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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, FEBRUARY 1, 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 [January 11, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. [55th District Court](#) – Resolution Honoring [Marilyn Waugh](#)
2. [Circuit Court – Family Division](#)
 - a. Resolution to Amend Three Year Contracts with Various [Residential Placements](#)
 - b. Resolution to Amend Acceptance of Michigan [Drug Court Grant](#) for the Ingham County Family Dependency Treatment Court
3. [Animal Control](#) – Resolution to Restore an Animal Shelter [Clerk Position](#)
4. [Facilities Department](#)
 - a. Resolution to Provide and Install a New [Dishwasher](#) in the Family Center Kitchen
 - b. Resolution to Authorize Construction Services for the Ingham County Family Center [Kitchen Upgrade](#)
5. [Law & Courts Committee](#) – [Programming Options](#) for Justice Complex Millage (*Discussion Item*)
6. [9-1-1 Center](#)
 - a. Resolution to Authorize Renewal of the 9-1-1 Telephone System Support Agreement with [Carousel Industries, Inc.](#)
 - b. Resolution to Approve a Contract Renewal for [Pre-Employment Testing](#)
 - c. Resolution to Authorize Purchasing [Scheduling Software/Services](#) for the 9-1-1 Center
 - d. Resolution to Authorize a Software Support Agreement with Trittech for the [Arcserve Maintenance and Support](#)
 - e. 9-1-1 Center [Update](#)

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
January 11, 2018
Draft Minutes

Members Present: Crenshaw, Hope, Celentino, Anthony, Schafer, and Maiville

Members Absent: Banas

Others Present: Commissioner Ryan Sebolt, Sheriff Scott Wriggelsworth, Andy Bouck, John Dinon, Bradley Prehn, Beth Rhodes, Joan Austin, Ericanne Spence, Teri Morton, Liz Noel, 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 November 30, 2017 Minutes

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE NOVEMBER 30, 2017 LAW AND COURTS COMMITTEE MEETING.

The minutes were amended as follows:

Commissioner Maiville stated that it was unfortunate that this had to be dealt with as a millage, because he thought that ~~money had been set aside~~ **there was a plan for paying** for this. Further, he stressed how important it was to focus on the court aspect of the issue, which had security concerns of its own with jail defendants using the same entrances and exits as the general public.

This was considered a friendly amendment.

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

Additions to the Agenda

None.

Limited Public Comment

Bradley Prehn, UAW Chairperson, stated he had been contacted by John Dinon, Animal Control Director, regarding the proposed change in Animal Control Shelter hours. He further stated he had discussed his concerns with Mr. Dinon and his questions had been answered, so the UAW was in support of the proposed hours for the Animal Control Shelter.

Beth Rhodes, Animal Control Shelter volunteer, stated she was speaking on behalf of other volunteers at the Animal Control Shelter as well. She further stated the volunteers had concerns about the proposed hour change, as they did not believe that six months was enough time to determine that Sunday hours should be eliminated.

Ms. Rhodes stated there was a lot that went on at the Animal Control Shelter on Sundays, including the taking in of stray animals and people looking for lost pets. She further stated when volunteers had gone door-to-door about the Animal Control Shelter, voters had liked the hours of the shelter, and the Board of Commissioners should want to keep the voters happy before the capital campaign for the Animal Control Shelter.

Ms. Rhodes stated she was confused with the proposed reduction of Animal Control Officers on Sundays, as having them on the streets was a good thing. She further stated she was also confused with the proposal to eliminate the Clerk position, as there were two new administrative positions, but part of what the County had promised voters was to provide additional services.

Joan Austin, Ingham County resident, stated she agreed with Ms. Rhodes' statements regarding the Animal Control Shelter. She further stated she would also support having Animal Control Officers available 24/7, because there were currently no officers on duty at night to make calls, which was when there were sometimes serious issues like dogs being left outside in the cold and police officers would only respond if they were available.

Ms. Austin stated she also believed six months had not been enough time, as it had been promised to the residents and they were still getting out the word that the Animal Control Shelter was open. She further stated she would like to see the County implement tougher laws than the State of Michigan had regarding animal cruelty, as it had been done in Pennsylvania, because animal cruelty could roll over to people.

Ms. Austin stated she hoped the Committee would reconsider the proposed change in hours, possibly by cutting staff on other days to address staffing issues on Sundays.

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

2. Sheriff's Office
 - a. Resolution to Authorize a Contract with the Michigan Department of Corrections to Rent up to 50 Beds to the Michigan Department of Corrections
 - b. Resolution to Authorize a Training Services Agreement with Bouck Corporation DBA MACNLOW Associates on Behalf of the Sheriff's Office and 9-1-1 Central Dispatch
 - c. Resolution to Honor Captain Vernon Elliott of the Ingham County Sheriff's Office

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas

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

1. Community Mental Health – Resolution Authorizing Additional Funding for the Correctional Assessment and Treatment Services (CATS) Program

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated that the 2018 budget process had just finished on January 10, 2018. He asked why the full-time position was not asked for during the budget process.

Commissioner Schafer stated the funds to make the position full-time would come from the contingency account, and he was reluctant to take money out of that account for personnel.

Ericanne Spence, Community Mental Health (CMH) Detox Services Program Supervisor, stated the number hours of the position had recently increased, which she had thought would entice people to apply for the position. She further stated at the current hour level, CMH had not been able to get applicants and the position was currently being filled in by other employees.

Commissioner Schafer asked if Ms. Spence believed if the position was advertised as full-time, it would get people to apply.

Ms. Spence stated she believed it would get people to apply, as there would be benefits and more stable hours.

Commissioner Celentino stated the position was already at 0.854 FTE, and he thought the amount of \$10,000 just to increase the position to full-time was justified for the amount of work the position did. He further stated he supported the resolution.

Commissioner Anthony stated she also supported the resolution. She further stated that she agreed that the position would get more applications if it was full-time, and the position was important because a number of folks that found themselves in jail had mental health issues.

Commissioner Anthony stated despite being the County having challenging budget issues, she believed it was a minimal cost for the services it provided.

Commissioner Schafer stated he hoped the Committee understood that he supported CMH, but he was concerned that the extra funding to make the position full-time would come out of contingency. He further stated he hoped that in future years, the proposal would be part of the budget process.

Ms. Spence stated the funding for the position would be included in future budget processes.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas

3. Animal Control – Resolution to Change the Hours of Operation of the Ingham County Animal Control Shelter

Chairperson Crenshaw asked for a motion on the resolution.

No motion was made on the resolution.

Chairperson Crenshaw stated the Animal Control Shelter hours would stay the same.

4. Law and Courts Committee – Planning for Ingham County Justice Complex Millage Question (*Discussion*)

Chairperson Crenshaw introduced the discussion item. He stated the staff, Commissioner Koenig, and he had met last month to discuss a potential plan for the millage.

Sheriff Wriggelsworth stated it was no secret that the current jail and Sheriff's Office needed to be replaced, not fixed; the charge for 2018 was how the County would fund the new facility. He further stated that it had been discussed to include programming in the millage, which he estimated that about \$300,000-\$400,000 annually for programming would significantly increase the services provided to individuals in the jail.

Sheriff Wriggelsworth stated he did not pretend to be an expert on millage language, and while there was a rough draft of what was proposed, he was open for suggestions.

