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LAW & COURTS COMMITTEE  
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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, JUNE 14, 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 [May 31, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Authorize a [Reorganization](#) of the Sheriff's Office Field Services Division
  - b. Resolution to Authorize a Contract to Lease the Ingham County [Jail Kitchen](#) for Modernized Food Preparation, Packaging, and Delivery
2. Circuit Court – Juvenile Division – Resolution to Authorize a [Reorganization](#) in the Juvenile Division
3. Facilities – Resolution to Authorize an Agreement to Evaluate and Present a Scope of Work for 9-1-1 Center [Mechanical Sound Reduction](#)
4. Animal Control – Resolution Honoring [Officer Jodi Lebombard](#) on the Occasion of her Resignation
5. 9-1-1 Dispatch Center – Resolution to Honor Emergency Telecommunicator [Kathy Murray-Rice](#) of the Ingham County 9-1-1 Central Dispatch
6. Law & Courts Committee – November Ballot Question – Supplemental Millage/Surcharge for New [Public Safety Radio System](#) (*Discussion*)

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

LAW & COURTS COMMITTEE

May 31, 2018

Draft Minutes

Members Present: Crenshaw, Banas, Hope, Schafer (left at 6:40 p.m.), and Maiville (left at 6:40 p.m.).

Members Absent: Anthony and Celentino

Others Present: Scott LeRoy, Jose Salinas, Sara Deprez, Dawn Gianino, Greta McHaney-Trice, Isha Bhatt, Frank Galvin, Rhonda Grant, David Hayhorst, Matt Granjuntto, Jason Ferguson, Darin Southworth, Brad Stoddard, Lance Langdon, Andy Bouck, Teri Morton, Lindsey LaForte, and others

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

Approval of the May 10, 2018 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE MAY 10, 2018 LAW AND COURTS COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Celentino.

Additions to the Agenda

None.

Limited Public Comment

Rhonda Grant, Harris Corporation, stated that she was before the Committee in order to discuss the 9-1-1 Advisory Board's recommendation. She further stated that she was not a stranger to the Michigan Public Safety Communications System (MPSCS) as she was one of four gubernatorial appointees who had done the bonding for the program.

Ms. Grant stated that not opening this purchase up for a bid would be doing a disservice to the County. She stated that the Harris Corporation had a large footprint state-wide, which included Consumers Power, the Michigan National Guard, and Oakland County's Emergency Services.

Ms. Grant stated that there were a few things that could happen, including going with a stand-alone quote from Motorola. She further stated that Motorola was not the only system that could work with the MPSCS.

Ms. Grant stated that she knew there was a vote last week by the 9-1-1 Advisory Board, but she had been under the impression that the 9-1-1 Advisory Board was there to give recommendations to Lance Langdon and not vote on recommendations, but she may have been wrong.

Ms. Grant thanked the Committee for their time.

David Hayhorst, Holt resident, stated that he was speaking as an Ingham County taxpayer as he was before the Committee to speak about going to the MPSCS. He further stated that he had over 40 years of experience working with emergency communication systems.

Mr. Hayhorst stated that he had worked to develop the MPSCS. He further stated that it was a reliable and robust system and he applauds the 9-1-1 Advisory Board for looking at moving to that system.

Mr. Hayhorst stated that the County was going to be surrounded by other MPSCS very soon. He further stated that the inter-operability would be seamless and that had numerous benefits when working in neighboring counties.

Matt Granjuntto, EF Johnson, stated that he was before the committee to discuss the Agenda Item No. 7. He further stated that the land-mobile radio market was very different today than it had been in the past.

Mr. Granjuntto stated that to adopt and support the resolution under Agenda Item No. 7 would be ignoring the changes and development in technologies. He further stated that the Committee should consider looking at what was available and the cost of the system.

Mr. Granjuntto stated that an open bidding process would benefit the County.

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

2. 55<sup>th</sup> District Court – Resolution Commemorating the 50<sup>th</sup> Anniversary of the Establishment of the District Court System in the State of Michigan
3. Community Corrections
  - a. Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2018-2019 Fiscal Year
  - b. Resolution to Authorize Submission of a Grant Application and a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for FY 2018-2019
4. Animal Control – Resolution to Accept a Grant from the Banfield Foundation to Purchase Surgery and Exam Lights for the New Animal Shelter

5. 9-1-1 Dispatch Center – Resolution to Authorize Software Support Agreement with Trittech for the Computer Aided Dispatch (CAD) System
8. Sheriff's Office
  - a. Resolution to Authorize the Ingham County Sheriff's Office to Sell One Used Patrol Vehicle to the Ingham Intermediate School District
  - b. Resolution to Authorize a Purchase Order to Premier Custom Trailers, LLC

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Celentino.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Celentino.

