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CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

LAW & COURTS COMMITTEE
BRYAN CRENSHAW, CHAIR
KARA HOPE
VICTOR CELENTINO
TERI BANAS
SARAH ANTHONY
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 & COURTS COMMITTEE WILL MEET ON THURSDAY, APRIL 12, 2018
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 [March 29, 2018](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Accept Dataworks as a Sole Source Vendor and to Purchase Two [Mobile Identification Units](#)
2. Circuit Court – Resolution to Authorize Project Change Request #2 for the Statement of Work Entered into with [Imagesoft Corporation](#) Pursuant to Resolution #16-276 and an Analysis by Equivant of the Case Initiation and Auto Docketing Processes
3. Animal Control – Resolution to Accept a [Bissell Pet Foundation](#) Empty the Shelters Free Adoption Grant
4. Controller's Office
 - a. 1st Quarter [Budget Adjustments](#)
 - b. Resolution to Accept the 2019 – 2023 [Strategic Plan](#)
5. Law & Courts Committee – Resolution to Submit to the Electorate a Special Millage Question for a [Justice Complex](#) and Treatment Programming

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
March 29, 2018
Draft Minutes

Members Present: Anthony, Crenshaw, Hope, Celentino, Maiville, and Schafer (left at 6:29 p.m.)

Members Absent: Banas

Others Present: Sheriff Scott Wriggelsworth, John Dinon, Lance Langdon, Barb Davidson, Rick Terrill, Dave Stoker, Tim Dolehanty, 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 March 15, 2018 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE MARCH 15, 2018 LAW AND COURTS COMMITTEE MEETING.

The minutes were amended as follows:

Commissioner Banas left at 6:25 p.m.

~~Commissioner Maiville left at 6:27 p.m.~~

~~Commissioner Maiville returned at 6:29 p.m.~~

Chairperson ~~Celentino~~ **Crenshaw** stated that intern training took so long, that by the time the interns were trained to do the clerical work, then their internship was over.

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

Additions to the Agenda

5. 9-1-1 Center
 - b. Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators during National Telecommunicators Week April 8-14, 2018

Substitute –

3. Facilities – Resolution to Amend Resolution #18-063 to Provide and Install a New Dishwasher in the Family Center Kitchen

Limited Public Comment

Chairperson Crenshaw stated without objection, an email from Sherry Larner, CCLP President 9-1-1 Center Non-Supervisors Division, would be included in the minutes as Attachment A.

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

1. Sheriff's Office
 - a. Resolution to Continue Contract with Dr. Jerry Gallagher for Psychological Services for the Screening of New Applicants who are given Conditional Job Offers and for Post-Traumatic Stress Reviews for Deputies
 - b. Resolution to Continue Records Management Software Support from TriTech
2. District Court – Resolution to Authorize an Agreement for a Policy for the Operation of Computer Network, Internet Access, and Email with the District Court
3. Facilities – Resolution to Amend Resolution #18-063 to Provide and Install a New Dishwasher in the Family Center Kitchen
4. Animal Control – Resolution to Endorse SB 710
5. 9-1-1 Center
 - a. Resolution to Authorize the Cardinal Group II to Conduct Organization Wide Training with the Staff of the Ingham County 9-1-1 Central Dispatch Center

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas

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

5. 9-1-1 Center
 - b. Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators during National Telecommunicators Week April 8-14, 2018

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Anthony asked if the Board of Commissioners would have an opportunity to present the resolution to the employees at the 9-1-1 Center and show their appreciation to them.

Chairperson Crenshaw stated in Ms. Larner's email, she had mentioned there would be a ceremony to honor the employees.

Lance Langdon, 9-1-1 Center Director, introduced Barb Davidson, 9-1-1 Center Staff Services Manager, to the Committee. He stated there would be a time where the Employee of the Year and Rookie of the Year awards would be presented during Telecommunicators Week.

Ms. Davidson stated Telecommunicators Week was April 9 through April 14, and it would be full of activities, food and prizes for the staff. She further stated that there were other agencies that would make presentations to staff and they would like to have the Board of Commissioners join them, as she was sure the staff would appreciate them being there, as well.

Ms. Davidson stated presentations would be at 1800 hours, because that was when the majority of staff would be there.

Chairperson Crenshaw asked when the Employee of the Year award would be presented.

Ms. Davidson stated the award presentation would be on Wednesday, April 11, 2018.

Discussion.

Commissioner Anthony asked staff to email a list of all activities that would take place during Telecommunicators Week, so Commissioners could attend the events if they were available.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas

6. Law & Courts Committee
 - a. Justice Complex Millage Draft Millage Language (*Discussion*)

Chairperson Crenshaw stated Commissioner Grebner had proposed draft millage language for the Justice Complex. He further stated that Dave Stoker, County Attorney, had edited the language and the Committee had to decide the direction it wanted to go with the language, and then the final language would be approved at a later meeting.

Mr. Stoker stated he wanted to caution the Committee that the millage needed to be all on one topic, as the Courts had said the millage could not have multiple parts. He further stated he thought the current language was acceptable, because it was structured as corrections-oriented, but if they layered it to include many items, he would question if it could all be in one millage.

Discussion.

Chairperson Crenshaw asked Tim Dolehanty, Controller, if the Courts were invited to this Committee meeting, as they had voiced concerns about their inclusion.

Mr. Dolehanty stated the Courts had been invited to the Committee meeting, and his staff had had other meetings with them since the last Committee meeting.

Mr. Stoker stated in his proposed millage language, he had used the phrase “court facilities,” so it would not be limited to the District Court. He further stated it was becoming more common to have Court facilities in lockup facilities because of transport issues.

Chairperson Crenshaw stated Judge Tom Boyd had concerns about space and numbers in the Justice Complex. He further stated the County was working with Redstone to address those concerns and come up with numbers.

Sheriff Scott Wriggelsworth stated he had noticed more and more that when they held Court in the Mason Historical Courthouse, it was a significant strain on the Sheriff’s Office’s resources. He further stated about a month ago, he thought about if Circuit Court could be attached to the Justice Complex where the District Court currently was.

Sheriff Wriggelsworth stated that he and Shauna Dunnings, Circuit Court Administrator, Circuit Court Judge Janelle Lawless, and Chief Circuit and Probate Court Judge Richard Garcia had a meeting about that possibility. He further stated that three judges thought it was a good idea and several other judges were ambivalent.

Sheriff Wriggelsworth stated Judge Garcia had instructed him that he could say the judges were open to a discussion to see if it would be feasible to have a Circuit Court room next to the Justice Complex. He further stated if the Commissioner were to talk to anyone except Circuit Court Judge William Collette who worked in the Mason Historical Courthouse, that location was not functional.