Teri Morton, Deputy Controller, stated she wanted to get confirmation from the Committee on some items that had been discussed at previous Committee meetings. She confirmed that last year, the Committee had seemed to come to a consensus that they wanted to try for the whole construction project, including the District Court, Sheriff's administration and jail, and using Redstone's initial plan estimate which amounted to about \$65 million.

Commissioner Schafer stated he agreed.

Commissioner Anthony asked if the judges at the District Court were on board with the plans for the facility.

Ms. Morton stated she had consulted with Judge Thomas Boyd, and he had had some initial concerns with the Redstone plan, but he understood that they were initial plans and they could start from scratch on the actual designs and District Court would be included in those discussions.

Commissioner Anthony asked if the cost would increase significantly to change the designs, and if Ms. Morton thought there would be a good estimate between now and the time the Board of Commissioners needed to approve the millage language.

Ms. Morton stated the issue was that Redstone was an expensive proposition, so if the County were to get another updated estimate, it could cost hundreds of thousands of dollars. She further

stated just in consultation with Rick Terrill, Facilities Director, the numbers in the memo were what he thought would be good to use.

Ms. Morton stated it never hurt to add more, and if the millage was approved for more than was needed, the County did not have to levy the entire amount.

Commissioner Anthony stated she wanted the millage language to be as close as possible to the amount the County would need for the project, so they would not have to go back to the voters to ask for more money later.

Ms. Morton stated there always seemed to not be enough when they did millages like this.

Sheriff Wriggelsworth stated he assumed there was some wiggle room in the project as well, so when it came to put the project out for an RFP, they could make sure it was within the amount in the millage.

Commissioner Anthony stated in the event that the County needed to scale the project back, she hoped that programming would not be cut, as that was usually considered a low-hanging fruit, but she did not want to short-change those dollars.

Chairperson Crenshaw stated he thought staff should consult with Judge Boyd and Judge Don Allen on these issues as well.

Commissioner Hope asked if there would be a contingency amount in the budget for the project.

Ms. Morton stated there would be a contingency amount included in the budget.

Chairperson Crenshaw stated that the Committee had thought about possibly placing on the millage on the August 7, 2018 Election ballot. He further stated if the Committee intended to have the question on the ballot then, the language would have to be approved by April.

Ms. Morton stated the deadline to put a ballot question on the August 7, 2018 Election ballot was April 26, 2018.

Commissioner Hope stated that the Committee had many discussions regarding current programming last year, and she thought the Committee might not need to dedicate a whole meeting this year to that discussion. She further stated she thought it might be best to keep the language broad, so the programs could be flexible and programs could be implemented that made sense for the jail.

Chairperson Crenshaw stated he had thought that staff could possibly come up with ideas for future programming, as he recalled discussions regarding substance abuse programs and dealing with the opioid crisis.

Sheriff Wriggelsworth stated that programming meant people, and then the people could drive what services were needed for the people in the jail.

Commissioner Anthony stated she agreed with both points, as she thought a discussion about programming would be awesome, but they may not want to include it in the language. She clarified if the millage was placed on the August 7, 2018 ballot and it failed, then the consensus was to try again with the November ballot.

Discussion.

Chairperson Crenshaw clarified that the Committee also wanted to see programming hours included in the ballot language, as opposed to just construction costs.

Commissioner Schafer stated it was important to decide what the Board of Commissioners wanted to refer to the project as. He further stated he referred to the project as a public safety complex.

Chairperson Crenshaw stated he referred to the project as a justice complex.

Discussion.

Ms. Morton stated she thought the Committee might want to put the programming in the title as well.

Chairperson Crenshaw stated the Committee needed to have preliminary ballot language by February 15, 2018.

Discussion.

Commissioner Anthony asked if staff could come up with a few options of names for the millage and project for the Board of Commissioners to consider at the February 8, 2018 Board Leadership meeting.

Ms. Morton asked if the Committee would like to discuss the names at the February 1, 2018 Committee meeting first.

Commissioner Anthony stated she thought it would be good to consider at the Committee meeting, and then recommend an option at the Board Leadership meeting.

Sheriff Wriggelsworth stated he also wanted to be sure to include the partners at District Court in the name, so he was leaning more toward calling the project a justice complex.

Chairperson Crenshaw stated confirmed Ms. Morton and staff would come up with some ideas of names.

Ms. Morton stated she would come up with name ideas, based on conversations last year and this year.

Chairperson Crenshaw confirmed that staff would consult with the District Court Judges on what they wanted to see and ideas for design. He further stated hopefully they would have those discussions at the February 1, 2018 Committee meeting, have draft language by February 15, 2018, and then refine ballot language to have the Board of Commissioners vote on it by the April 26, 2018 meeting.

Discussion.

Sheriff Wriggelsworth stated he and his Sheriff's Office administration had started to stress to the community how important this project was, by opening their doors to the public to show them what the facilities needed. He further stated his administration was also meeting with the American Civil Liberties Union, and Rotary and Kiwanis clubs to explain their need.

Sheriff Wriggelsworth stated this facility was in the capital county of Michigan, the jail was one of the oldest in the State, and the County needed to make plans for the next 50 years.

Chairperson Crenshaw asked if the Sheriff's Office was performing background checks on individuals who were touring the facility.

Sheriff Wriggelsworth stated the visitors were generally escorted by members of the Sheriff's Office, so they did not generally perform background checks.

Discussion.

Andy Bouck, Undersheriff, stated there was a facility security policy in place that determined what could come in the building.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:30 p.m.

FEBRUARY 1, 2018 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

2a. *Circuit Court – Family Division – Resolution to Amend Three Year Contracts with Various Residential Placements*

This resolution would amend Resolution 17-388, which authorized the Juvenile Division to enter into three year contracts with various residential placements. Due to the specialized needs of youth in our community, the Juvenile Division is requesting authorization to enter into contracts with three additional residential placements.

2b. *Circuit Court – Family Division – Resolution to Amend Acceptance of Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court*

Resolution 17-389 authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program, awarded in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2017 through September 30, 2018.

Necessary budget amendments were required as part of the grant, resulting in several changes to the amounts of contracts with different subcontractors. This resolution would amend the amounts on the subcontracts as follows:

- Mid-Michigan Recovery Services from \$25,000 to \$22,000
- Michigan State University Psychology Clinic from \$9,000 to \$7,200
- House Arrest Services from \$15,000 to \$6,000
- Forensic Fluids from \$6,000 to \$8,464
- Dr. Norman Miller from \$3,600 to \$4,500
- Alcohol Drug Administrative Monitoring, Inc. from \$1,250 to \$100

3. *Animal Control - Resolution to Restore an Animal Shelter Clerk Position*

The Animal Control Department is requesting that the animal shelter clerk position eliminated in the 2018 budget be restored to ensure adequate staffing at the shelter. Running a seven day per week schedule with five clerk/dispatchers has negatively impacted customer service and employee morale.

When the staff reduction was recommended as part of the 2018 Controller Recommended Budget, the department requested that if the November 2017 ballot proposal to reestablish tax limitations for the County passed, that the position be restored. Although the ballot proposal passed, the position was not restored. In January, Animal Control submitted a resolution to reduce the number of days the shelter is open from seven to six days per week. This resolution was not considered by the Law & Courts Committee or Board of Commissioners, so the shelter remains open seven days per week.