7. 9-1-1 Advisory Board – Resolution to Accept and Approve a Recommendation from the 9-1-1 Advisory Board Regarding the 9-1-1 Public Safety Radio Communications System

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BANAS, TO ADOPT THIS RESOLUTION.

Commissioner Banas asked why the Motorola System had been recommended by the 9-1-1 Advisory Board and the bid process had not been opened up for an RFP process.

Lance Langdon, 9-1-1 Center Director, stated that the MPSCS was a state run radio system and Ingham County was surrounded by other counties using that radio system. He further stated that the benefits are the ability to communicate outside the County-lines were a large factor in deciding to recommend the Motorola system.

Mr. Langdon stated that Motorola was the main vendor for the MPSCS; however, other systems could be purchased and modified to be on the MPSCS.

Mr. Langdon stated that the current system had only three talk groups, but this new system would allow about 40 talk groups.

Commission Banas asked about the comment that Ms. Grant had made, that Motorola was not the only system for MPSCS.

Mr. Langdon stated that it was true, but the Motorola system was the recommended system by the State and it worked seamlessly, whereas all the other systems needed additional patches or equipment to work with the MPSCS.

Brian Ball, Delhi Township Fire Chief and 9-1-1 Advisory Board Chair, stated that the out-County fire fighters often went beyond the County lines to fight fires. He further stated that he believed the Motorola system was the superior system and every fire chief agreed that this was the best system and it would provide the coverage they need.

Andy Bouck, Ingham County Undersheriff and 9-1-1 Advisory Board Vice-Chair, stated that the 9-1-1 Advisory Board had been looking at replacing this radio system for a very long time. He further stated that they gathered a lot of information and looked for a robust system that allowed inter-operability.

Undersheriff Bouck stated that he was confident that it was time to move forward with Motorola, because it was the best system for the County.

Commissioner Schafer stated that he had been on the Board of Commissioners since 1984 and in 2006 when the current radio system was purchased, there was a lot of acrimony. He further stated that various vendors were approaching the Board of Commissioners members to try to push their systems.

Commissioner Schafer stated that the 9-1-1 Advisory Board was comprised of first responders and they knew best what was needed. He further stated that he relied on the 9-1-1 Advisory Board's recommendations and was confident in their decision.

Commissioner Maiville stated that he was curious if this was two separate issues rolled into one. He further stated that the Committee was not privy to all of the conversations the 9-1-1 Advisory Committee had, but it seemed that maybe going to the MPSCS and choosing the vendor did not have to happen together.

Commissioner Maiville stated that Motorola was the State-approved vendor.

Undersheriff Bouck stated that Motorola was the only State-recommended vendor.

Commissioner Maiville stated that there were safety and financial considerations, and while the 9-1-1 Advisory Board were the experts on the system meeting the safety needs, the Committee needed to examine the financial aspects.

Undersheriff Bouck stated that he was confident if this was open to an RFP process, he expected that process would have the same result. He further stated the 9-1-1 Advisory Board felt strongly that Motorola was the best choice even after meeting with and having presentations from other vendors, and it was important to start moving forward with this process.

Teri Morton, Deputy Controller, asked about the extra equipment that the other vendors would need if a different vendor was chosen in order to work on the MPSCS.

Undersheriff Bouck stated that the other vendor's equipment would need an interface (ISSI) to be able to work with the MPSCS.

Mr. Langdon stated that it was his understanding that the radios that the officers carry would need an ISSI upgrade in order to communicate with agencies that came into the County and the radios could be programmed for other talk groups in other areas. He further stated that the new radio system would be a 700 subsystem and have the capabilities to go to the 800 system for the MPSCS.

Mr. Langdon stated that there would be an additional charge from Harris or EF Johnson to go on the MPSCS.

Commissioner Banas stated that she had researched the issue the other night and read the Kent County Advisory Board's information concerning their move to the MPSCS. She further stated that the Kent County system cost was around \$25 million a couple years ago and the County was looking to spend \$30 million.

Commissioner Banas asked how the County knew that they would be getting a fair price if they chose only one vendor. She further asked what happened in Kent County with their purchase.

Undersheriff Bouck stated that he had discussed this with Kent County and based on those discussions he felt that the County had been overestimating the price.

Commissioner Banas asked about the discounts and how they worked.

Chief Ball stated that in the RFP, they would put a project manager in place to oversee the purchase and they would be a watchdog for the County.

Commissioner Banas asked what if there was a problem with the system.

Chief Ball stated that this Motorola system was in 69 of 83 counties in Michigan. He further stated that he was confident that this would be a good system.

Commissioner Hope stated that she had shared some of the concerns about not going out for bids. She asked Ms. Morton how often the County purchased from a MiDEAL vendor and not put the project out to bid.

