Community Corrections - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts for FY 2016-2017*

This resolution authorizes an agreement with the MDOC to for Community Corrections administration and offender treatment and services programs for FY2016-2017 October 1, 2016 through September 30, 2017. It also authorizes subcontracts with various qualified providers for those services contingent on the availability of grant funds.

The MDOC contract includes funding in the amount of \$211,918 in CCAB Plans and Services and Administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$233,087 and for the use of an estimated 30 residential beds per day for a value amounting to \$531,075. Subcontracts are also authorized for CCAB Plans and Services programming from October 1, 2016 through September 30, 2017 with Wellness, Inx. for the actual cost of MRT Cognitive Change groups not to exceed \$26,082 with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200, with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$48,328, and with Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed \$10,134.

Also authorized is continuation funding of a Circuit Court special part-time position (19 hours per week) Pretrial Services Investigator grant position at the ICEA PRO06 salary grade not to exceed \$25,683. (see attached material for details )

2. *Sheriff's Office - Resolution to Continue to Contract with Dr. Jerry Gallagher for Psychological Services for the Ingham County Sheriff's Office for Screening of New Applicants who are Given Conditional Job Offers and for Post Traumatic Stress Reviews for Deputies*

This resolution authorizes a renewal agreement to pay for the professional services of Dr. Jerry Gallagher, not to exceed \$12,000 annually for the 2016 and 2017 budget year subject to the availability of funds. Dr. Gallagher's psychological services for screening of new applicants who are given conditional job offers will be at a rate of \$400 per encounter. Dr. Gallagher will also provide psychological services for post traumatic stress reviews for deputies on an as needed basis at a rate of \$125 per hour. (see attached material for details )

- 3a. *911 Center - Director Langdon Discussion on new Potential Needs for the 911 Center*

This memorandum provides background information on the 911 Center's identified operational and Capital needs for the near future.

3b. 911 Center - Resolution Submitting to a Vote of the Electorate a Special Millage for Comprehensive Emergency Telephone Services (911 Services)

This resolution authorizes placing a new ballot proposal on the November election. The proposal is for an increase of another .15 mills as the current 911 Millage (.85 mills) is not sufficient to continue to provide the same level of necessary services and build a sufficient reserve. The additional funding (approximately \$1,050,000 per year) would allow sufficient funds to now cover all the current operational services and some additional operational expenses including new positions. The balance of the new funds will allow for technology upgrades and major capital projects such as upgrading or replacing the current Public Safety Radio System. This additional millage would run concurrently with the proposed renewal for four (4) years (2016-2019).

This action was recommended to the Board of Commissioners by the 911 Advisory Board and was approved by the Board of Commissioners through Resolution #15- 439.

As an alternative, a separate resolution is also attached that would raise approximately the same amount of new funds annually through a telephone surcharge at the level of up to \$0.78 for each service user. This is a \$0.36 per month increase from the current .42 cent monthly surcharge. (see attached material for details)

4. Facilities Department – Informational  
Emergency Purchase Order to Midstate Electronics for repairs to Jail Post #9  
Emergency Purchase Order to Western Detention to supply the parts for repairs to Jail Post #9

Information is attached on emergency purchases that were done.

## Agenda Item 1

**TO:** Board of Commissioners Law & Courts Committee and Finance Committee  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** June 7, 2016  
**SUBJECT: Resolution Authorizing Community Corrections Contracts**  
For the meeting agendas of June 16, 2016 and June 22, 2016

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### **BACKGROUND**

This Resolution authorizes entering into a contract with the MDOC for Community Corrections administration and offender treatment and service programs for FY2016-2017. Since 1991, Community Corrections has secured State grant funding to provide community-based offender programs. These programs provide evidence based treatment and services designed to reduce recidivism by adding a level of monitoring and supervision and by addressing barriers to successful integration into the community. Programs also provide a range of sentencing options to be used as a component of structured sentences in lieu of or in reduction of jail time for eligible, appropriate offenders as determined by the sentencing Judge.

Programs to be funded include Day Reporting, Aftercare and Outpatient substance abuse treatment groups, MRT cognitive change groups, a special part-time Pretrial Services Investigator and electronic monitoring for pretrial defendants and Gatekeeper services to facilitate the timely transfer of jail inmates to residential programming. In addition, residential program beds are made available to provide structured live-in programming at local and out-of-county facilities.