Chairperson Crenshaw stated that was why the draft millage language said “court facilities,” rather than “District Court.” He asked Mr. Dolehanty if Redstone was working on the numbers for including Circuit Court.

Mr. Dolehanty stated those numbers were not available yet.

Chairperson Crenshaw asked if the Committee’s consensus was to include the Circuit Court in the Justice Complex.

Commissioner Celentino stated the inclusion of Circuit Court was worth looking into.

Commissioner Schafer asked how much money it would cost.

Commissioner Celentino stated that was what the Committee was looking into.

Commissioner Schafer stated the cost was already at \$66 million, and he was not sure how this would affect the cost of the project.

Commissioner Maiville stated there were already holding cells and other facilities in the plan.

Chairperson Crenshaw stated adding a Circuit Court room would also include room for the Judge and their staff.

Commissioner Maiville stated it was worth looking at.

Discussion.

Chairperson Crenshaw stated he was inclined to go with more vague language that Mr. Stoker came up with, because it did not include the specific Courts to be included.

Commissioner Schafer stated he supported Chairperson Crenshaw's statements.

Commissioner Maiville stated in general, he also agreed with Chairperson Crenshaw.

Chairperson Crenshaw stated at the next Committee meeting, he hoped Redstone would have the numbers and they would be able to pass the language to go onto the full Board of Commissioners to have on the August Election ballot.

Commissioner Anthony stated she recalled there had been a discussion regarding the title of millage language to include public safety. She asked if the consensus was that it would make the title too long.

Commissioner Celentino stated he thought when he went into the voting booth and looked at the title of the millage, it might confuse voters a bit to include public safety, as they would think of patrol officers.

Discussion.

Commissioner Hope asked what the legal parameters were around the title of the millage.

Mr. Stoker stated the title was supposed to relate to the topic of the millage.

Discussion.

Sheriff Wriggelsworth stated he had been asked by several out-County residents if this millage would increase the amount of road patrol in the out-County. He further stated that including the public safety piece might mislead voters.

Discussion.

Mr. Stoker stated he usually put the purpose of the millage before the constitutional limitations.

Chairperson Crenshaw stated he thought having the purpose first was critical to have before the legal words.

Commissioner Anthony stated she thought the language as recommended by the County Attorney was clear. She further stated the Board of Commissioners wanted to draft language that

was not only legal, but provided the voter with a clear choice of what was at stake and what they were asking for.

Commissioner Maiville stated he was not sure if the language of “more modern” would sell people. He further stated the term “compliant to current standards” did come to mind, and the safety for staff should be included in the language.

Discussion.

Commissioner Hope stated she had also crossed out “modern” in the draft language, as the facility would be brand new, so it better be modern. She further stated she also had similar concerns regarding safety, and suggested the language read “... that will be safer for the public, staff and inmates, and allow for more efficient operations.”

Commissioner Hope stated she was not sure about the term “humane,” because it made it seem like the facility was not humane now. She further stated compliance could change after the facility was built, and they could not guarantee it would be compliant in the future.

Sheriff Wriggelsworth stated they could say that the facility was compliant with current State and Federal standards when it was constructed.

Discussion.

Chairperson Crenshaw directed staff to come back with the draft millage language with numbers included. He further stated staff should do numbers with Circuit Court, and with current District Court, programming, Sheriff’s Office and jail.

Commissioner Hope asked if the staff could also provide the current cost of holding proceedings in the Mason Historical Courthouse for comparison.

Discussion.

6. Law & Courts Committee
 - b. Update on Controller’s Organizational Assessment Team (*Discussion*)

Commissioner Schafer left at 6:29 p.m.

Mr. Dolehanty provided an update on the Controller’s Organizational Assessment Team (COAT). He stated the employees now had a work ticket that they could electronically submit issues to management.

Ms. Davidson stated they called the work ticket platform the 9-1-1 Helpdesk.

Discussion.

Mr. Langdon stated he was pleased with the direction of the COAT group, as it was not getting bogged down in some things that had been communicated during collective bargaining. He further stated the group was energetic and there had been a lot of good discussion with positive ideas.

Mr. Langdon explained the improvements that were occurring at the 9-1-1 Center.

Mr. Davidson stated most of the entries in the 9-1-1 Helpdesk so far had been for the recognition committee. She further stated the system was good, because nothing could happen with a ticket without sending a message to the person who initiated it.

Chairperson Crenshaw stated the system was holding individuals accountable.

Ms. Davidson stated it was, because it was structured and everything was date and time-stamped.

Commissioner Celentino stated in Ms. Larner's email, she had mentioned that perhaps by the end of June, they would have a more concrete understanding of the direction of the 9-1-1 Center and if skills were being used to the best of their ability. He asked if Chairperson Crenshaw saw the 9-1-1 Center reporting back in June, and what was expected at that time.

Mr. Dolehanty stated he thought Ms. Larner was referring to the results of the Cardinal Group training and putting into the action plan those results from the training. He further stated the training was not going to be easy and would cause some soul-searching from employees and supervisors.

Mr. Dolehanty stated he was hopeful that the training would cause them to add more things to their task list, as Ms. Larner was also hoping. He further stated he thought Mr. Langdon was reporting monthly or bimonthly to the Committee, so this update could be included with the regularly scheduled update.

Discussion.

Commissioner Celentino asked if going through the COAT had helped morale.

Ms. Davidson stated the staff assessment was tentative, and as Ms. Larner's email had outlined, training was important. She further stated that previous training had been canned and terrible, and the Cardinal Group had been chosen because they could address Ingham County-specific issues.

Ms. Davidson stated the Cardinal Group would help supervisors be more comfortable guiding staff, and she felt their plan was comprehensive. She further stated they would be held to expectations they came up with in groups and they had high hopes.

Discussion.

Ms. Davidson stated that the review of policies and procedures was being rolled out over time, as to not overwhelm the employees.

Discussion.

7. Board Referral – Letter from Oakland County Regarding the Passage of the Resolution Opposing the State Budget Office’s Proposed Amendments to the Michigan Indigent Defense Act

Chairperson Crenshaw stated the letter was received and it would be placed on file.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:46 p.m.

ATTACHMENT A

On Mar 28, 2018, at 10:21 AM, Larner, Sherry <SJonckheere@ingham.org> wrote:

Hello,

(I'm sorry I will not be able to give this information first hand, but I had a prior commitment and am unable to attend the meeting. I did want you to have my thoughts on the current status of the 911 Center.)

Thank you for taking the time to continue to follow up with us on that status of our 911 center.