Ms. Morton stated that it did not happen often, but she felt that if this went out to bid, the same result would happen at the cost of a lot of staff time and a delay in getting the project moving forward.

Commissioner Maiville stated that it was a bit concerning to not see the comparisons all laid out for them.

Commissioner Banas asked if the 69 counties with Motorola had gone out for bid or not.

Undersheriff Bouck stated that he was unsure.

Mr. Langdon stated that there was a mix, where a couple of counties had put RFPs out while others had purchased through the MiDEAL.

Commissioner Schafer stated that he would like to reiterate his earlier comments, that if the County put out an RFP it would be cumbersome and take a lot of time, plus add to the cost by hiring someone to review this.

Brad Stoddard, Director of the MPSCS system, stated that he would like to clarify some of the questions concerning the system and Motorola. He further stated that the P25 ISSI standards had evolved and that was a positive.

Mr. Stoddard stated that the radios had evolved and various vendor's radios were able to work with the MPSCS. He further stated that the infrastructure was different and only Motorola's infrastructure was capable of working with the MPSCS.

Mr. Stoddard stated that the 9-1-1 Advisory Committee had seen that it was important to build a robust system. He further stated that it was not uncommon for fire rescue to roam outside of the County and the same for the Sheriff doing prisoner transport, in which cases it was crucial that they still maintain radio contact.

Mr. Stoddard stated that there were two pieces to the purchase of a new radio system: the infrastructure and the radio components. He further stated that there is no replacement for Motorola when it came to the infrastructure.

Mr. Stoddard stated that he believes that some of the 69 counties on their system went through the RFP process, but most have used the MiDEAL process, including Wayne County and the City of Detroit.

Mr. Stoddard stated that the MPSCS employees were radio experts and would work with Ingham County to be sure that the vendor met the requirements of the County. He further stated that they work to make sure the first responders got what they needed.

Mr. Stoddard stated that they worked closely with Kent County to do the same.

Commissioner Maiville stated that the infrastructure seemed to be the backbone of the system and Motorola was the only choice for that.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Maiville left at 6:40 p.m.

Commissioner Schafer left at 6:40 p.m.

1. Resolution Services Center – Restorative Justice (*Presentation*)

Greta McHaney-Trice, Resolution Services Center Executive Director, stated that they were before the Committee to give an update on the programming and they would like thank the Committee for their support and funding of the program.

Dawn Gianino, Hope Middle School principal, stated that the long term effects of this program were wonderful. She stated that the restorative justice program (RJ) had been adopted as a part of the school culture and it was used daily by the students, even on the playground.

Ms. Gianino stated that RJ provided skills that would be used by the students throughout their lives. She further stated that the Holt School District used the RJ in Middle School through High School.

Ms. McHaney-Trice stated that this program could help combat the culture of violence often seen in schools on the news. She further stated that the school worked closely with students and were able to catch many red flags if the students were moving toward aggressive behavior.

Isha Bhatt, Resolution Services Center Project Manager, stated that the information they passed out showed a snapshot of how many people had been served and they expect that they saved over 4,000 suspension days this school year.

Ms. Gianino stated that during this school year they have had only eight days of suspension and they have had zero physical fights at Hope Middle School which was amazing.

Ms. McHaney-Trice stated that they were using this program in the Ingham County Jail and other places County-wide and worked well in those venues also.

Commissioner Banas asked how schools were chosen for the RJ program

Ms. Bhatt stated that schools did need to invite them in and then they needed to decide how many programs they would run, because the Resolution Services Center was a nonprofit organization.

Ms. McHaney-Trice stated that they were still educating people on what RJ was and how the program worked, but as more people learned about it and the success of the program, interest had grown. She further stated that at some points people questioned if the students visiting the RJ room at school were just using it as a method to skip classes; however, they were learning valuable skills and avoiding negative behaviors which might happen if RJ was not available.

Mr. Bhatt stated that RJ taught students how to resolve conflict in a healthy way.

Commissioner Banas stated that in Haslett and Okemos school districts had some students die of suicide and the repercussions of that had really been felt in the district.

Ms. McHaney-Trice stated that RJ had the ability to help schools as they recovered from traumatic events.

Commissioner Banas asked if the State's OK to Say funding would help the RJ program.

Ms. Bhatt stated that they were unsure if that would be the case at this time.



6. Circuit Court-Juvenile Division – Reorganization of Juvenile Court Officer to Family Center Supervisor (*Discussion*)

Scott LeRoy, Deputy Court Administrator Juvenile Court Division, stated that the department had identified a gap in coverage and they were now in a position where they could restructure the department to cover this gap. He further stated that at the Family Center they operated programs from 8:00 a.m. to 8:00 p.m.