### **ALTERNATIVES**

Approval of this resolution will allow Community Corrections treatment and service programs to provide services through FY2016-2017. Failure to approve this Resolution will result in the loss of these programs, leaving no viable alternative for some programs and only cost prohibitive options for others.

### **FINANCIAL IMPACT**

Programs and positions are contingent upon entering the agreement with the MDOC and upon the availability of grant funds throughout FY2016-2017.

### **OTHER CONSIDERATIONS**

State of Michigan Public Act 511 provides funding for Community Corrections and prescribes powers and duties for State and local Community Corrections Advisory Boards.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support Community Corrections administration and programs for FY2016-2017.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2016-2017**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the State Community Corrections Advisory Board approved the Funding Application and Plan for FY 2016-2017; and

WHEREAS, the FY 2016-2017 Application provides for the continuation of the following CCAB Plans and Services programming: Relapse Prevention and Recovery (\$47,200) to be provided by C-E-I CMH; Gatekeeper services (\$4,069) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups (\$26,082) to be provided by Wellness, Inx.; Day Reporting services (\$48,328) to be provided by Northwest Initiative – ARRO; and, Sentinel, Inc. Electronic Monitoring Services for Pretrial defendants (\$10,134) for a subcontract program total of \$135,813; and

WHEREAS, the FY 2016-2017 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30<sup>th</sup> Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$211,918 for the time period of October 1, 2016 through September 30, 2017; and

WHEREAS, the FY 2016-2017 grant award provides Ingham County with the use of a projected 30 residential beds with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of \$531,075 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169; and

WHEREAS, pursuant to the FY 2016-2017 Application, residential services will be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc. and CEI-CMH House of Commons; and

WHEREAS, pursuant to the FY 2016-2017 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2015-2016 in the amount of \$211,918 in CCAB Plans and Services and Administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$233,087 and for the use of an estimated 30 residential beds per day for a value amounting to \$531,075 for the time period of October 1, 2016 through September 30, 2017.

BE IT FUTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2016 through September 30, 2017 with Wellness, Inx. for the actual cost of MRT Cognitive Change groups not to exceed \$26,082; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$48,328; and with Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed \$10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

**Agenda Item 2**

TO: Law & Courts Committee  
Finance Committee

FROM: Major Maatman, Field & Staff Services Administrator

DATE: June 1, 2016

RE: RESOLUTION TO CONTINUE TO CONTRACT WITH DR. JERRY  
GALLAGHER FOR PSYCHOLOGICAL SERVICES FOR THE INGHAM  
COUNTY SHERIFF'S OFFICE FOR THE SCREENING OF NEW  
APPLICANTS WHO ARE GIVEN CONDITIONAL JOB OFFERS AND FOR  
POST TRAUMATIC STRESS REVIEWS FOR DEPUTIES

This resolution is for the approval to enter into a two year renewal agreement to pay for services of Dr. Jerry Gallagher, not to exceed \$12,000 for the 2016 budget year and not to exceed \$12,000 for the 2017 budget year or whatever the final budget amount is for 2017.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTINUE TO CONTRACT WITH DR. JERRY GALLAGHER FOR PSYCHOLOGICAL SERVICES FOR THE INGHAM COUNTY SHERIFF'S OFFICE FOR THE SCREENING OF NEW APPLICANTS WHO ARE GIVEN CONDITIONAL JOB OFFERS AND FOR POST TRAUMATIC STRESS REVIEWS FOR DEPUTIES**

WHEREAS, many state and local law enforcement agencies in the Tri-County area and State of Michigan conduct psychological testing for police applicants who are offered conditional job offers as well as assistance for police officers who suffer from potential or actual post traumatic stress syndrome; and

WHEREAS, Dr. Jerry Gallagher specializes in both pre hiring psychological testing as well as providing post traumatic stress testing/services for police for over twenty years in the Tri County Area; and

WHEREAS, Dr. Jerry Gallagher has offered his assistance to the Ingham County Sheriff's Office pro bono on several occasions over the last ten years, providing assistance to employees with great success, who have experienced situations that potentially could cause post traumatic stress syndrome or other psychological issue; and