At this time we feel the center is headed in the right direction. With the addition of the Staff Services manager and the controller taking control of the JLT/COAT, we seem to be moving forward with our tasks of removing barriers that were identified in the Brockman study.

The Cardinal Group training that will be coming up, has the potential to be a major change in the way the center is managed, supervised, and worked by it's employees. The modules they have laid out are exactly what we as employees need to be successful. Mission statements, our value to the organization, creating and supporting a healthy work environment, organizational trust, conflict resolution, along with the other modules are the issues we have need addressed the most. We finally being taught how we can be part of the change in our 911 center.

With the modules laid out for the executive leadership as well as supervisors, they will detail the roles and responsibilities expected of each supervisory position. This has the potential to increase communication with employees, create healthy work environments, create more effective leaders, and teach them how to be coaches to obtain the desired work from employees, they will learn how to deal with and address conflict resolution and how to address problem employees.

I will caution that the usual problems that arise here in our center are consistency and follow thru. There is still a big IF behind these potential changes, because without follow thru and consistency we are right back to where we started. While we understand it takes time for change, if done correctly, and if we utilize the tools given us in our training, we should see some type of change right away.

I would request that you continue to follow up with us, perhaps by the end of June we will have a more concrete understanding of the direction our center is taking and if the skills are being used to the best of their abilities.

Again thank you for your time and attention.

Sherry Larner
C.C.L.P President 911-non sups

APRIL 12, 2018 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Sheriff's Office – Resolution to Accept Dataworks as a Sole Source Vendor and the Purchasing of Two Mobile Identification Units*

This resolution would recognize DataWorks as a sole source vendor for Ingham County and approve the purchase of two hand held identification units and associated equipment from DataWorks with \$7,308 of approved funding through the Medical Marihuana Operation and Oversight Grant. This grant was previously approved by Resolution 18-136.

See attached memo for details.

2. *Circuit Court – Resolution to Authorize Project Change Request #2 for the Statement of Work Entered into with Imagesoft Corporation Pursuant to Resolution #16-276 and an Analysis by Equivant of the Case Initiation and Auto Docketing Processes*

Resolution #16-276 authorized the Ingham County Circuit Court to enter into a contract with ImageSoft for the analysis and design of an imaging solution and granted funding in the amount of \$540,788. Resolution #16-375 authorized the Ingham County Circuit Court to enter into a Project Change Request (PCR) to correct the Milestone Payment Schedule contained in the original Statement of Work (SOW).

Members of the Ingham County Circuit Court, the Ingham County IT Department, the ImageSoft Corporation, and Equivant (formerly Courtview) have identified some high impact risks to the successful completion and implementation of the project as originally planned. ImageSoft has submitted a PCR which addresses the identified risks by proposing changes in scope to the original SOW described above, including moving from a full, one-time go-live project plan to a two-phase go-live project plan. This PCR requires an additional \$72,825 in funding. Equivant has provided a quote for the Analysis of the Case Initiation Processes for the Circuit Court for purposes of evaluating the Court's processes for determining integration needs for auto-docketing and case initiation. The analysis requires an additional \$14,625.

This resolution would approve the PCR from ImageSoft and the quote from Equivant and additional funding in the amount of \$87,450 to be transferred from the 2018 contingency account. It is uncertain if the project will be completed in 2018, so any funds unspent in 2018 would be authorized to be carried over to the 2019 budget.

See attached memo for details.

3. *Animal Control – Resolution to Accept a BISSELL Pet Foundation Empty the Shelters Free Adoption Grant*

This resolution will accept a grant for no fee adoptions as part of the BISSELL Pet Foundation's Empty the Shelters Free Adoption event, to be held on May 5, 2018. The Ingham County Animal Control and Shelter (ICACS) will make animals available to qualifying adopters for free and the BISSELL Pet Foundation will reimburse the Shelter at the following rates:

\$49/senior dog (6 years and older)
\$105/dog (6 months to 6 years)
\$140/puppy (under 6 months)
\$45/senior cat (6 years and older)
\$84/cat or kitten (under 6 years)

ICACS will use its regular adoption application, screening process, and adoption agreement for adoptions done as part of this event. The amount of the grant will be determined by the number, species, and ages of the animals adopted on May 5, but is anticipated not to exceed \$5,000. There is no match requirement.

4a. Controller's Office – *Resolution Authorizing Adjustments to the 2018 Ingham County Budget*

This resolution will authorize various budget adjustments for the first quarter of 2018. The total increase to the General Fund is \$389,160.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Typical adjustments result from updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$202,921.

See attached memo for details.

4b. Controller's Office – *Resolution to Accept the 2019 – 2023 Strategic Plan*

This resolution would update the current Strategic Plan for the time period of 2019 – 2023. Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work. The plan includes strategies and an action plan that specifies activities and tasks required for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original. It is being presented to all liaison committees for review and update, if necessary.

5. Law & Courts Committee – *Resolution to Submit to the Electorate a Special Millage Question for a Justice Complex and Treatment Programming*

This resolution would approve a special millage question for a justice millage, including a new justice complex facility and to expand treatment programming.

The current draft of the resolution includes blanks for the millage levy and estimated dollars to be raised. The Controller's Office is awaiting information from Redstone Architects updating cost estimates for the new facility, to include replacement of the Jail, Sheriff's Administrative Offices, and the 55th District Court. Estimates will also be provided to include a Circuit Court Courtroom in the new facility should the Board of Commissioners decide to explore the option of moving the Circuit Court Courtroom located in the Mason Courthouse to the new facility. These cost estimates should be available by the April 12 Law and Courts Committee meeting.

In addition to the construction costs, the millage language also includes programming. The committee has previously discussed a range of \$500,000 to \$1 million annually to be dedicated to programming to treat substance addictions and mental illness at the Jail and to reduce recidivism.

For inclusion on the August 7 primary election ballot, a resolution authorizing the ballot language would need to be approved at the next round of committee meetings. If the Board of Commissioners is inclined, this resolution could be adopted at this round.

See attached memo for details.

Agenda Item 1

TO: Law & Courts Committee
Finance Committee

FROM: Captain Greg Harris, Field & Staff Services

DATE: April 3, 2018

RE: RESOLUTION TO ACCEPT DATAWORKS AS A SOLE SOURCE VENDOR
AND THE PURCHASING OF TWO MOBILE IDENTIFICATION UNITS

This resolution is for the approval of DataWorks as a sole source vendor and to purchase (2) two mobile identification units.