Mr. LeRoy stated that it was safest and most effective to make this change. He further stated that there were several contracts for programming and having a supervisor on staff at all times would allow there to be someone who could make decisions about those contracts available which had been lacking.

Mr. LeRoy stated that in examining the department's best practices, they found that this Juvenile Court Officer position was not needed. He further stated that the Family Center has not been overcrowded at this point this year.

Mr. LeRoy stated that the most effective program across the board was the Ingham Academy.

Chairperson Crenshaw stated that there would be a jump in salary and asked how it would be covered.

Mr. LeRoy stated that there were a couple of line items in the budget with funding they did not anticipate needing, so those line items would fund the difference in the salary cost.

Chairperson Crenshaw stated that the Committee looked forward to seeing the resolution at the next meeting.

8. Sheriff's Office  
c. Canteen Food Service Preparation and Delivery Change Proposal (*Discussion*)

Darin Southworth, Ingham County Sheriff Corrections Major, stated that Canteen had proposed an offer to expand and grow their food facility by utilizing the Ingham County Jail. He further stated that utilizing the facility to package food made sense because of the County's central location.

Major. Southworth stated that there would be a benefit of about \$20,000 per year to the County.

Commissioner Banas stated that the proposal looked like a temporary plan.

Undersheriff Bouck stated that this project would be in place for at least a two years.

Chairperson Crenshaw stated that the Committee would expect a resolution on this at the next Committee meeting.

8. Sheriff's Office
  - d. Request to Reorganize the Ingham County Sheriff's Office Field Services Division  
(Discussion)

Undersheriff Bouck stated that the Sheriff's Office has identified that they have lacked a day shift line supervisor coverage, which had been needed for a long time. He further stated that in order to cover this shortage they have been patching in sergeants from other places and taking them away from the jobs they needed to do.

Undersheriff Bouck stated that they have identified a funding source to make this change which included funding from Canteen through the program mentioned in the previous agenda item. He further stated that moving forward, this position would be included in the budget starting with the 2019 budget.

Undersheriff Bouck stated that he was asking for this process to be expedited for this year so they could get it in place as soon as possible, making the badly needed change for the Sheriff's Office. He further stated that he believed having proper supervision and allowing everyone to focus on their jobs and not be moved to another job to fill needs was important in making the Sheriff's Office run effectively and avoid problems that have occurred in the past.

Undersheriff Bouck explained the reorganization chart that was included in the Committee packets. He further stated that this change would lead to the Field Services Division being properly, not adequately, staffed.

Ms. Morton stated that in order to clarify, at this time the Committee was only approving the sergeant position to cover the day shift and the rest of the changes would happen with the 2019 budget.

Undersheriff Bouck stated that was correct.

Commissioner Hope asked if any labor organizations were implicated in this move.

Chairperson Crenshaw stated that there was a letter included in the Committee packet which stated that there were no objections from labor organizations. He further stated that they should bring a resolution to the next Committee meeting.

Discussion.

Commissioner Banas stated that when she read the report she was struck that the sergeants were working over 4 weeks a year of overtime annually. She further stated that showed a lack of supervision.

Jason Ferguson, Ingham County Sheriff Chief Deputy, stated that they had the same issue with staffing when there had been an incident with evidence handling, and they wanted to fix this problem and avoid any problems before they happened.

Commissioner Banas stated that she was concerned with the lack of supervisor and possible liabilities and would support this restructuring. She further stated that she was happy to see that it would be in the next budget.

Discussion.

Chairperson Crenshaw stated that the Committee looked forward to seeing this resolution at the next Committee meeting.

9. Law & Courts Committee – November Ballot Question – Supplemental Millage/Surcharge for New Public Safety Radio System (*Discussion*)

Ms. Morton stated that there had been a discussion of a surcharge versus millage and she would appreciate guidance as to what type of resolution the Committee would like drafted.

Commissioner Hope stated that considering many Committee members were not available at this time, perhaps this discussion should be placed on hold until then next Committee meeting.

Ms. Morton stated that she would bring back a resolution at the next Committee meeting. She further stated that perhaps the County Attorney should be at that meeting also.

Chairperson Crenshaw stated that this discussion would be put on the next agenda and then resolution brought to the meeting after that.

Commissioner Banas stated that there was a missing word in the proposed language. She further stated that there was concern in Kent County when they adopted a similar surcharge with businesses that had multiple devices bearing a lot of cost.

Commissioner Banas stated that Kent County had limited the surcharge to 10 units per business.

Ms. Morton stated that currently there was a surcharge on all lines, including all business lines.

Discussion.

Commissioner Banas stated that she was leaning toward a surcharge as it seemed to be fairer and there had been a lot of millage votes lately.