The Controller's Office recommends that either the position be restored, or the number of open days be reduced from seven to six per week. Restoring this position would have an annual long term cost of \$64,727.

See attached memo for details.

4a. Facilities – Resolution to Provide and Install a New Dishwasher in the Family Center Kitchen

This resolution will authorize HPS Food Service Equipment to provide and install a new Hobart dishwasher in the Family Center kitchen, for a not to exceed total cost of \$13,673.81. Funds are available within the Juvenile Justice Millage Fund Balance.

See attached memo for details.

4b. Facilities – Resolution to Authorize Construction Services for the Ingham County Family Center Kitchen Upgrade

This resolution will authorize a contract with T.H. Eifert to provide construction services for the Ingham County Family Center kitchen upgrade project for a not to exceed total cost of \$120,000.00. The Ingham County Family Center kitchen is outdated and in need of an upgrade. When the Family Center was re-modeled, summer programs were not offered, as they are now, so air conditioning was not necessary. This increase in use has led to the need for air conditioning and electrical modifications are required to accommodate a new roof top unit. There is also a need for a garbage disposal, so plumbing modifications are also required as part of this project. Funds for this project are available within the Juvenile Justice Millage fund balance.

See attached memo for details

6a. 9-1-1 Center – Resolution to Authorize Renewal of the 9-1-1 Telephone System Support Agreement with Carousel Industries, Inc.

This resolution will authorize an agreement with Carousel Industries, Inc., to pay for the annual support and maintenance of the 9-1-1 Center's phone system. The agreement period is February 1, 2018 to January 31, 2018. Three different parts of the support and maintenance are included: Carousel Essential Services \$40,994.00, Airbus Value Care Support \$59,050.88, and Fortinet Essential Support \$348.44 for a total cost of \$100,353.30, which is included in the 2018 budget.

6b. 9-1-1 Center – Resolution to Approve a Contract Renewal for Pre-Employment Testing

This resolution will approve the renewal of a contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2017 through December 7, 2018 at an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum. Funding is included in the 2018 budget. This pre-employment testing program has been used since 2012 and is a valuable part of the hiring process used by the 9-1-1 Center.

See attached memo for details.

6c. 9-1-1 Center – Resolution to Authorize Purchasing Scheduling Software/Services for the 9-1-1 Center

This resolution will authorize the expenditure of \$8,035.20 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Schedule Express Software and Services. This will renew the program first approved by Resolution 16-454. The program renewal date runs December 1, 2017 through November 30, 2018. This program will be budgeted in 2019 as a planned contract expenditure. This program has fixed several scheduling issues and improved efficiency at the 9-1-1 Center.

See attached memo for details.

6d. 9-1-1 Center – Resolution to Authorize a Software Support Agreement with TriTech for the ArcServe Maintenance and Support

This resolution will approve a TriTech Support Renewal Agreement between TriTech and Ingham County 9-1-1 Center for the ArcServe program support and maintenance from December 7, 2017 through December 6, 2018, at a cost of \$3,281.20, which is included in the 2018 budget. This program is a vital piece to maintaining data and replicating it within the systems for use.

See attached memo for details.

HONORARY RESOLUTION:

1. 55th District Court – Resolution Honoring Marilyn Waugh

DISCUSSION ITEMS:

5. Law & Courts Committee – Programming Options for Justice Complex Millage

6e. 9-1-1 Center Update

Agenda Item 1

TO: Resolutions
FROM: Michael J. Dillon, 55th District Court Administrator
DATE: January 11, 2018
SUBJECT: Retirement Resolution

The 55th District Court respectfully requests that the Ingham County Board of Commissioner adopt a retirement resolution honoring Marilyn “Marty” Waugh for 17 years of dedicated service to the 55th District Court and the Citizens of Ingham County.

Thank you.

Introduced by the Law and Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MARILYN WAUGH

WHEREAS, Marilyn Waugh began her career with the 55th District Court in 1999 as a court clerk; and

WHEREAS, she served as Judicial Assistant to the Honorable Donald Allen Jr. from 10/1/2013 until her retirement; and

WHEREAS, her tenure with the county extended beyond 17 years of service; and

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

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

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

WHEREAS, Marilyn Waugh retired from the 55th District Court on December 21, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Marilyn Waugh for over 17 years of dedicated service to Ingham County, the 55th District Court and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes Marilyn Waugh the very best in retirement and continued success in her future endeavors.

Agenda Item 2a

TO: Law and Courts Committee
Finance Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: January 16, 2018

RE: **RESOLUTION TO AMEND THREE YEAR CONTRACTS WITH VARIOUS
RESIDENTIAL PLACEMENTS**

On October 10, 2017, the Board of Commissioners passed resolution #17-388 authorizing the Juvenile Division to enter into three year contracts with various residential placements. Due to the unique needs of kids in our community, the Juvenile Division is requesting authorization to enter into contracts with three additional residential placements.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THREE YEAR CONTRACTS WITH VARIOUS RESIDENTIAL PLACEMENTS

WHEREAS, on October 10, 2017, the Board of Commissioners passed resolution #17-388 authorizing the Court to enter into three year contracts with various residential placements; and

WHEREAS, in order to meet the needs of youth in our community, the court would like to enter into contracts with additional residential placements; and

WHEREAS, the Court would like to amend the contract per diem amount on resolution #17-388 for Lakeside Academy to \$236.48 but not to exceed \$330.16; and

WHEREAS, a list of additional residential placement facilities and per diems is attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with the attached list of residential placement facilities for the care and treatment services of Court adjudicated youth not to exceed the per diems listed in the same attachment for the time period of January 1, 2018 through September 30, 2020.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Juvenile Division's Private Institution line item within the Child Care Fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any contract documents on behalf of the County after approval as to form by the County Attorney.

Ingham County Circuit Court – Juvenile Division
Residential Placements

PLACEMENT NAME	PER DIEM RATES
Abraxas I	\$284.34 to \$348.71 with an education per diem range \$69.09 - \$89.20
Abraxas Academy	Range from \$323.16 to \$369.61 with an education per diem range \$69.09 - \$89.20
Ottawa County Juvenile Detention Center	Range from \$100.00 - \$185.00

TO: Law and Courts Committee
Finance Committee

FROM: Scott LeRoy

DATE: January 16, 2018

RE: **Family Dependency Treatment Court Grant-Contract Amendment**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2017 through September 30, 2018.

Resolution #17-389 authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program. Necessary budget amendments were required as part of the grant, resulting in several changes to the amounts of contracts with different subcontractors.

This resolution requests the authorization to amend the amounts on the subcontracts for Mid-Michigan Recovery Services, Michigan State University Psychology Clinic, House Arrest Services, Forensic Fluids, Dr. Norman Miller, and ADAM.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND ACCEPTANCE OF MICHIGAN DRUG COURT GRANT FOR
THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT**

WHEREAS, on October 10, 2017, the Ingham County Board of Commissioners approved resolution number #17-389, accepting Michigan Drug Court Grant Program funds for the amount of \$150,000, for the Ingham County Family Dependency Treatment Court; and

WHEREAS, Resolution #17-389 authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program; and

WHEREAS, necessary budget amendments were required as part of the grant, resulting in several changes to the total amounts of contracts with different subcontractors, respectively; and

WHEREAS, the total contract amount with Mid-Michigan Recovery Services decreased from \$25,000 to \$22,000; and

WHEREAS, the total contract amount for House Arrest Services decreased from \$15,000 to \$6,000; and

WHEREAS, the total contract amount for MSU Psychology decreased from \$9,000 to \$7,200; and

WHEREAS, the total contract amount for Alcohol Drug Administrative Monitoring, Inc., decreased from \$1,250 to \$100; and

WHEREAS, the total contract amount for Dr. Norman Miller, MD, JD, PLLC, increased from \$3,600 to \$4,500; and

WHEREAS, the total contract amount for Forensic Fluid increased from \$6,000 to \$8,464.