The Sheriff's Office has been awarded funding through the Medical Marihuana Operation and Oversight Grant. One of the projects that was funded was to purchase (2) two mobile identification units. Currently the Ingham County Sheriff's Office does not have any capability of scanning an individual's fingerprints outside of the jail. These units will save time and aid in the identification of individuals that are trying to evade law enforcement. DataWorks currently holds the mobile identification contract for the Michigan State Police. Ingham County Sheriff's Office is requesting that DataWorks be recognized as a sole source vendor for mobile identification hardware/software.

Agenda Item 1

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT DATAWORKS AS A SOLE SOURCE VENDOR AND TO PURCHASE TWO MOBILE IDENTIFICATION UNITS

WHEREAS, the Ingham County Sheriff's Office applied to receive a Medical Marihuana Operation and Oversight Grant from Department of Licensing and Regulatory Affairs Bureau of Professional Licensing; and

WHEREAS, the Ingham County Sheriff's Office was awarded the Medical Marihuana Operation and Oversight Grant; and

WHEREAS, the Ingham County Board of Commissioners approved the Ingham County Sheriff's Office to accept the grant funds in the amount of \$114,055.70; and

WHEREAS, \$7308.00 of the 2018 Medical Marihuana Operation and Oversight Grant is approved to purchase two handheld identification units and associated equipment from DataWorks Mobile ID; and

WHEREAS, DataWorks currently holds the Michigan State Police contract for mobile identification; and

WHEREAS, the Michigan State Police allow agencies to participate in the Mobile-ID application for which DataWorks is the sole provider; and

WHEREAS, DataWorks is the exclusive manufacture of the Evolution device that Ingham County Sheriff's Office has chosen and the only device that can be upgraded to an "all-inclusive" CJIS compliant fingerprint solution and approved by the Michigan State Police; and

WHEREAS, Ingham County Sheriff's Office is requesting that DataWorks be recognized as a sole source vendor for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners recognizes DataWorks as a sole source vendor for Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the purchase of (2) two hand held identification units and associated equipment from DataWorks with \$7308.00 of approved funding through the Medical Marihuana Operation and Oversight Grant.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administer to make the necessary budget adjustments in the Ingham County Sheriff's Office 2018 budget.

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

Agenda Item 2

TO: Law and Courts Committee
Finance Committee

FROM: Rhonda Swayze
Deputy Court Administrator

DATE: April 3, 2018

RE: Project Change Request #17275 for ImageSoft Statement of Work and
Equivant Quote for Analysis of Case Initiation Processes

Resolution #16-276 authorized the Ingham County Circuit Court to enter into a contract with ImageSoft for the analysis and design of an imaging solution and granted funding in the amount of \$540,788. Resolution #16-375 authorized the Ingham County Circuit Court to enter into a Project Change Request (PCR #001_17275) to correct the Milestone Payment Schedule contained in the original Statement of Work (SOW).

Members of the Ingham County Circuit Court, the Ingham County IT Department, the ImageSoft Corporation, and Equivant (formerly Courtview) have identified the following high impact risks to the successful completion and implementation of the project as originally planned in the SOW:

1. Capturing case and hearing data through feeds from the case management system to the document management system. This will provide a daily update of changes made in the case management system to the document management system;
2. Identifying, developing and programming integration functionality specific to the Circuit Court for auto docketing and case initiation. Once developed and functional, this will eliminate steps taken by the clerks to connect the document scanned to the correlating entry in the case management system.
3. Needing supplementary user acceptance testing hours and on-site go-live support hours. This will allow an expanded time frame for users to test the system and will give us in-person technical support for the first days that we are live with the system.

ImageSoft has submitted a Project Change Request (PCR #17275 dated April 3, 2018) which addresses the identified risks by proposing changes in scope to the original SOW described above, including moving from a full, one-time go-live project plan to a two-phase go-live project plan. This will allow us to begin basic imaging this summer (Phase 1) while providing Equivant and ImageSoft with time to develop the more complex systems involved in auto docketing and case initiation (Phase 2). This PCR requires an additional \$72,825 in funding. As need for the additional funds is dependent on Equivant's progress in the identification, development and programming of integration functionality, it is unknown whether the funding will be needed in 2018 or 2019.

Equivant has provided Quote INGHM120180329, dated March 29, 2018, for the Analysis of the Case Initiation Processes for the Circuit Court for purposes of evaluating the Court's processes for determining integration needs for auto-docketing and case initiation. The analysis requires an additional \$14,625 in funding and said funding is needed in 2018.

The court requests that PCR #17275 and Quote INGHM120180329 be approved by the Ingham County Board of Commissioners and additional funding in the amount of \$87,450 be transferred from the 2018 contingency account and that any funds unspent in 2019 be carried over to the 2018 budget.

cc: Hon. Joyce Draganchuk
Shauna Dunnings
Hon. Richard J. Garcia
Hon. Janelle A. Lawless

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PROJECT CHANGE REQUEST #2 FOR THE
STATEMENT OF WORK ENTERED INTO WITH IMAGESOFT CORPORATION PURSUANT
TO RESOLUTION #16-276 AND AN ANALYSIS BY EQUIVANT OF THE CASE INITIATION
AND AUTO DOCKETING PROCESSES**

WHEREAS, the Ingham County Circuit Court entered into a contract with ImageSoft to implement an imaging system for the Ingham County Circuit Court as approved through Resolution #16-276; and

WHEREAS, funding in the amount of \$540,788 was authorized by the Board for a contract with ImageSoft; and

WHEREAS, members of the Ingham County Circuit Court, the Ingham County IT Department, the ImageSoft Corporation, and Equivant (formerly Courtview) have identified high impact risks to the successful completion and implementation of the project as originally planned in the Statement of Work (SOW) #15485, Revision 1.7 dated May 3, 2016; and

WHEREAS, the risks involve capturing case and hearing data through feeds from the case management system to the document management system; identifying, developing and programming integration functionality specific to the Circuit Court for auto docketing and case initiation; and needing supplementary user acceptance testing hours and on-site go-live support hours; and

WHEREAS, ImageSoft has drafted Project Change Request #17275, dated April 3, 2018, which addresses the identified risks by proposing changes in scope to the original SOW described above, including moving from a full, one-time go-live project plan to a two-phase go-live project plan; and

WHEREAS, Project Change Request #17275 will require additional funding in the amount of \$72,825; and

WHEREAS, Equivant has provided Quote INGHM120180329, dated March 29, 2018, for the Analysis of the Case Initiation Processes for the Circuit Court for purposes of evaluating the Court's processes for determining integration needs for auto-docketing and case initiation; and

WHEREAS, Quote INGHM120180329 will require additional funding in the amount of \$14,625; and

WHEREAS, Equivant must complete the Analysis of the Case Initiation Processes to determine how much additional programming and development will be required by Equivant, so the additional funding of \$14,625 will be needed in 2018; and

WHEREAS, because ImageSoft cannot begin Phase II of the project until after Equivant has completed programming and development of the specific integration functionality needed, it is difficult to know if the additional funding of \$72,825 for the change in scope will be needed in 2018 or 2019.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners hereby approves amending the original Statement of Work (SOW) cited above through PCR #17275 dated April 3, 2018; signing the Analysis of the Case Initiation Processes for the Circuit Court to Evaluate the Process to Determine Integration Efforts through Quote INGHM12080329 dated March 29, 2018; and funding both initiatives in the amounts of \$72,825 for ImageSoft and \$14,625 for Equivant.