WHEREAS, Dr. Jerry Gallagher has for several years conducted applicant psychological testing for all conditional job offers for police recruits for the Lansing Police Department; and

WHEREAS, the Ingham County Sheriff's Office, for liability concerns, risk management concerns, and the desire to successfully hire applicants for the position of Sheriff Deputy, wish to contract with Dr. Gallagher, to conduct a thorough psychological testing of all applicants who are given a conditional job offer; and

WHEREAS, MMRMA our insurance carrier promotes the use of psychological testing for conditional job offers for Deputy Sheriff; and

WHEREAS, the Ingham County Sheriff's Office, for liability concerns, risk management concerns, and the desire to assist our current employees and future employees, who need assistance due to high stress situations they face every day, the ability to seek assistance with Dr. Gallagher; and

WHEREAS, the contract would not exceed \$12,000.00 which is budgeted for the Sheriff's Office for the 2016 budget (line item # 10130102 818000) or not to exceed future budgets for this line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to contract with Dr. Jerry Gallagher for psychological services for the Ingham County Sheriff's Office for screening of new applicants who are given conditional job offers at a rate of \$400 per encounter and at a rate of \$125 per hour for post traumatic stress reviews for deputies on a as needed basis.

BE IT FURTHER RESOLVED, that the annual costs for this contract will not exceed \$12,000 per year from January 1, 2016 through December 31, 2017.

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

TO: Law and Courts Committee, Ingham County Board of Commissioners  
FROM: Lance Langdon  
DATE: May 19, 2016  
RE: Discussion on 911 Operations and Expense information for Millage Considerations

**911 Center**

As you are aware, the 911 Center opened as a county department in June of 2012, consolidating the two centers that prior to this time were operated by the cities of East Lansing and Lansing. Employees of the Center answer all Emergency 911 calls and non-emergency calls for many of area police departments, totaling over 500,000 phone calls in and out of the center each year. In addition to the phone calls, over 280,000 police, fire and EMS calls for service, were processed by staff. We work with 14 Police agencies and 15 Fire and EMS agencies providing radio dispatch services.

**911 Expenses**

As would be expected in operating the center our largest costs are in the area of salary and benefits. The people working as Dispatchers, Supervisors and Administration are the life blood of the center. Our Dispatchers are the direct link between the public in need of assistance and the first responders that are waiting and ready to help as needed.

In 2015 the Center's expenses were \$7,764,931.00 of which \$517,122.00 were State 911 Fees, \$1,402,698.00 in local fees, \$5,625,134 in millage revenues and \$219,977.00 in fund balance.

For our 2016 budget it is expected to use approximately \$40,274.00 in fund balance.

Unlike several years ago there is no longer a Technology and Improvement fund in place as part of the 911 budget. As you can see our current revenues are a little short of our expenses. In years past, 20% of the 911 funds were held aside for the many upgrades and improvements needed to keep the centers moving forward and to maintain/upgrade equipment as needed.

This fund was used for the Macom/Harris Public Safety Radio System currently in use by the Center and Emergency Responders throughout the County, as well as other technology system upgrades. As we look forward to future needs as the new center is reaching 4 years old, and systems need replacement or upgrade, it is important that we look to put a funding source in place so that when the needs arise, we are able to purchase the equipment or systems that are needed. Like most businesses and industry there is a great need to keep up with upgrades and changes in technology to improve operations. In our case, the changes we make help us work to decrease the response times and improve safety for our customers.

We are currently using 911 fund balance to meet our expenses. Current revenues do not allow us to set a 20% fund aside or fully meet our expenses. With the 911 Millage being up for renewal in the fall of this year, discussion as to the possibility of a millage increase or surcharge increase should be considered.

Looking ahead there are several items that will be in need of replacement or upgrade, as well as improvements that should/could be requested.