10. Board Referral – Resolution from Charlevoix County Opposing Amendatory Legislation to Michigan Public Act 93 of 2013

Chairperson Crenshaw stated that this would be placed on file.

#### Announcements

None.

### Public Comment

Frank Galvin, Motorola, stated that he would like to speak toward some questions raised earlier. He stated that of the 69 counties that used Motorola and the MPSCS, 67 counties used MiDEAL to purchase the Motorola system and two counties went out for bid but still ended up choosing Motorola.

Mr. Galvin stated that he felt that they worked well with Counties to provide discounts and lower cost as much as possible. He further stated that Allegan County went out for a bid on a stand-alone system and still chose Motorola and joining the MPSCS.

Mr. Galvin stated that Motorola was in the business of providing the best for public safety. He further stated that the State would hold them to task on providing a solid system for the County and it had many benefits such as being the second largest system in the nation.

### Adjournment

The meeting was adjourned at 7:17 p.m.

## **JUNE 14, 2018 LAW & COURTS AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

#### **The Deputy Controller recommends approval of the following resolutions:**

*1a. Sheriff's Office – Resolution to Authorize a Reorganization of the Sheriff's Office Field Services Division*

This resolution will authorize the Sheriff's Office to reorganize its Field Services staffing by converting a Law Enforcement Deputy to a Sergeant. Pursuant to the reorganization procedure, the proposal was presented as a discussion item at the last Law and Courts Committee meeting, and was recommended to be brought back as a resolution.

This reorganization will address an identified field services staffing and supervisory deficiency. Funds have been identified within the Sheriff Office's current budget to address the 2018 cost of \$32,481. Long term funding will be addressed as part of the 2019 budget process.

See memo for details.

*1b. Sheriff's Office – Resolution to Authorize a Contract to Lease the Ingham County Jail Kitchen for Modernized Food Preparation, Packaging, and Delivery*

This resolution will authorize a contract with TIGGS Canteen Services to lease kitchen space within the Ingham County Jail (ICJ), on a month to month basis. Canteen proposes to lease kitchen space with ICJ in order to expand their meal preparation, packaging, and delivery modernization vision intended to serve ICJ and outside facilities.

The contract will be effective July 1, 2018, with the County to receive a sum equal to five cents (\$.05) per meal prepared in the leased premises that is distributed to facilities outside of the ICJ, with a \$20,000 prorated minimum annual guarantee.

This concept was presented as a discussion item at the May 31 Law and Courts Committee meeting, where the Sheriff's Office was directed to proceed with a resolution authorizing the contract.

See memo for details.

*2. Circuit Court - Juvenile Division – Resolution to Authorize a Re-Organization in the Juvenile Division*

This resolution will authorize a reorganization of the Circuit Court – Juvenile Division staffing at the Ingham County Family Center to convert a Juvenile Court Officer to a Family Center Supervisor. Pursuant to the reorganization procedure, the proposal was presented as a discussion item at the last Law and Courts Committee meeting, and was recommended to be brought back as a resolution.

Converting a vacant Juvenile Court Officer position to a Family Center Supervisor position will provide increased safety and security at the Ingham County Family Center and will allow for supervisory support to programming at the Center from 7:30 am – 8:30 pm. The cost of this position conversion (up to \$18,000) will be addressed with the existing Family Division budget.

See memo for details.

3. *Facilities – Resolution to Authorize an Agreement to Evaluate and Present a Scope of Work for 9-1-1 Center Mechanical Sound Reduction*

This resolution will authorize an agreement with Tower Pinkster to provide needed services to determine a scope of work for mechanical noise reduction, for a not to exceed cost of \$12,285.00. The mechanical noise level in the 9-1-1 Center is an issue and needs to be addressed. The sound needs to be evaluated and a construction document package created which details the project scope. Funding is available within the 9-1-1 Fund for this project.

See memo for details.

#### **HONORARY RESOLUTION:**

4. *Animal Control – Resolution Honoring Officer Jodi Lebombard on the Occasion of her Resignation*
5. *9-1-1 Dispatch Center – Resolution to Honor Emergency Telecommunicator Kathy Murray-Rice of the Ingham County 9-1-1 Central Dispatch*

#### **DISCUSSION ITEMS:**

6. *Law & Courts Committee – November Ballot Question – Supplemental Millage/Surcharge for New Public Safety Radio System*

Please see attached memo regarding potential ballot language for supplemental 9-1-1 funding.

## Agenda Item 1a

TO: Law & Courts Committee  
County Services Committee  
Finance Committee

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: June 5, 2018

RE: REQUEST TO REORGANIZE THE INGHAM COUNTY SHERIFF'S OFFICE  
FIELD SERVICES DIVISION

The Ingham County Sheriff's Office is requesting approval to reorganize the Field Services Division by funding the conversion of a Field Services Deputy to a Field Services Sergeant position within the existing framework of the current budget through the end of calendar/budget year 2018. Efforts will then be made to budget for the continued funding of this position in the 2019 budget and beyond as part of a broader department reorganization.