THEREFORE BE IT RESOLVED that resolution #17-389 be amended to reflect the following total contract amounts:

- Mid-Michigan Recovery Services total contract amount of \$22,000
- House Arrest Services total contract amount of \$6,000
- MSU Psychology total contract amount of \$7,200
- Alcohol Drug Administrative Monitoring total contract amount of \$100
- Dr. Norman Miller, MD, JD, PLLC total contract amount of \$4,500
- Forensic Fluid total contract amount \$8,464

BE IT FURTHER RESOLVED that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 3

TO: Board of Commissioners, Law & Courts, Finance, County Services Committees

FROM: John Dinon, Animal Control Director

DATE: 23 January 2018

SUBJECT: Request to restore eliminated animal shelter clerk position
For the meeting agendas of February 1, 6, 7 and 23, 2018

BACKGROUND

The 2018 Ingham County Budget reduced the number of animal shelter clerks/dispatchers at ICACS from six to five. When this staff reduction was proposed, the department requested that if the November 2017 ballot proposal to reestablish tax limitations for the County passed, that the position be restored. The ballot proposal passed but the position was not restored, so ICAC submitted a resolution to reduce the number of days the shelter is open from seven to six days per week since seven day per week operations are not practical with one less clerk. This resolution was not considered by the Law & Courts Committee or Board of Commissioners, so the shelter remains open seven days per week.

ICACS is requesting that the eliminated position be restored to ensure adequate staffing at the shelter. Running a seven day per week schedule with five clerk/dispatchers has negatively impacted customer service and employee morale.

ALTERNATIVES

Ingham County Animal Control and Shelter could continue to operate with five clerk/dispatchers, but customer service and employee morale and possibly employee retention will be negatively impacted. Alternately, the Board of Commissioners could reconsider ICACS's request to close one day per week.

FINANCIAL IMPACT

Restoring this position would increase the County's budget by a maximum of \$64,727 annually (top pay and benefits for that position). The financial impact will be less in 2018 since the position will not be filled for the entire year.

OTHER CONSIDERATIONS

There are no statutory requirements related to this proposed hours change.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to restore the animal shelter clerk position that was eliminated in the 2018 budget.

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESTORE AN ANIMAL SHELTER CLERK POSITION

WHEREAS, the 2018 County budget included the elimination of an animal shelter clerk position; and

WHEREAS, ICACS requested restoration of this position if the ballot proposal to reestablish tax limitations for the County passed; and

WHEREAS, current staffing levels are inadequate to deliver acceptable customer service to County residents while maintaining a seven day per week open schedule.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the restoration of funding for one animal shelter clerk position (#421014) to the 2018 budget.

BE IT FURTHER RESOLVED, that the 2018 budgeted use of fund balance will be increased by up to \$64,272 to fund position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2018 Ingham County Animal Control budget and Approved Position List.

Agenda Item 4a

TO: Board of Commissioners, Law and Courts and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: January 21, 2018
SUBJECT: A resolution to provide and install a new dishwasher in the Ingham County Family Center kitchen

For the meeting agendas of: February 1 & February 7

BACKGROUND

The current dishwasher is extremely outdated and in need of an upgrade. It has far exceeded its life expectancy. This machine was re-furbished 8 years ago and it is now in need of replacement.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

It is the recommendation of the Facilities Department that HPS Food Service Equipment provide and install a new Hobart dishwasher for a total cost of \$13,673.81.

Funds for this project are available in the Juvenile Justice Millage line item #264-66400-978000.

OTHER CONSIDERATIONS

There are no alternatives for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase and installation of a new Hobart dishwasher in the Ingham County Family Center kitchen.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE AND INSTALL A NEW DISHWASHER IN THE FAMILY CENTER KITCHEN

WHEREAS, the current dishwasher is extremely outdated and it has far exceeded its life expectancy; and

WHEREAS, it was re-furbished 8 years ago and is now due to be replaced; and

WHEREAS, the Facilities Department is requesting approval for HPS Food Service Equipment to provide and install a new Hobart dishwasher for a not to exceed total cost of \$13,673.81; and

WHEREAS, funds for this project are available in the Juvenile Justice Millage line item #264-66400-978000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes HPS Food Service Equipment, 3275 North M-37 Highway, Middleville, Michigan, 49333-0247, to provide and install a new Hobart dishwasher in the Family Center kitchen, for a not to exceed total cost of \$13,673.81.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments, consistent with this resolution.

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

TO: Board of Commissioners, Law and Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 23, 2018

SUBJECT: Resolution authorizing construction services for the Ingham County Family Center kitchen upgrade

For the meeting agendas of: February 1 & February 7

BACKGROUND

The Ingham County Family Center kitchen is extremely outdated and in need of an upgrade. When the Family Center was re-modeled, summer programs were not offered therefore it was decided that air conditioning was not necessary. Summer programs are now offered with the building being utilized all but one week during the summer. For safety reasons, this increase in use has led to the need for air conditioning and electrical modifications to accommodate a new roof top unit. Due to the increased use, there is also a need for a garbage disposal. Therefore, plumbing modifications are required as currently there is no disposal in place.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

It is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with T.H. Eifert, a local vendor who submitted the lowest responsive and responsible bid of \$116,000.00. The Facilities Department would like to request a \$4,000.00 contingency for any unforeseen circumstances that may arise, bringing the project cost to a not to exceed total of \$120,000.00.

Funds for this project are available in the Juvenile Justice Millage (Fund 264) fund balance.

OTHER CONSIDERATIONS

There are no alternatives for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with T.H.Eifert to provide construction services for the Ingham County Family Center kitchen upgrade.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: November 15, 2017

RE: Memorandum of Performance for RFP No. 195-17: Kitchen Upgrade Project at the Ingham County Family Center

Per your request, the Purchasing Department sought proposals from qualified and experienced Contractors to enter into a contract for the Kitchen Upgrade Project at the Ingham County Family Center (ICFC).

The scope of work includes, but is not limited to: 1) Remove existing make up air unit and provide and install new gas fired make up air unit, ductwork and diffusers; 2) Provide and install new (4) ton packaged gas fired/DX (direct expansion) cooling rooftop unit to be located on support rails where existing make up air unit is removed; 3) Connect new unit to existing ductwork and revise ductwork; and 4) Provide and install new garbage disposal system on existing dishwasher rinse sink.