## **One Time Capital System Improvement Projects**

-The largest item would be the upgrade or replacement of the Public Safety Radio System. This expense is expected to be sometime after 2019, but carries a cost estimated between 6 and 17 million dollars. While this project would more than likely require bonding to raise the funds, additional funds set aside now would allow the balance to grow and result in a lesser amount to be needed through a bond. This would be a one-time cost item for the purchase, with reoccurring maintenance costs each year. (High Priority item)

-Our 911 Phone system upgrade or replacement in 2017/18 in order to meet the needs of Next Gen 911 services, estimated at \$500,000.00 to \$900,000.00. This would be a change or upgrade to a new software as well as hardware replacements, of servers, switches and consoles. This would be a one-time cost item for the purchase, with reoccurring maintenance costs each year. (Medium to High Priority)

-Computer Upgrades for Dispatch Systems in 2017/18 estimated at \$50,000.00. New PC's were installed with the CAD upgrade in 2014. These PC's will need to be replaced as they do run on a 24 hour basis, as compared to most county office PC's that are used only part of a day. (High Priority)

-Phone and Radio Recorder replacement 2018/19, estimated at \$125,000.00. The Current equipment has an EDACS integration is only supported until end of 2017. We would still be able to use the equipment in an analog recording mode if the integration equipment failed after 2017, but it will reduce our recording abilities. This system was purchased for the Lansing Center and was moved to the new Center. (High Priority) This would be a one-time cost item for purchase, with reoccurring maintenance costs each year.

-CAD to CAD- an interface from our computer system to our neighboring counties to allow for real time exchange of call information and unit status changes, to accommodate the changes in responses currently being made in the Fire and EMS departments. Estimated cost \$326,400.00 this would be a one-time cost item for purchase, with reoccurring maintenance costs each year. (High Priority will be requested with 2017 Budget)

Total costs for System Improvements: \$1,001,400.00 to \$1,401,400.00 separate of the 6-17 million dollars for a new radio system.

## **One Time Capital Facility Improvement Projects**

Our facility could be updated and additions made to accommodate training opportunities, meeting space, additional staff office space. This would include;

-Replacing Call Center work station furniture positions 14-17, that were removed from the initial project to reduce costs. Estimated cost \$100,000.00 Training is now done on workstations that are from the old 911 Centers. The configuration is different than what is used for normal operations. Having our back up/training work stations mirror the regular stations will help staff to use these positions without having to change the way they work because of the different work stations and computer configurations. (Medium Priority)

-Addition of large training room and office/storage space, most of which was removed from the original center designs to curb construction costs. Estimated cost \$850,000.00 (Medium Priority) Current room sizes limit our ability to hold some meetings and to hold training programs in house. Additionally space is limited for storage or additional office space for staff. (Medium Priority)

-Facility Parking lot update, curb and gutter/repaving, estimated cost \$150,000.00 Design and grading have been an issue with employee safety, these changes would allow for additional secure parking space and safety of staff. (Medium Priority)

Total costs for Facility Improvements: \$1,100,000.00

### **Staffing Improvement with Reoccurring Costs**

-Addition of a Deputy Director Position- Responsible for Quality Assurance, Employee Training and Development as primary duties. Estimated cost \$100,000.00. Many tasks and needs are delayed with the current administrative staffing level. The increase will allow us to distribute the work load and address tasks and issues in a timelier manner. (High Priority, will be requested with 2017 Budget)

-GIS/IT Technician- GIS is a major part of our CAD and first responder applications. We have been subcontracting for these services, but with the addition of our own staff member we can get increased services while reducing additional burden on current staff to fill gaps with current services, as well as provide some GIS assistance to other Ingham County Departments that have GIS needs as well. Estimated cost \$100,000.00. (Medium High Priority)

-Six (6) Call Taker/Dispatcher Positions- Optimal staffing to properly cover positions and balance work load, while allowing for staff to take leave time without causing overtime and to allow for some open positions at any given time which has been normal in the 911 business, these positions should be added to center total staffing. This was proposed in my 2016 budget request. Estimated cost \$360,000.00. (Medium Low Priority)

Total cost for the new positions and program/system, \$560,000.00

As you can see we have approximately \$3,061,400.00 in technology, facility updates and additional staffing needs that are in addition to the large radio project that is needed in the future. Current funding will not allow for most of this to even be considered with current revenues.

Our 2015 property tax income with the current millage is \$5,593,955.51 and is our main funding source. We also get funding from phone surcharges in the amount of \$0.42 per device that provided us with \$1,241,875.00 in 2015.

As we look at the need for additional revenues we do have two options; and increase in the millage or in the phone surcharge noting that both require a vote of the people.