The position is essential to fill an identified field services staffing and supervisory deficiency. Since 2007 the Sheriff's Office (at one time) had lost 46 positions, one of those positions was a day shift Sergeant, this currently leaves a Lieutenant and a Sergeant to supervise the day shift 7 days a week. With training, pass days and vacation time the shift was left without a supervisor a total of 680 hours in 2017. In an attempt to minimize this deficiency the Sheriff's Office has had to pull a Sergeant from either Training, Transports, Emergency Management, or the Detective Bureau. This helped to minimize the impact on field services, however it caused an undue burden in the afore mentioned areas of the Sheriff's Office, as they were forced to complete 2 separate job's for 680 hours between the 4 Sergeants. In other words, each Sergeant was asked to complete their assigned supervisory duties in addition to supervising the road patrol a total of 4.25 weeks each year. We have asked our Sergeants to do this far too long and it is a supervisory liability to continue to do so. This proposed solution will not only eliminate the identified liability, it also puts a uniform on the streets to assist the public and answer calls for service with minimal cost.

Funding for this staffing change through the end of 2018 will cost \$32,481. Funding has been identified in the food provisions line item within the Sheriff's 2018 operating budget.

This proposed reorganization plan was a discussion item at the May 31, 2018 Law & Courts Committee meeting, after which, the Sheriff's Office was advised to move forward with a formal Resolution for the same.

COUNTY of INGHAM  
State of Michigan  
SHERIFF'S OFFICE



Scott Wriggelsworth  
Sheriff

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Andrew R. Bouck  
Undersheriff

630 North Cedar Street  
Mason, MI 48854  
(517) 676-2431  
FAX (517) 676-8299

Jason Ferguson  
Chief Deputy

Darin Southworth  
Major

**TO: Undersheriff Bouck**

**FROM: Det. Ryan Cramer** *RC*

**DATE: 5/24/18**

**RE: Department Reorganization**

Undersheriff,

This is an official memorandum stating the CCLP Law Enforcement Division will not contest the Department Reorganization that was proposed on May 23<sup>rd</sup>, 2018 in Chief Deputy Jason Ferguson's office.

Union President CCLP Law Enforcement

Detective Ryan Cramer

*RC #5405*



# INGHAM COUNTY JOB DESCRIPTION

## SHERIFF DEPUTY

### **General Summary:**

Sheriff Deputies are assigned to the Field Services Division of the Ingham County Sheriff Office. Their functions involve the primary contact that the public has with the Ingham County Sheriff Office and as such, it is important that Deputies remember their actions will come under public scrutiny.

The primary function of the Sheriff Deputy is to insure the health, safety, and well-being of the public. Deputies will be responsible for responding to requests for service from the public as well as basic patrol duties. Deputies will handle a wide variety of complaints and incidents. These will include responding to accidents, criminal investigations, and traffic enforcement. Deputies also will be called on to handle situations not directly involving citizen complaints, such as prisoner transport, court security, hospital guard, etc.

Sheriff Deputies are assigned to a shift and fall under the command structure of the Field Services Division. Sheriff Deputies are expected to perform any and all duties assigned to them by superior officers.

### **Essential Functions:**

1. Respond to citizen requests for service, appropriately documenting the incident when necessary.
2. Conduct initial and follow-up investigations on crimes.
3. Respond to, investigate, and render first aid at accidents.
4. Provide traffic enforcement and policing.
5. Provide residential and business security checks.
6. Provide security at special events.
7. Provide security at courts.
8. Assist with other agencies requesting assistance.
9. Provide prisoner transport for court, hospital, and other appointments.
10. Perform various administrative duties as directed. These include bank deposits, getting the mail, etc.
11. Maintain documentation as required by the Department. This includes the daily log, time card, incident reports, vehicle maintenance, requests, etc.
12. Attend court on and off duty when required by subpoena
13. Attend and participate in Sheriff's Office authorized training.
14. Work mandatory overtime when directed by a supervisor.
15. Follow lawful orders from their superior officers concerning all aspects of the Sheriff office pertaining to assignments, duties and tasks.