BE IT FURTHER RESOLVED, that \$87,450 will be transferred from the 2018 contingency account to fund the additional cost, and that any funds unspent in 2018 will be carried over to the 2019 budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

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

Agenda Item 3

TO: Board of Commissioners, Finance and Law & Courts Committee
FROM: John Dinon, Director – Ingham County Animal Control and Shelter
DATE: 3 April 2018
SUBJECT: Resolution to accept Bissell Pet Foundation Grant
For the meeting agendas of April 12, 18, and 24.

BACKGROUND

The Ingham County Animal Control and Shelter (ICACS) has applied for and been awarded a grant to reimburse ICACS for no fee adoptions finalized on May 5, 2018 as part of the BISSELL Pet Foundation's Empty the Shelters Free Adoption event. ICACS will make animals available to qualifying adopters for free and the BISSELL Pet Foundation will reimburse ICACS at the following rates:

\$49/senior dog (6 years and older)
\$105/dog (6 months to 6 years)
\$140/puppy (under 6 months)
\$45/senior cat (6 years and older)
\$84/cat or kitten (under 6 years)

ICACS will use our regular adoption application, screening process and adoption agreement for adoptions done as part of this event. The grant will facilitate an increase in adoptions and marketing of the event will help raise the profile of ICACS's adoption program in the community.

The amount of the grant will be determined by the number, species and ages of the animals adopted on May 5, but is anticipated not to exceed \$5,000. There is no match requirement.

ALTERNATIVES

If the grant is not accepted, ICACS will adopt animals at the regular adoption fees that date.

FINANCIAL IMPACT

Accepting the grant may slightly enhance County revenue due to increased adoptions.

OTHER CONSIDERATIONS

Four previous Bissell Foundation adoption events were very successful and increased adoptions from ICACS.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the Bissell Pet Foundation Grant.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A BISSELL PET FOUNDATION EMPTY THE SHELTERS
FREE ADOPTION GRANT**

WHEREAS, the Ingham County Animal Control and Shelter has applied for and has been approved to receive a grant from the BISSELL Pet Foundation; and

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control for no fee animal adoptions finalized on May 5, 2018; and

WHEREAS, the award amount of this grant is dependent on the number of animals adopted on May 5, but is anticipated to not exceed \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from the BISSELL Pet Foundation for an amount to be determined by the number of adoptions finalized on May 5, 2018, but not to exceed \$5,000 with no match requirement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which 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 authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

Agenda Item 4a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 3, 2018

RE: First Quarter 2018 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2018. The total increase to the General Fund is \$389,160.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2017. Some of the larger projects carried over from the 2016 and 2017 budgets include \$151,200 for the McNamara accessible boat launch, \$147,926 for the Overlook Shelter Roof Restrooms, and \$130,900 for new boilers for HSB with ongoing major imaging/scanning projects, \$293,068 for Circuit Court, \$124,845 Probate Court, and \$236,432 for the Clerk. 911 Emergency Dispatch requested \$300,000 of 2017 funds for the VESTA 911 phone system upgrade. The IT department had a number of unfinished projects including \$180,000 for wireless system upgrade, \$118,000 web site revamp, \$110,000 network security, \$86,000 SAN components, \$75,000 UPS replacement and others that total \$860,530. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions 16-257, 16-328 and 17-109. The balance of these projects totals \$6,435,127. A total of \$66,346 in computer replacement budgeted in 2017 are also appropriated to 2018.

The State of Michigan suggested a budget of \$750,000 for Personal Property Tax replacement for 2018, an increase of \$550,000 over budget. Based on the anticipated 2018 budget employee concessions was originally budgeted in the amount of \$300,000, due to additional revenue this is eliminated. Reduction of Jury requested budget \$8,750 for software text messaging not needed until 2019 budget. After the retirement of the Economic Development Coordinator the 2018 budget called for economic development functions to be performed by LEAP which lead to additional expense of \$41,499. Also, the 2018 budget reduced Cooperative Extension by \$50,341 in error. Tri-County Metro Narcotics Squad was awarded Byrne/Jag funding at a reduced amount which leaves a need of additional funding of \$6,070. R18-048 authorized a contract for the annual audit which was in need of an additional \$30,400 more than the budgeted amount. The use of fund balance uncommitted will be reduced to balance these changes.

After reopening of Cross Country Skiing during January and February 2018, the Parks Director recommended some budget adjustments to the Park's operating budget, which will increase revenues by \$5,000 and increase expenses by \$5,000.

A review of the 2017 Fair budget and fund balance lead to a decision to cancel an appropriation of \$180,000 in 2018 CIP funds for the purchase of 2 portable shower & restroom, ADA compliant trailers.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$202,921. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

2018 CONTINGENCY

Adopted Contingency Amount	\$350,000
R17-436: Additional Community Agency Funding	(15,650)
R18-035: Additional Funding for CATS	(10,180)
R18-084: Additional Funding for Sheriff Portable Radios	(23,747)
R18-088: Additional Funding for Jail Based Break Out from Wellness	(20,800)
R18-114: Additional Funding to Hire Assistant Prosecuting Attorney	(76,702)
Current Contingency Amount	\$202,921

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2018 BUDGET 03/13/18</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$83,290,335	419,560	\$83,709,895
208	Parks	2,295,107	5,000	2,300,107
228	Trails & Parks Millage	282,149	6,676,360	6,958,509
230	Hotel Motel	3,000,000	(180,000)	2,820,000
245	Public Improvements	829,320	470,441	1,299,761
256	Register of Deeds Automation	223,944	1,330	225,274
261	911 Emergency Phone	8,349,157	320,449	8,669,606
561	Fair	1,318,291	(180,000)	1,138,291
631	Building Authority Operating	3,809,265	160,820	3,970,085
636	Innovation & Technology	5,112,643	1,221,807	6,334,450
664	Mach. & Equip. Revolving	905,568	527,434	1,433,002