With the option of a millage increase from our current .85 mills, by .15 mills we would see an approximate income of \$1,041,458.00 per year.

Based on the total surcharge funds from 2015 or \$1,241,875.00 we estimate the number of devices that the County has received payment for is 246,403. If we raised the surcharge by \$0.10 it would generate an additional \$295,683.00 per year. To reach the same income from the surcharge that the .15 millage increase would raise, we would need a \$0.36 surcharge increase that would generate \$1,064,460.96. This would bring the total surcharge to \$0.78 per device. In the case of a Surcharge increase the requirements for making an increase would require notice to the state and could not take effect until July 1, 2017 at the earliest.

If we looked to add 20% to our current budgeted amount as we had in the past, we would need to raise an additional \$1,534,000.00 to set aside funding for the technology fund.

As a reminder, the 911 Center is funded through the Millage and Phone Surcharges, with no general funds dollars used for operations.

I hope that this information assists you in looking at the wants and needs of the center and potential costs for them. I have listed the items with their level of priority from High to Low, while also listing what equipment will be needed as we look towards a new radio system.

## Agenda Item 3b

TO: Ingham County Law & Courts and Finance Committee's  
FROM: John L. Neilsen, Chief Deputy Controller  
DATE: June 9, 2016  
RE: 911 Millage

The Board of Commissioners has authorized a 911 millage renewal proposal to be placed on the August 2, 2016 Primary election ballot. This renewal would maintain the 911 Special millage at 85/100 (.85) of one (1) mill, \$.085.

As a follow up to previous discussions held at Board of Commissioners Leadership and Law & Courts Committee meetings, attached you will find a resolution authorizing a ballot proposal. This ballot proposal authorizes an increase of another .15 mills as the current 911 Millage (.85 mills) is not sufficient to continue to provide the same level of necessary services and build a sufficient reserve. The additional funding (approximately \$1,050,000 per year) would allow sufficient funds to now cover all the current operational services and some additional operational expenses including new positions. The balance of the new funds will allow for technology upgrades and major capital projects such as upgrading or replacing the current Public Safety Radio System. This additional millage would run concurrently with the proposed renewal for four (4) years (2016-2019).

This action was recommended to the Board of Commissioners by the 911 Advisory Board whose recommendation was approved by the Board of Commissioners through Resolution #15-439 which states:

“Ingham County maximize the investment already made in the current EDACs Public Safety Radio System for the next six years which is now guaranteed through 2021, consider increasing the 911 Millage in 2016 to build up a fund balance for a Technology/Capital Improvements fund for major projects, and then reconsider in four to six years conducting the two Request for Proposals (RFP) process for a Consultant and then Qualified Vendors to submit a Public Safety Radio System proposal.”

As an alternative to the proposal to increasing the 911 Special millage, attached is a separate resolution which also would require a vote of the electorate. It would assess an additional charge on all landline, wireless, and voice over internet protocol service users located in Ingham County of up to \$0.78 per month (currently, the assessment is \$0.42 cents per month) *for a period beginning July 1, 2017 through December 31, 2021.*

In order to be on the ballot for the November 8, 2016 general election, language has to be approved and submitted to the Clerk for certification by August 16<sup>th</sup> at 4:00pm.

The last regularly scheduled Board of Commissioner's Committee meetings to meet that schedule before the Clerk's deadline is:

November General Election Schedule:

Law & Courts Committee - July 14

Human Services - July 18

County Services Committee - July 19

Finance Committee - July 20

Board of Commissioner's Meeting – July 26

Both the proposals would generate just over a million dollars a year in new revenue, and both would have to be approved by the voters. The 911 Millage would be effective January of 2017 and the Surcharge would be effective July of 2017.

Director Langdon and I will be attendance at your next meetings to discuss this issue and talk about the timing of this proposal.