The RFP was advertised in the Lansing State Journal, New Citizens Press, and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	61	23
Vendors attending pre-bid/proposal meeting	4	2
Vendors responding	2	1
Non-responsive proposal	1	0

The following grid is a summary of the vendors’ costs:

VENDOR NAME	LOCAL PREF	BID BOND	TOTAL COST
T.H. Eifert	Yes, Ingham County	Yes	\$116,000.00
Myers Plumbing & Heating Inc.	No, Clinton County, MI	Yes	\$116,920.00
Allied Mechanical Services	No, Jackson MI	No	No Bid Bond, Proposal was not accepted and returned to vendor

No Proposal Submitted

W.W. Williams Company LLC stated the scope of work is out of its area of expertise.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONSTRUCTION SERVICES FOR THE
INGHAM COUNTY FAMILY CENTER KITCHEN UPGRADE**

WHEREAS, the entire kitchen is extremely outdated and in need of an upgrade; and

WHEREAS, when the Ingham County Family Center was remodeled, summer programs were not offered. Therefore, it was decided that air conditioning was not necessary; and

WHEREAS, summer programs are now offered with the building being utilized all but one week during the summer; and

WHEREAS, for safety reasons, the increase in use has led to the need for air conditioning; and

WHEREAS, electrical modifications are required to accommodate a new roof top unit; and

WHEREAS, due to the increased use, there is also a need for a garbage disposal; and

WHEREAS, plumbing modifications are required as currently there is no garbage disposal in place; and

WHEREAS, the Facilities Department would like to request a \$4,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to T.H. Eifert, a local vendor who submitted the lowest responsive and responsible bid of \$116,000.00; and

WHEREAS, funds for this project are available in the Juvenile Justice Millage (Fund 264) fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with T.H. Eifert, 3302 West St. Joseph, Lansing, Michigan 48791, to provide construction services for the Ingham County Family Center kitchen upgrade project for a not to exceed total cost of \$120,000.00 which includes the requested \$4,000.00 contingency.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments, consistent with this resolution.

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

Agenda Item 5

TO: Law & Courts Committees
FROM: Teri Morton, Deputy Controller
DATE: January 25, 2018
SUBJECT: Programming Options and Cost Estimates – Jail Complex Millage Proposal

Please see attached background materials regarding expansion of treatment options at the Ingham County Jail, as well as other programming to limit incarceration and reduce recidivism.

In 2017, the Law and Courts Committee held discussions regarding additional staffing for the Pretrial Services Division of Circuit Court. The long term personnel and IT costs for a Pretrial Services Clerk would be \$75,398 and a Pretrial Services Investigator would be \$99,797, for a total cost of \$175,195. These two positions would greatly assist in limiting the size of the Jail population by reducing the numbers of inmates in Jail awaiting trial.

The committee also had some limited discussion of programming related to Community Corrections. Attached are the cost estimates from Community Corrections Manager Mary Sabaj presented to the Law and Courts Committee in August, including electronic monitoring, day reporting, employment services, vocational education, and jail reentry case management.

New to this discussion are some cost estimates to expand Community Mental Health Services at the Jail. Two budget estimates are included:

1. A budget for six positions, which would include; 2 Full Time therapists for the Intensive Detention Re-entry Program (This is an MDOC program for MDOC Inmates); 2 Full Time therapists for Mental Health; 1 Full Time therapist for Emergency Services/Crisis; 1 Full Time therapist for Jail Diversion and 1 Full Time Secretary. This would allow for more group work on the Mental Health side of CMH programming. The additional Emergency Services therapist, along with the existing two, will then also be able to provide more follow up with inmates seen in observation.
2. An alternate budget with only four positions. This request could delete the MDOC groups and/or the Emergency Services/Crisis and Jail Diversion, whichever was determined to be most critical.

Representatives from the Sheriff's Office, Community Corrections and Community Mental Health will be in attendance for the discussion.

COST ESTIMATES FOR JAIL AND COMMUNITY PROGRAMMING

Cost per Day: \$6.00 - \$11.85	Jail Bed Cost per Day: \$78.68
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Electronic Monitoring

Ability to Participate and Length of Participation is determined by Court Order/length of sentence and program policy

FY2016-2017 County allocation for indigent users is \$62,000

Electronic Monitoring costs per day depend on the equipment utilized and source of payment (client pay or County funded for indigent users) (see fee schedule attached)

In CY 2016 there was an average of 117 active users per day (ranging from 100-132 per day).

An average of 85 per day were client pay and an average of 33 per day were County reimbursed due to an indigent determination.

Day Reporting

Day Reporting is PA511 funded for a limited felony target population. The original FY2016-2017 allocation was \$40,274 for 45 new enrollments. Mid-year the State increased funding to \$47,925.

FYTD new enrollments (92) exceed the target of 45 by 104%.

Individual Services \$415 per client, plus Supervision Services: \$120 per day x 14 days per month=\$1,680 per month for up to 40 clients (\$20,160 per year)

Successful Completion Rate: 75%

4 month program:

Phase I - 3 days per week for 3 hours per day

Phase II – 2 days per week for 3 hours per day

Phase III – 1 day per week for 3 hours per day

During reports, progress relative to compliance with probation requirements is discussed and progress on the participant's Individual Plan is reviewed, updated and modified as appropriate. Documentation verifying off-site activities is reviewed with the participant. Participants remain on-site to participate in planned activities for a minimum of three hours. Activities may include working on obtaining an ID, GED preparation, filling out job applications, participating in supervised on-site activities and workshops, and mapping out personal action steps to achieve plan goals.

Individual Services:

A comprehensive intake including a Blueprint for Success (BFS) needs assessment is conducted and an Individualized Plan for Success (IPS) is developed with the full involvement of the participant. Based on individual need, Fundamental Needs Services (FNS) are provided by the program including emergency food, clothing and personal hygiene distributions, assistance with acquisition of vital records including State ID, assistance with Ingham Health Plan enrollment, Medicaid, DHS, Bridge Card, Transportation assistance and other appropriate FNS referrals.

Based on individual need, other onsite programming is provided and appropriate referrals are made and communicated to the assigned probation agent for non-program or off-site services (e.g., GED, substance abuse treatment, and employment assistance, housing resources, etc.)

Employment Services:

Day Reporting focuses on employment assistance for participants and is able to provide the programs and assistance listed below by developing relationships in the community and with MSU departments. Program staff facilitates job readiness, job search and job maintenance by working directly with clients and advocating on behalf of clients with employers.

Day Reporting also focuses on community service opportunities in order to help establish a good work ethic and provide the opportunity for references. Staff reports that employers are now calling the program to find workers.

Spartan Fair Chance Program: MSU Human Resources masters level interns provide onsite assistance with resumes and job search 5 days/week.

Employment Workshop: 6 week class provided to all participants by Michigan Rehabilitation Services on basic job search and job readiness skills and also onsite orientation to assist with finding jobs that meet disability needs.

Workshop on Employer Personality Testing to reduce anxiety around taking these tests.

Vocational Education and on the Job Training opportunities:

Cooking class onsite for those interested in restaurant work as cooks and food supervisors (certificate provided).

Entrepreneur Workshop is offered onsite for those interested in starting their own business.

Lawn Care and Snow Removal - clients are hired for these paid positions and are provided references for future employment opportunities.

Knox Opportunities (a faith based program) provides a 40 hours/week for 5 weeks certification program for pipe fitting and welding. The program also provides transportation assistance and facilitates graduates with union affiliation.

An employer has paid for a Day Reporting participant to attend school and become certified in welding and subsequently provided employment. This same employer has requested other candidates.

Farmer's Market: Day Reporting participants get the experience of being in charge of growing and selling produce and are able to keep the profits, as well as have access to fresh produce.