GENERAL FUND REVENUES

	<u>2018 Budget –</u> <u>03/13/18</u>	<u>Proposed</u> <u>Changes</u>	<u>2018 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	49,994,805	0	49,994,805
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,209,651	0	6,209,651
Convention/Tourism Tax - Liquor	1,407,051	0	1,407,051
Court Equity Funding	1,486,000	0	1,486,000
Personal Property Tax Replacement	200,000	550,000	750,000
Use of Fund Balance - Committed	1,400,000	0	1,400,000
Use of Fund Balance - Uncommitted	244,272	(130,440)	113,832
Department Generated Revenue			
Animal Control	1,091,930	0	1,094,930
Circuit Court - Family Division	1,359,749	0	1,359,749
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,180,032	0	2,180,032
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	622,210	0	622,210
District Court	2,495,065	0	2,495,065
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	0	0	0
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Probate Court	277,178	0	277,178
Prosecuting Attorney	650,277	0	650,277
Purchasing	179,106	0	179,106
Register of Deeds	2,134,877	0	2,134,877
Remonumentation Grant	85,000	0	85,000

Sheriff	4,753,836	0	4,753,836
Treasurer	4,337,133	0	4,337,133
Tri-County Regional Planning	63,921	0	63,921
Veteran Affairs	393,928	0	393,928
Total General Fund Revenues	83,290,335	419,560	83,709,895

GENERAL FUND EXPENDITURES

	<u>2018 Budget –</u> <u>03/13/18</u>	<u>Proposed</u> <u>Changes</u>	<u>2018 Proposed</u> <u>Budget</u>
Board of Commissioners	609,930	0	609,930
Employee Concessions	(300,000)	300,000	0
Circuit Court - General Trial	8,552,970	0	8,552,970
District Court	3,312,452	0	3,312,452
Circuit Court - Friend of the Court	1,775,438	0	1,775,438
Jury Board	1,192	0	1,192
Probate Court	1,599,196	0	1,599,196
Circuit Court - Family Division	5,599,121	0	5,599,121
Jury Selection	152,459	(8,750)	143,709
Elections	545,532	0	545,532
Financial Services	739,402	30,400	769,802
County Attorney	467,299	0	467,299
County Clerk	1,007,672	0	1,007,672
Controller	917,802	0	917,802
Equalization/Tax Services	749,902	0	749,902
Human Resources	770,400	0	770,400
Prosecuting Attorney	6,893,262	0	6,893,262
Purchasing	230,294	0	230,294
Facilities	2,121,816	0	2,121,816
Register of Deeds	763,882	0	763,882
Remonumentation Grant	85,000	0	85,000
Treasurer	573,396	0	573,396
Drain Commissioner	1,028,544	0	1,028,544
Economic Development	107,988	41,499	149,487
Community Agencies	215,650	0	215,650
Ingham Conservation District Court	7,954	0	7,954
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	113,053	0	113,053
Jail Maintenance	212,600	0	212,600
Sheriff	20,258,388	0	20,258,388

Metro Squad	37,500	6,070	43,570
Community Corrections	161,036	0	161,036
Animal Control	2,243,788	0	2,243,788
Emergency Operations	224,758	0	224,758
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,697,042	0	5,697,042
CHC	3,600,156	0	3600,156
Jail Medical	1,669,946	0	1,669,946
Medical Examiner	654,820	0	654,820
Substance Abuse	706,777	0	706,777
Community Mental Health	2,024,693	0	2,024,693
Department of Human Services	2,002,229	0	2,002,229
Tri-County Aging	83,295	0	83,295
Veterans Affairs	574,096	0	574,096
Cooperative Extension	387,676	50,341	438,017
Library Legacy Costs	0	0	0
Parks and Recreation	1,586,857	0	1,586,857
Contingency Reserves	202,921	0	202,921
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,707,601	0	1,707,601
Total General Fund Expenditures	83,290,335	419,560	83,709,895

General Fund Revenues

Personal Property Tax Replace	State of Michigan projected increase \$550,000 over budget 2018 amount.
Use of Fund Balance-Uncommitted	Reduction of use of fund balance \$130,440 due to above additional revenue.

General Fund Expenditures

Employee Concessions	Reduction of employee concessions \$300,000 due to additional revenue.
Jury Administration	Reduction of requested budget \$8,750 for software text messaging not needed until 2019 budget.
Economic Development	Additional funds requested for new LEAP contract \$41,499 to perform function.

Financial Services	Additional funds requested for annual audit per resolution #18-048, \$30,400, new contract negotiated to a higher rate than budgeted.
Metro Squad	Additional funds requested \$6,070 due to reduction in Byrne/Jag funding.
Cooperative Extension	Additional funds requested \$50,341 due to miscalculations in preparation of 2018 budget.

Non-General Fund Adjustments

Parks (F208)	Increase budget to recognize \$5,000 income from opening Cross Country Skiing Jan and Feb 2018 and appropriate expense.
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328 and 17-109 (\$6,435,127). Re-appropriate remaining funds for magic carpet at Hawk Island (\$4,393) per Resolution 16-198. Re-appropriate funds for McNamara accessible boat launch (\$151,200) from CIP 2016, Pump House Building (\$18,267), Stone Chip Road (\$5,581), Restrooms Refurbishment (\$6,707), Gravel/Millings Burchfield & Lake Lansing (\$30,000) from CIP 2017, Burchfield Trails & Wayfinding (\$17,200) from CIP 2017 and R17-286. Millage Coordinator's funds for laptop, GPS, Bike (\$7,885) from R17-312.
Hotel/Motel (F230)	To cancel transfer to Fund 561 for 2018 CIP project (180,000).
Public Improvement (F245)	Re-appropriate funds for Overlook Shelter roof/restrooms(\$147,926), gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: District Court Public Bath Flooring (\$17,293), and Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$23,160), and Steam Repairs VMC (\$20,000) from CIP 2017, Indoor Firearms Range (\$5,000), Lock Replacement Jail (\$8,156), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$25,000), Jail Roof Repairs (\$33,847), Training Center Roof (\$21,096), Lock Repair Parts (\$14,689) all from CIP 2017, Jail Heat Pumps/Piping (\$45,000), and Replace Jail Water Softener (\$25,000) from CIP 2016, RTU Duct Insulation (\$23,160) from CIP 2017, Floor Women's Health (\$9,900), and Floor Waiting Area Child Health (\$7,000) from CIP 2015, Restore Tile Floors Mason (\$6,500) from CIP 2017.
Register of Deeds Automation (F256)	Re-appropriate \$1,330 for the computer replacements not purchased in 2017.