911 Center cost break down if increase Millage .15

<b>Revenue Source</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Millage increase of .15 mills would generate aditional	\$ 1,041,458.00	\$ 1,041,458.00	\$ 1,041,458.00	\$ 1,041,458.00	\$ 1,041,458.00
<b>High Priority Items</b>					
Deputy Director/MCF Position	\$99,014.00	\$ 104,877.00	\$ 111,104.00	\$ 117,718.00	\$ 117,718.00
9-1-1 Phone System Upgrade	\$300,000.00				
CAD PC Replacement		\$50,000.00			
Phone Recorder System			\$125,000.00		
CAD to CAD Interface	\$326,400.00				
CAD to CAD Interface Maintenance		\$52,800.00	\$52,800.00	\$52,800.00	\$52,800.00
Total High Priority Items by year less radio	\$ 725,414.00	\$ 207,677.00	\$ 288,904.00	\$ 170,518.00	\$ 170,518.00
<b>Medium High Priority Items</b>					
GIS Tech - (less \$12,500.00/year paid currently)		\$75,285.00	\$ 79,669.00	\$ 84,385.00	\$ 89,361.00
<b>Medium Priority Items</b>					
Training Room Consoles		\$100,000.00			
Parking Lot, Grading/Curb/Gutter		\$150,000.00			
Total Medium/ Medium High Priority Items by year		\$325,285.00	\$79,669.00	\$84,385.00	\$89,361.00
Total High and Medium Priority Projects	\$ 725,414.00	\$ 532,962.00	\$ 368,573.00	\$ 254,903.00	\$ 259,879.00
<b>Net Surplus for Capital Improvement Fund</b>	\$ 316,044.00	\$ 508,496.00	\$ 672,885.00	\$ 786,555.00	\$ 781,579.00

**ALTERNATIVE RESOLUTION**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE AUTHORIZATION OF THE  
TELEPHONE SURCHARGE FOR EMERGENCY TELEPHONE SERVICES  
(911 SERVICES)**

WHEREAS, Ingham County has established a county-wide system of emergency telephone and dispatch services for the benefit of the citizens of the County; and

WHEREAS, 911 emergency telephone and dispatch services are of substantial benefit to the citizens of the County of Ingham; and

WHEREAS, pursuant to the Emergency Telephone Service Enabling Act, Section 401b(1), being MCL 484.1401b(1), the Ingham County Board of Commissioners may with voter approval authorize a telephone surcharge of up to \$3.00 for each service user, except for users of a prepaid wireless telecommunications service, for recurring emergency telephone operational costs and charges; and

WHEREAS, under the Emergency Telephone Service Enabling Act the County is currently charging \$0.42 for each service user; and

WHEREAS, the Board of Commissioners believe a telephone surcharge at the level of up to \$0.78 for each service user (a \$0.36 per month increase) is necessary to provide an adequate and equitable financing mechanism for the needs for the Ingham County 911 Emergency Center.

THEREFORE BE IT RESOLVED, that the following proposal be submitted to the qualified voters of the County of Ingham at the Election to be held in said County on Tuesday, November 8, 2016:

**INGHAM CENTRAL DISPATCH  
PROPOSITION FOR 911 EMERGENCY SERVICE SYSTEM FUNDING**

Shall the County of Ingham, Michigan, be authorized to assess a charge on all landline, wireless, and voice over internet protocol service users located in Ingham County of up to \$0.78 per month *for a period beginning July 1, 2017 through December 31, 2021*, to be used exclusively for the funding of 911 emergency telephone call answering and dispatch services within Ingham County, including facilities, infrastructure, equipment and maintenance, and operating costs?

YES [ ] NO [ ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the November 8, 2016 ballot and to be prepared and distributed in the manner required by law.