## **Employment Qualifications:**

**Education:** High school graduate or equivalent. College degree in Law Enforcement or Criminal Justice preferred.

**Experience:** Prior experience in Law Enforcement or Military preferred. **Must be certifiable as a Police Officer (M.C.O.L.E.S.)**

## **Other Requirements:**

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must possess and maintain a valid Michigan driver's license.
- Must be a minimum age of 21 years of age.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

## **Physical Requirements/Working Conditions:**

- Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints.
- Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to facilitate pursuit, search, investigate and/or rescue which may also involve standing or sitting for long periods of time.
- Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels. Initiates and responds to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**CCLP/Law Enforcement  
01/2015**

**INGHAM COUNTY  
JOB DESCRIPTION**

**SERGEANT/SHERIFF**

**GENERAL SUMMARY:** A Sergeant is a member of the Command Staff, with first-line or direct personnel supervision responsibilities. All Sergeants are to be certified Deputy Sheriffs in Corrections or through MCOLES. All Sergeants are expected to be capable of performing any other Sergeant's functions within the office as allowed per their certification.

**SERGEANT/CORRECTIONS:** Jail Sergeant is responsible for overall training and work performance of the Correctional Officers and must insure they carry out their duties in a responsible manner. He/she helps to maintain internal order by being responsible for many critical components of jail operations, and acts as a first-line arbitrator for resolution of problems encountered by staff and/or inmates.

**ESSENTIAL JOB FUNCTIONS FOR SERGEANT/CORRECTIONS:** With or without accommodations, will be required to communicate verbally and effectively by listening to people and by giving information, direction, and commands. Must be able to perform Correction Officer duty functions while working rotating shifts and unanticipated overtime. Is required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband. Must be capable of physically restraining inmates if necessary. Must be capable of reading and comprehending rules, regulations, policies, and procedures for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the inmates. Must meet all physical qualifications associated with a corrections officer position as listed; Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan Driver's license.

**DEGREE/EXPERIENCE FOR SERGEANT/CORRECTIONS:** High school graduate or equivalent required. College training in Law Enforcement, Criminal Justice or Social Sciences preferred. Must have 3 years of experience as a full-time Corrections Officer, must be able to pass written and oral examinations.

\*\*\*\*\*

**SERGEANT/LAW ENFORCEMENT:**

**Detectives:** Directs and coordinates the activities of a number of detectives engaged in the investigation of all types of criminal cases. Regularly participates in the investigation of the more serious criminal complaints.  
**Sergeant**

**Paramedics:** Directs the activities of Police Officer/Paramedics, and provides them with advice and assistance. Provides general assistance to, and may substitute for, the Shift Commander.

**Police:** Appointed by the Sheriff to aid the Shift Lieutenant in such manner as the Lieutenant may order.

**Traffic:** Supervise deputies assigned to unit which is funded through the Office of Criminal Justice, State of Michigan. Compiles data required by the Office of Criminal Justice, such as:

- a. Daily reports - Office activity summarized daily.
- b. Monthly Reports - Summarize total month activity for all Officers.
- c. Quarterly Reports - Each quarter summarized.
- d. Yearly Reports - Each month totaled for year and month.
- e. Coordinates Traffic Safety school programs.
- f. Coordinates selective or special enforcement efforts (traffic).
- g. May represent the Department on various traffic safety committees.
- h. Coordinates special traffic related projects for the Department.

**Transport Unit Sergeant:**

1. Supervision of deputies assigned to Transports.
2. Supervision of deputies assigned to Court Security.
3. Departmental representative to the Prosecutor's Office, and to all the Courts in Ingham County, regarding warrants and transport orders.
4. Coordinate inmate transports on a daily basis; writs, medical, court, etc.
5. Supervision of the Warrant File - entry, served, recalled, etc.
6. Knowledge of the L.E.I.N., operation, policy and procedures.
7. Strong organizational and communication skills are necessary.

**ESSENTIAL JOB FUNCTIONS FOR SERGEANT/LAW ENFORCEMENT:** With or without accommodations, must meet all physical qualifications associated with a police officer position as listed: Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan driver's license. Must be a minimum age of 21 years of age. Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints. Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue which may also involve standing or sitting for long periods of time. Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations. Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

**DEGREE/EXPERIENCE FOR SERGEANT/LAW ENFORCEMENT:** Must be a certified Police Officer. Must have one or more years of experience as a police officer to be eligible to sit for the written and oral exams. To be promoted to the rank of Sergeant, applicants must have secured three years of law enforcement experience prior to the date of promotion. Must be able to pass written and oral examinations. Must pass a security clearance.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