911 Emergency Phone (F261)	Re-appropriate funds for the following projects; Radio system battery replacement (\$20,000) per 2016 capital budget and Phone System Upgrade to VESTA 911 (\$300,000) from the CIP 2017. Re-appropriate \$449 for 911 computer replacements not purchased in 2017.
Fair (F561)	To cancel 2018 CIP funds for project 2 Portable Shower & Restroom, ADA Compliant Trailers (\$180,000) due to lack of fund balance.
Bldg. Authority Operating (F631)	Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, New Boilers (\$130,900), Drop Ceiling Public Health (\$10,000) from CIP 2015, and Replace Air Separator (\$6,705) from CIP 2017.
Innovation & Technology (F636)	Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$124,845) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2017; UPS replacement (\$75,000), server replacement hosts (\$50,000), wireless system upgrade (\$180,000), WAN encryption (\$40,000), SAN Components (\$86,000), Network Security (\$110,000) multi-factor authentication (\$53,000), network access control (\$70,000), and web services (\$25,000), Web Site Revamp (\$118,000), Network Security Assessment (\$20,000) and Phone System Upgrade (\$33,530).
Mach./Equip. Revolving (F664)	Re-appropriate Circuit Court's imaging/scanning project (\$293,068), and E-filing software (\$10,000) from CIP 2014, video equipment (\$80,000), courtroom tech replacements (\$10,923), courtview training (\$5,000), and key card holder (\$2,600) from CIP 2014 and 2015 , computer, keyboard, monitor (\$2,432) and phonic ear (\$750) from 2017. Re-appropriate Parks' Dump Truck (\$40,000) from CIP 2017. Animal Control's bullet proof vest (\$3,300), toughbooks (\$10,455) from 2016 and 2017 CIP. District Court's Lobby Furniture CIP 2016 (\$2,592) and Two Way Radios CIP 2017 (\$1,750). Re-appropriate funds for computer replacements budgeted but not purchased in 2017 for the following departments; BOC (\$1,697), Circuit Court (\$3,148), Co-op Ext (\$900), District Court (\$6,742), Equalization (\$2,700), Financial Services (\$2,076), FOC (\$900), Health Dept (\$29,276), and Prosecuting Attorney (\$17,126).

TO: Law & Courts, Human Services, County Services, & Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: April 4, 2018

SUBJECT: Ingham County Strategic Plan
For the meeting agendas of 4/12, 4/16, 4/17 and 4/18

BACKGROUND

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original. It is being presented to all liaison committees for review and update, if necessary.

ALTERNATIVES

The Board of Commissioners could opt not to make any changes to the 2018 – 2022 plan.

FINANCIAL IMPACT

There is no direct financial impact. However, the goals and strategies included in the Strategic Plan are considered when allocating resources during the annual budget process.

OTHER CONSIDERATIONS

Review of the 5- year strategic plan is necessary to ensure that the strategies and goals remain current.

RECOMMENDATION

I recommend approval of the attached resolution after review by the Board of Commissioners to incorporate any necessary changes.

Agenda Item 4b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2019 – 2023 STRATEGIC PLAN

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, in 2017, the Board of Commissioners, working with elected officials, department heads and budgetary units completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deemed the plan to be comprehensive, appropriate, aspirational and strategically sound; and

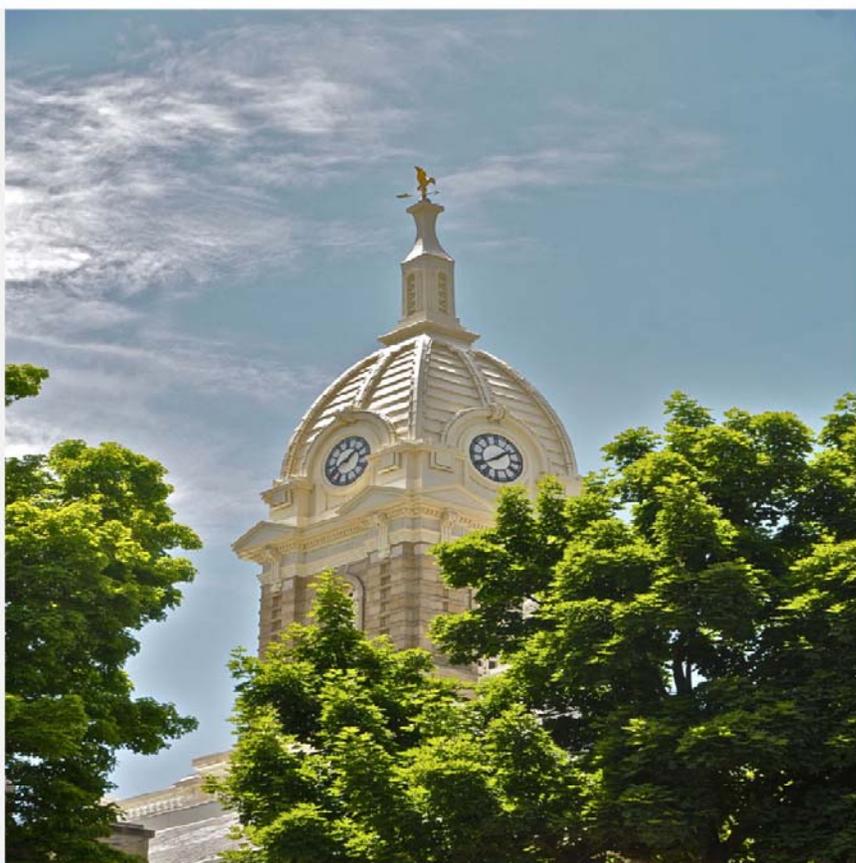
WHEREAS, the Ingham County Board of Commissioners adopted the 2018 - 2022 Ingham County Strategic Plan; and

WHEREAS, the Ingham County Strategic Plan should be reviewed and updated, if necessary, on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2019 – 2023 Ingham County Strategic Plan as presented and modified by the Board membership.



Ingham County Strategic Plan



Vision
Mission
Values
Overarching
Priorities
Goals
Strategies
Success
Indicators

February 2017

Prepared for Ingham County, Michigan by Management Partners



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Background



Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

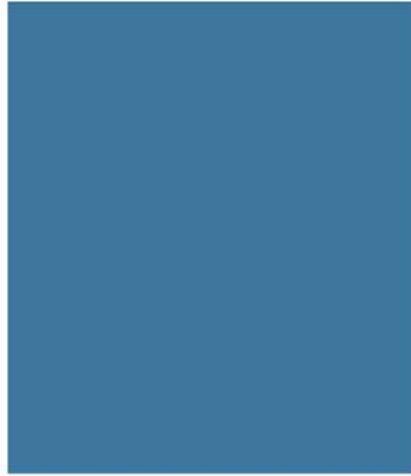
Strategic Planning Process and Workshops

The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on March 14, 2017.