911 Center cost break down if increase Surcharge by \$0.36 per device

<b>Revenue Source</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Surcharge increase of \$0.36 estimate generate	\$ 532,230.48	\$ 1,064,460.96	\$ 1,064,460.96	\$ 1,064,460.96	\$ 1,064,460.96
<b>High Priority Items</b>					
Deputy Director/MCF Position	\$99,014.00	\$ 104,877.00	\$ 111,104.00	\$ 117,718.00	\$ 117,718.00
9-1-1 Phone System Upgrade	\$300,000.00				
CAD PC Replacement		\$50,000.00			
Phone Recorder System			\$125,000.00		
CAD to CAD Interface	\$326,400.00				
CAD to CAD Interface Maintenance		\$52,800.00	\$52,800.00	\$52,800.00	\$52,800.00
Total High Priority Items by year less radio	\$ 725,414.00	\$ 207,677.00	\$ 288,904.00	\$ 170,518.00	\$ 170,518.00
<b>Medium High Priority Items</b>					
GIS Tech - (less \$12,500.00/year paid currently)		\$75,285.00	\$ 79,669.00	\$ 84,385.00	\$ 89,361.00
<b>Medium Priority Items</b>					
Training Room Consoles		\$100,000.00			
Parking Lot, Grading/Curb/Gutter		\$150,000.00			
Total Medium/ Medium High Priority Items by year		\$325,285.00	\$79,669.00	\$84,385.00	\$89,361.00
Total High and Medium Priority Projects	\$ 725,414.00	\$ 532,962.00	\$ 368,573.00	\$ 254,903.00	\$ 259,879.00
<b>Net Surplus for Capital Improvement Fund</b>	\$ (193,183.52)	\$ 531,498.96	\$ 695,887.96	\$ 809,557.96	\$ 804,581.96

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE  
A SPECIAL MILLAGE FOR COMPREHENSIVE EMERGENCY TELEPHONE SERVICES  
(911 SERVICES)**

WHEREAS, Ingham County has established and maintained financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years; and

WHEREAS, the 911 emergency telephone and dispatch services are of substantial benefit to the citizens of the County of Ingham; and

WHEREAS, the millage funds were approved by the electorate to operate countywide 911 emergency telephone and dispatch services since 1988; and

WHEREAS, the current millage is not sufficient to continue to provide the same level of necessary services.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the General Election to be held November 8, 2016:

**EMERGENCY TELEPHONE SERVICE (911 SERVICE)  
MILLAGE QUESTION**

For the purpose of funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System previously supported by the voters in 1996, 2000, 2004, 2008, and 2012, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 15/100 (0.15) of one (1) mill, \$0.15 per thousand dollars of state taxable valuation, for a period of four (4) years (2016-2019) inclusive? If approved and levied in full, this millage will raise an estimated \$1,041,458 for the countywide 911 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value.

YES [  ]                      NO [  ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the November 8, 2016 ballot and to be prepared and distributed in the manner required by law.

## Agenda Item 4

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 8, 2016

SUBJECT: Emergency PO to Midstate Electronics for repairs to Jail Post #9

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Law & Courts, County Services and Finance Committees.

The Sheriff's Office is going to be closing Post 6 around July 1<sup>st</sup>. To accommodate for the relocation of the maximum security inmates on Post 6 they are going to be relocating the female inmates from Post 5 to Post 9. Two of the dorms on Post 9, E and F, will be used to house higher security level inmates and will need to be made fully functional so that staff can lock inmates down without entering the dorms. These dorms have not been used in this manner in many years and are going to require many repairs to the locks as well as the operating system for them.

Unfortunately, we were not in a position to seek other quotes as we are on a very tight time schedule. Midstate Electronics has worked on this system in the past and is very familiar with it. They were at the Sheriff's Office recently to evaluate what needs to be done to make the dorms operational again.

Emergency Purchase Order # 2016-224 has been issued to Midstate Electronics for a total cost of \$4,326.00.

Funds for this purchase are available in the Inmate Commissary Line Item #595-30110-726010.

Both the Controller and Facility Director approved this purchase.

## Agenda Item 4

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 8, 2016

SUBJECT: Emergency PO to Western Detention to supply the parts for repairs to Jail Post #9

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Law & Courts, County Services and Finance Committees.

The Sheriff's Office is going to be closing Post 6 around July 1<sup>st</sup>. To accommodate for the relocation of the maximum security inmates on Post 6 they are going to be relocating the female inmates from Post 5 to Post 9. Two of the dorms on Post 9, E and F, will be used to house higher security level inmates and will need to be made fully functional so that staff can lock inmates down without entering the dorms. These dorms have not been used in this manner in many years and are going to require many repairs to the locks as well as the operating system for them.

Unfortunately, we were not in a position to seek other quotes, for a couple of reasons; first, Western Detention is the only vendor that can supply the lock parts and second, we are on a very tight time schedule.

Emergency Purchase Order #2016-223 has been issued to Western Detention for a total cost of \$5,308.22.

Funds for this purchase are available in the Inmate Commissary Line Item #595-30110-726010.

Both the Controller and Facility Director approved this purchase.