Experience Works Program - assists people 55 and older by them getting jobs with non-profits.

Day Reporting makes referrals and works through the LCC registration process with participants. The LCC Technical Careers Division offers vocational training in Manufacturing, Computer Technologies, Public Service, Construction, Transportation Maintenance and Utility and and Energy Systems.

Referrals are also made to Peckham Inc. where vocational training for the disabled is provided. Disabilities include individuals with mental illness and substance dependence. Training opportunities include Apparel Manufacturing, Customer Service Contact Centers, Peckham Farms and Janitorial and Maintenance programs.

**CURRENT 2017 ELECTRONIC MONITORING
FEE SCHEDULE**

OFFENDER PAY

Equipment	Sentinel Daily Rates
RF Landline	6.50
RF Cellular	8.00
One Piece	9.25
GPS Landline	9.25
GPS Cellular	11.25
RF/MEMS	9.40
MEMS Landline	7.45
MEMS Cellular	8.25
ScramX Landline	9.85
ScramX Cellular	11.85
Soberlink2	8.20

**COUNTY PAY
FOR ELIGIBLE INDIGENT OFFENDERS**

Equipment	Sentinel Daily Rates
RF Landline	4.95
RF Cellular	6.90
One Piece	7.55
*GPS Landline	7.55
GPS Cellular	9.55
RF/MEMS	8.00
MEMS Landline	5.65
MEMS Cellular	6.00
ScramX Landline	8.75
ScramX Cellular	10.50
*Soberlink2	6.25

***Units used most frequently**

DRAFT PROPOSAL FROM WELLNESS, INX

913 W. Holmes, Ste. 275, Lansing MI 48910

wellnessinx@gmail.com

517-272-0520 Fax: 517-272-0483 www.wellnessinx.com

Ingham County Jail Re-Entry Case Management
Draft

Serving an estimated: 400 clients per year Estimated cost per client: \$400 per client

In response to ongoing conversations regarding establishing an Ingham County Jail Re-Entry Case Management program, the following draft of potential services, population and costs is offered.

Definition: Re-entry Case Management is a Strengths-Based program that collaboratively assesses the participants Strengths, Needs, Abilities and Preferences to successfully leave incarceration, enter into stable community living and reduce risk for re-incarceration. Through client driven goal setting and prioritized case planning, the participant begins to create a design for living that supports recovery and pro-social community engagement.

Draft Policy: Wellness, InX policy will assist adult men and women housed in the Ingham County jail 30 days or more to re-enter their Michigan Community with an agreed upon set of services focused on reducing recidivism, reducing harmful psychoactive substance use and increasing stabilization in housing, medical/mental health and employment.

Draft Eligibility Criteria: Men and women, 18 years of age or older with own guardianship who are incarcerated in the Ingham County Jail for a period not less than 30 days who meet a minimum of three of the following:

- 1) Current substance abuse diagnosis
- 2) History of emotional disturbance (Mental Health Diagnosis, experienced and/or witnessed trauma, Domestic Violence victim)
- 3) 2 or more incarcerations within the past five years
- 4) Special Population (pregnant, parenting, parolee)
- 5) Veteran
- 6) Actively parenting when not incarcerated

Draft Services:

All: Initially screened for possible eligibility at time of classification (age, prior incarcerations, no guardianship)

Those Determined Eligible

Eligibility Screen

Intake

Bio-psycho-social interview (with dx and ASAM)

Health Needs Survey

Orientation to the program expectations w/Personal Recovery Plan A

Peer Facilitated Groups (Gender Specific)

Re-Entry Case Plan that is established while incarcerated and transferred into community

Draft Time line:

Phase IV (first two weeks in community)

Daily contact – text, email, voice

Local Participants

Participation in Peer Recovery meeting(s) at Wellness, InX

Community Orientation and Plan Review (Face-2-face at Wellness, InX)

May appear in court or at probation with client
May transport client to community peer support, recovery meetings

Out of area Participants

Linkage with local agencies and warm transfer Case Management

Phase III to Launch (last 30 days)

Who: All participants

Services:

Intake

Screened for possible eligibility at time of classification

Bio-psycho-social interview (with dx and ASAM)

Health Needs Survey

Orientation to the program expectations

Personal Recovery Plan A

Re-Entry Case Plan that is established while incarcerated and transferred into community

Peer Facilitated group once per week

Phase II

Who: Participants incarcerated 45-90 days

Services:

All Phase III and IV plus

Enrollment in

MRT (begins in jail and complete in community)

Parenting (if applicable)

Phase I

Who: Participants incarcerated 91+ days

Services:

All Phase II-IV plus

Complete CATS if applicable

Complete MRT in-jail

PROGRAM BUDGET - COST DETAIL SCHEDULE

ATTACHMENT B.2

Use WHOLE DOLLARS Only

PROGRAM		BUDGET PERIOD		DATE PREPARED
INGHAM COUNTY JAIL NEW		From: 10/1/2018	To: 9/30/2018	1/23/2018
CONTRACTOR NAME		BUDGET AGREEMENT		AMENDMENT #
CMHA of Clinton-Eaton-Ingham Counties		<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		
				GRANT COVERED COST
1. SALARY & WAGES:			POSITIONS REQUIRED	TOTAL SALARY
POSITION DESCRIPTION		COMMENTS		
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
PROGRAM SECRETARY	4062-NEW	\$ 37,115	1.000	\$ 37,115
COORDINATOR 2A	26105-3015-1	\$ 69,999	0.250	\$ 17,500
1. TOTAL SALARY & WAGES:			7.250	\$ 359,277
2. FRINGE BENEFITS: (Specify)			Composite Rate %	
<input checked="" type="checkbox"/> FICA	<input checked="" type="checkbox"/> LIFE INS	<input checked="" type="checkbox"/> DENTAL INS	44.00%	\$ 158,082
<input checked="" type="checkbox"/> UNEMPLOY INS	<input checked="" type="checkbox"/> VISION	<input checked="" type="checkbox"/> WORK COMP	7.65%	
<input checked="" type="checkbox"/> RETIREMENT	<input checked="" type="checkbox"/> HEARING INS			
<input checked="" type="checkbox"/> HOSPITAL INS	<input type="checkbox"/> OTHER:specify-			
2. TOTAL FRINGE BENEFITS:				\$ 158,082
3. TRAVEL: (Specify if category exceeds 10% of Total Expenditures)				
Travel				\$3,000
Conferences				\$1,800
3. TOTAL TRAVEL:				\$ 4,800
4. SUPPLIES & MATERIALS: (Specify if category exceeds 10% of Total Expenditures)				
Supplies				\$ 2,100
4. TOTAL SUPPLIES & MATERIALS:				\$ 2,100
5. CONTRACTUAL: (Subcontracts/Subrecipients)				
Name	5. CONTRACTUAL: (Subcontracts/Subrecipients)		Amount	
5. TOTAL CONTRACTUAL:				\$ -
6. EQUIPMENT: (Specify)			Amount	
LAPTOPS			\$ 4,332	\$ 4,332
6. TOTAL EQUIPMENT:				\$ 4,332
7. OTHER EXPENSES: (Specify if category exceeds 10% of Total Expenditures)			Amount	
Communication:	CELL PHONES			\$ -
	AIR CARDS	\$ 2,737		\$ 2,737
	PHONES			\$ -
SPACE:	RENT-SPACE			\$ -
Licensing	License fees	\$ 900		\$ 900
OTHER:	FACILITY ALLOCATION			\$ -
	REP AND MAINT- CLEANING			\$ -
	RENT EQUIP-COPIERS			\$ -
7. TOTAL OTHER EXPENSES:				\$ 3,637
8. TOTAL DIRECT EXPENDITURES: (Sum of Totals 1-7)		8. TOTAL DIRECT EXPENDITURES:		\$ 532,228
9. INDIRECT COST CALCULATIONS:				
	Rate #1 Base \$	10.19%	x Rate \$ 532,228	= \$ 54,234
	Rate #2 Base \$	7.73%	x Rate \$ 532,228	= \$ 41,141
9. TOTAL INDIRECT EXPENDITURES:				\$ 95,375
10. TOTAL ALL EXPENDITURES: (Sum of lines 8-9)				\$ 627,603