Vision and Mission



A vision statement is aspirational. It reflects a desired future for the County.

OUR VISION

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.

OUR MISSION

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.



Values



Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.

OUR VALUES

While providing County services and doing our work we value:

- ❖ *Quality resident services;*
- ❖ *Accountability and fiscal responsibility;*
- ❖ *Diversity, equity and inclusion;*
- ❖ *Honesty, integrity and ethics; and*
- ❖ *Creativity and innovation.*



Goals and Strategies (2018 – 2022)



A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs. Success indicators are presented in a companion Implementation Action Plan document that is updated yearly as part of the annual budget process.

The Commissioners developed goals and strategies that address six strategic issue areas:

- ❖ Service to Residents
- ❖ Communication
- ❖ Facilities and Infrastructure
- ❖ Information Technology
- ❖ Management, Finance and Governance
- ❖ Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.



Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

Overarching Long-term Objective	Goal					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	



Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.



Strategies

1. Strive to make facilities and services user-friendly.
2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
4. Ensure employees provide complete and courteous responses to resident questions and inquiries.
5. Provide opportunities to gather feedback on County services from the public.



Communication



Goal: Improve service by enhancing the quality of external and internal communication.

Strategies

1. Promote key services through the local media.
2. Provide opportunities for residents and service recipients to share their experiences about County services.
3. Consider ways to brand and unify County messaging.
4. Assure ease of access to information on and maintenance of the County Web site.



Management, Finance and Governance



Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategies

1. Maintain the County's financial reserves at adequate levels.
2. Continue to monitor adherence to the County's financial reserve policy.
3. Develop options for service levels depending on the County's fiscal health.
4. Periodically review and revise policies and contracting procedures to reflect current best practices.
5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
6. Identify long and short-term funding priorities and financing options for capital projects.
7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
8. Monitor and address unfunded liabilities.



Information Technology

Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.



Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.
2. Annually budget for countywide IT projects including updates to existing software applications.
3. Establish consistent standards for department website design, information postings and monitoring.



Facilities and Infrastructure



Goal: Provide user friendly, accessible facilities and quality infrastructure.

Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.
2. Plan physical space needed for future storage needs.
3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
4. Consider environmentally-friendly construction strategies.



Human Resources and Staffing



Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategies

1. Attract and retain employees who value public service.
2. Regularly solicit employee feedback and suggestions for workflow improvements.
3. Encourage employee creativity and innovation.
4. Support employee and professional development.



Conclusion



This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

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Sarah Anthony
Vice- Chairperson

Randy Maiville
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Ryan Sebolt, District 2 (2017)

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Penelope Tsernoglou, District 8 (2016)
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Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

Robin Case Naeyaert, District 14





Agenda Item 5

TO: Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: April 3, 2018
SUBJECT: Resolution to Submit to the Electorate a Special Millage Question for a Justice Complex and Treatment Programming

Please see attached draft resolution to submit to the electorate a special millage question for a justice millage, including a new justice complex facility and to expand treatment programming.

The millage language is the culmination of numerous discussions at the Law and Courts Committee, and among commissioners and county officials, and review by the County Attorney.

Blanks still remain for the millage levy and estimated dollars to be raised. The Controller's Office is awaiting information from Redstone Architects updating cost estimates for the new facility. These cost estimates will include replacement of the Jail, Sheriff's Administrative Offices, and the 55th District Court. Redstone is also working on an estimated cost to include a Circuit Court Courtroom in the new facility should the Board of Commissioners decide to explore the option of moving the Circuit Court Courtroom located in the Mason Courthouse to the new facility. These cost estimates should be available by the April 12 Law and Courts Committee meeting. If available sooner, they will be forwarded to commissioners in advance of the meeting.

The other component of the millage levy will be programming. The committee has previously discussed a range of \$500,000 to \$1 million annually to be dedicated to programming to treat substance addictions and mental illness at the Jail, and to reduce recidivism.

Based on an estimated 2018 adjusted taxable value of around \$7.3 billion, the millage equivalent of various programming dollar amounts would be as follows:

<u>Programming</u>	<u>Millage</u>
\$500,000 annually	0.0685
\$750,000 annually	0.1027
\$1,000,000 annually	0.1369

For construction costs, for every \$5 million bonded over 20 years at an estimated interest rate of 3.75%, the annual debt service payment would be around \$365,000, or a millage equivalent of 0.05 mills. For example, the millage equivalent for a \$70 million project would be around 0.7 mills.

In order to be included on the August 7 primary election ballot, a resolution authorizing the ballot language would need to be approved at the next round of committee meetings beginning with Law and Courts on April 26, then Finance on May 2, and the Board of Commissioners on May 8. If the Board of Commissioners is inclined, this resolution can be adopted at this round of committee meetings.

If the voters of Ingham County choose to support this proposal, a Request for Proposal will be released in August to begin the planning phase of construction. Meetings will also continue to develop programming proposals for consideration and approval by the Board of Commissioners with implementation feasibly to begin around January 1, 2019.

Please contact me if you would like any additional information.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A JUSTICE COMPLEX AND TREATMENT PROGRAMMING

WHEREAS, the Board of Commissioners desires to build a new combined justice complex facility to include a new county Jail, Sheriff's department offices and court facilities, and to expand programming for treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons; and

WHEREAS, a millage is necessary to construct, equip, and finance a new Justice Complex and to expand treatment programming; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of constructing, equipping, and financing a safer and more efficient Justice Complex to replace existing facilities and to expand treatment programs for arrested persons.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 7, 2018:

JUSTICE MILLAGE QUESTION

For the purpose of constructing, equipping, and financing a new combined justice complex facility and expanding correctional programming, to include a new county jail, Sheriff's department offices, and court facilities, which would replace the existing facilities and will be safer for the public, staff and inmates, and allow for more efficient operations; and including programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons, 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 xx/100 (0.xxxx) of one (1) mill, \$0.xx per thousand dollars of state taxable valuation, for a period of twenty (20) years (2018-2037) inclusive? If approved and levied in full, this Millage will raise an estimated \$_____ in the first calendar year of the levy, based on state taxable valuation.

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 place the proposal on the August 7, 2018 ballot and to be prepared and distributed in the manner required by law.

BE IT FURTHER RESOLVED, that in order maximize efficiency there will be shared common space at the new facility and scheduling of all shared common space will be performed by the Controller or designee.