PROGRAM BUDGET - COST DETAIL SCHEDULE

ATTACHMENT B.2

Use WHOLE DOLLARS Only

PROGRAM		BUDGET PERIOD		DATE PREPARED
INGHAM COUNTY JAIL NEW		From:	To:	1/23/2018
CONTRACTOR NAME CMHA of Clinton-Eaton-Ingham Counties		BUDGET AGREEMENT <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		AMENDMENT #
				GRANT COVERED COST
1. SALARY & WAGES:			POSITIONS REQUIRED	TOTAL SALARY
POSITION DESCRIPTION	COMMENTS			
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
MENTAL HEALTH THERAPIST	6046-NEW	\$ 50,777	1.000	\$ 50,777
PROGRAM SECRETARY	4062-NEW	\$ 37,115	1.000	\$ 37,115
COORDINATOR 2A	26105-3015-1	\$ 69,999	0.250	\$ 17,500
1. TOTAL SALARY & WAGES:			5.250	\$ 257,723
2. FRINGE BENEFITS: (Specify)			Composite Rate %	
<input checked="" type="checkbox"/> FICA	<input checked="" type="checkbox"/> LIFE INS	<input checked="" type="checkbox"/> DENTAL INS	44.00%	\$ 113,398
<input checked="" type="checkbox"/> UNEMPLOY INS	<input checked="" type="checkbox"/> VISION	<input checked="" type="checkbox"/> WORK COMP	7.65%	
<input checked="" type="checkbox"/> RETIREMENT	<input checked="" type="checkbox"/> HEARING INS			
<input checked="" type="checkbox"/> HOSPITAL INS	<input type="checkbox"/> OTHER:specify-			
2. TOTAL FRINGE BENEFITS:				\$ 113,398
3. TRAVEL: (Specify if category exceeds 10% of Total Expenditures)				
Travel				\$3,000
Conferences				\$1,200
3. TOTAL TRAVEL:				\$ 4,200
4. SUPPLIES & MATERIALS: (Specify if category exceeds 10% of Total Expenditures)				
Supplies				\$ 2,100
4. TOTAL SUPPLIES & MATERIALS:				\$ 2,100
5. CONTRACTUAL: (Subcontracts/Subrecipients)				
Name	5. CONTRACTUAL: (Subcontracts/Subrecipients)		Amount	
5. TOTAL CONTRACTUAL:				\$ -
6. EQUIPMENT: (Specify)			Amount	
LAPTOPS		\$ 2,888		\$ 2,888
6. TOTAL EQUIPMENT:				\$ 2,888
7. OTHER EXPENSES: (Specify if category exceeds 10% of Total Expenditures)			Amount	
Communication:	CELL PHONES			\$ -
	AIR CARDS	\$ 1,824		\$ 1,824
	PHONES			\$ -
SPACE:	RENT-SPACE			\$ -
Licensing	License fees	\$ 600		\$ 600
OTHER:	FACILITY ALLOCATION			\$ -
	REP AND MAINT- CLEANING			\$ -
	RENT EQUIP-COPIERS			\$ -
7. TOTAL OTHER EXPENSES:				\$ 2,424
8. TOTAL DIRECT EXPENDITURES: (Sum of Totals 1-7)		8. TOTAL DIRECT EXPENDITURES:		\$ 382,733
9. INDIRECT COST CALCULATIONS:				
	Rate #1 Base \$	10.19%	x Rate \$ 382,733	= \$ 39,001
	Rate #2 Base \$	7.73%	x Rate \$ 382,733	= \$ 29,585
9. TOTAL INDIRECT EXPENDITURES:				\$ 68,586
10. TOTAL ALL EXPENDITURES: (Sum of lines 8-9)				\$ 451,319

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Lance Langdon, Director 9-1-1
DATE: 1/23/2018
SUBJECT: Renewal Carousel Maintenance and Support
For the meeting agenda of February 1, 2018

BACKGROUND

The Board approved the purchase of equipment and support with Carousel Industries, Inc., under resolution 13-419 to address problems with the phone system, changing it from a geo-diverse system involving 4 counties to a single standalone Ingham County System. With this complex phone system, there is the need for ongoing support and maintenance. This resolution is to pay for the yearly support and maintenance of our system. This renewal date runs February 1, 2018 to January 31, 2018. This is a planned 2018 budget expenditure. Carousel will bill for the three different parts of the support and maintenance that include: Carousel Essential Services \$40,994.00, Airbus Value Care Support \$59,050.88, and Fortinet Essential Support \$348.44 for a total cost of \$100,353.30

ALTERNATIVES

There are really no alternatives, as we must keep the maintenance and support of our system.

FINANCIAL IMPACT

Cost for this has been accounted for in the Center's 2018 budget at a total cost paid to Carousel in the amount of \$100,353.30.

OTHER CONSIDERATIONS

We also have a planned upgrade of this equipment that was approved last year that will be brought forward again in 2018, as we evaluate technology changes that will affect/change the project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the maintenance and support agreement with Carousel industries, Inc.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE RENEWAL OF THE 9-1-1 TELEPHONE SYSTEM SUPPORT AGREEMENT WITH CAROUSEL INDUSTRIES, INC.

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County installed and is operating a Cassidian/Air Bus 9-1-1 Phone System that is being serviced by Carousel Industries, Inc; and

WHEREAS, Ingham County has obtained a proposal from Carousel Industries, Inc. to continue the system support and maintenance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with Carousel Industries, Inc. for system maintenance and support for the period of February 1, 2018 through January 31, 2019, to include Carousel Essential Services \$40,994.00, Airbus Value Care Support \$59,050.88, and Fortinet Essential Support \$348.44 for a total cost of \$100,353.30; from the 9-1-1 Emergency Telephone Dispatch Services 2018 budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Lance Langdon, Director 9-1-1

DATE: 1/23/2018

SUBJECT: Renewal of Contract with Ergometrics for Pre-employment Testing
For the meeting agenda of February 1, 2018

BACKGROUND

The Board approved the purchase and contract with Ergometrics on September 18, 2012, and then the amendment of the contract in 2015 under resolution 15-025. The pre-employment testing program has been used since 2012 and is a valuable part of the hiring process used by the 9-1-1 Center. This contract renewal allows us to continue to use the software and support of Ergometrics staff in processing out applicant tests. This will cover the period of December 7, 2017 through December 7, 2018.

ALTERNATIVES

We could abandon this program and look for other options but we have been happy with the current system. This system also allows us to test many people at the same time as opposed to systems that require individual PC's to test applicants on.

FINANCIAL IMPACT

Cost for this has been accounted for in the centers 2018 budget, for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum.

OTHER CONSIDERATIONS

The length of time for testing is also limited with the ability to test, 12, 20, 50+ people at the same time, limiting time needed for staff to proctor the test.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the renewal of the Ergometrics contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT RENEWAL FOR PRE-EMPLOYMENT TESTING

WHEREAS, a contract has been in place between Ergometrics and Ingham County for pre-employment testing of 9-1-1 Center applicants, approved by the Board Chairperson on September 18, 2012; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the 9-1-1 Center's hiring process; and

WHEREAS, the provisions of the contract will continue with no increase in the rates for the period of December 7, 2017 through December 7, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the amended contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2017 through December 7, 2018 for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Lance Langdon, Director 9-1-1

DATE: 1/23/2018

SUBJECT: Renewal Purchase of Schedule Express Software and Support
For the meeting agenda of February 1, 2018

BACKGROUND

The Board approved the purchase of software and support of scheduling software from Informer Systems under resolution 16-454 and the program was put in place. This is a yearly purchase of the program and support which is the same cost as was previously approved with no increase. The program renewal date runs December 1, 2017 through November 30, 2018. I will request approval to renew for the period beginning December 1, 2018 as we near this renewal date. This program will then be submitted with the 2019 budget as a planned contract expenditure.

ALTERNATIVES

This program has fixed several issues with scheduling for us, allowing staff to be notified of any changes and submit time off, trade requests, and sign up for overtime assignments in a much more efficient manner. If we choose not to renew this program we would revert to a paper based system, which had many difficulties and problems.

FINANCIAL IMPACT

The cost would remain current with yearly costs which have been \$8,035.20.

OTHER CONSIDERATIONS

Moving to the automated scheduling program was requested in 2016 by staff, and has been well received and part of normal operations for the center.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the renewal/purchase of the Informer Systems systems and services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF SCHEDULING SOFTWARE/SERVICES FOR THE 9-1-1 CENTER

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County Board of Commissioners approved under Resolution #16-454 the purchase of software and services with Informer Systems in October of 2016; and

WHEREAS, the Ingham County 9-1-1 has been pleased with the program and services provided by Informer Systems; and

WHEREAS, the yearly contract with Informer Systems for their Schedule Express program includes, training, support and upgrades from December 1, 2017 through November 30, 2018, with a current annual cost of \$8,035.20; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of \$8,035.20 from the 911 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Schedule Express Software and Services.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

Agenda Item 6d

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Lance Langdon, Director 9-1-1

DATE: 1/23/2018

SUBJECT: Renewal TriTech ArcServe Maintenance and Support
For the meeting agenda of February 1, 2018

BACKGROUND

The Board approved the purchase of our CAD system and since has approved our annual support agreements with them for our system. TriTech uses a third party system that is not paid for as part of our annual agreement for ArcServe. This program is a vital piece to maintaining our data and replicating it within the systems for use. This support covers the period of December 7, 2017 through December 6, 2018.

ALTERNATIVES

There are really no alternatives, as we must keep this program and the maintenance and support of our system.

FINANCIAL IMPACT

The cost for this maintenance can come from current budgeted funds within the centers budget, at a total cost paid to TriTech in the amount of \$3,281.20.

OTHER CONSIDERATIONS

The main support for the CAD system will be requested in March 2018.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the maintenance and support agreement with TriTech for the ArcServe program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SOFTWARE SUPPORT AGREEMENT WITH TRITECH
FOR ARCSERVE MAINTENANCE AND SUPPORT**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, the 9-1-1 Center needs to continue to contract with TriTech for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the TriTech CAD system and renewal of the support agreement for ArcServe, a third party program supplied by TriTech, not included in the annual maintenance program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2017 TriTech Support Renewal Agreement between TriTech and Ingham County 9-1-1 Center for the ArcServe program support and maintenance from December 7, 2017 through December 6, 2018 at a cost of \$3,281.20.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 6e

To: ICBOC Law and Courts, Finance and County Services Committees

From: Lance Langdon, Director 9-1-1

Date: January 23, 2018

Topic: Center update

Our main focus has remained on hiring as we work to overcome 15 open positions in October, the highest since we opened. We have continued to run hiring processes with testing sessions. As a result, today we are at 9 openings, with two more dispatchers scheduled to start on February 20th, and two more on a waiting list to be hired when we are able to free up staff to train them. Our most recent testing was last Friday. We have 12 applicants that will be moving on to oral board interviews. Once they have passed this phase successfully, job offers will be made when we are able to bring more staff in.

We have our billboards up. From the recent testing session, we had someone report that they heard about the job from the mobile billboard that was out in November. With our two new hires in February, we will have 20 people in various stages of training.

We have run one test session in 2018, ten sessions in 2017, nine sessions in 2016, eight sessions in 2015, five sessions in 2014, and four in 2013. With our current staffing and trainee status, I removed our job posting from Indeed today and will put it back up in a few weeks when we are able to process additional applicants.

We have filled our new 9-1-1 Staff Services Position with Barbara Davidson who has been with our centers for almost 16 years; I look forward to working with her in this new position.

We have two Supervisor positions posted as a result of a retirement and a promotion. Oral board interviews are being scheduled in the next two to three weeks.

We also released an RFP for hiring services. This has been placed on hold as the services would not benefit us currently with our staffing needs.

In January 2018 we lost one employee that moved to the court and had one come back from the Sherriff's Office.

We have changed from hiring Call Takers as our starting position and are once again hiring new staff in as Dispatchers. This will help us work through the training for new staff and limit the backlog that we were experiencing with this position. All Call Takers also have been promoted to Dispatcher, which allows us more flexibility in training staff at needed positions.

As you are aware overtime is the greatest pressure on staff. With our training program being filled to the maximum it can take, and the pause that was put on training to lessen the overtime load for November and December, there has been a bit of a log jam in moving employees through the training. We have delayed hiring two people that would have started the third week of December but are now slated to start February 20th, and two others will be put off until March or April. This will allow us to advance the current employees training, allowing them to cover open positions that they are currently unable to and in turn reduce some of the overtime burden on staff.

It is a balance that is needed in hiring new staff members and getting others through the year-long training process, keeping current staff moving forward. More senior staff have been unhappy with the Call Taker Position as it results in having to cover more overtime assignments due to newer staff being unable to cover needed positions. As described earlier, we have made changes to hiring and training to help remedy the situation. With 20 trainees out of 49 positions currently filled, balance is needed, but we also cannot come to a standstill with nine open seats.

We now have four staff members, Melissa Harris, Barb Davidson, Bruce Gaukel, and I that have completed testing earning the title of Emergency Number Professional, through the National Emergency Numbers Association. This is not an easy task and took a great deal of time, commitment, and studying to sit for and pass this exam.

The 9-1-1 Center staff are all being awarded the "True Blue" Award by the East Lansing Police Department at their awards ceremony on January 25, 2018, 7:00 pm at the Hannah Community Center. The True Blue Award is awarded to "A member(s) of the public that display, by word or action, OR provide exceptional service and/or support to the East Lansing Police Department for an extended period of time". While all of our staff cannot attend, we are hoping that those that can, will.