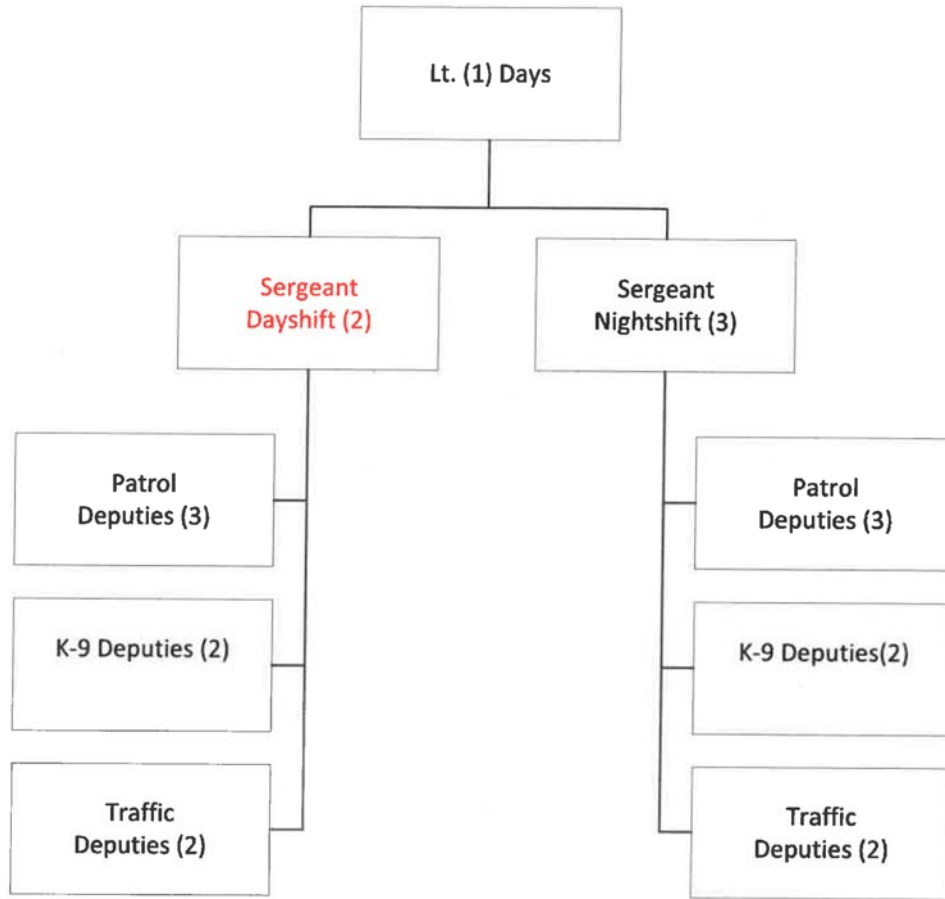
**2018 PERSONNEL COST PROJECTION**  
**Cost to Convert Deputy to Sergeant**

	<u>Deputy Step 5</u>	<u>Sergeant Step 1</u>	<u>Sergeant Step 5</u>
Salary	\$60,543	\$71,885	\$74,250
Holiday Pay	2,794	3,318	3,427
Wages	<u>\$63,337</u>	<u>\$75,202</u>	<u>\$77,677</u>
Unemployment	317	376	388
FICA	4,845	5,753	5,942
Health	14,894	14,894	14,894
Dental	922	922	922
Vision	124	124	124
Current Retiree Hlth	3,447	3,447	3,447
Future Retiree Hlth	2,850	3,384	3,495
Life	58	92	92
Disability	82	98	101
Retirement	9,798	58,177	60,091
Workers Comp	500	594	614
C.A.R.E.S.	0	0	0
Liability	0	0	0
Separation Buyout	1,108	1,316	1,359
Total Cost	<u>\$102,284</u>	<u>\$164,380</u>	<u>\$169,148</u>
Annual First Year Cost		<u>\$62,096</u>	
Additional Long Term Cost			<u>\$66,864</u>
June 23 - December 31		<u>\$32,481</u>	

# Ingham County Sheriff's Office

## Field Services Division

### Out County Patrol



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE SHERIFF'S OFFICE  
FIELD SERVICES DIVISION**

WHEREAS, the Sheriff's Office field services division day shift is currently supervised by only one Lieutenant and one Sergeant 7 days per week; and

WHEREAS, with training, pass days and vacation time this left the shift without a supervisor a total of 680 hours in 2017; and

WHEREAS, in an attempt to address this deficiency the Sheriff's Office has reassigned a Sergeant from either training, transports, emergency management or the detective bureau, helping to minimize the impact on field services, but causing an undue burden in these other areas; and

WHEREAS, the Sheriff's Office seeks to correct this staffing deficiency by converting of a Field Services Deputy position to a Field Services Sergeant position within the existing framework of the current budget through the end of 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of one Sheriff Deputy position (CCLP Law Enforcement) and the creation of one Sergeant/Law Enforcement position (CCLP Supervisors).

BE IT FURTHER RESOLVED, that the reorganization will become effective upon the beginning of the first pay period following passage of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$32,481 from the Sheriff's food provisions budget (10135102 750000) to fund this staffing change through the end of 2018.

BE IT FURTHER RESOLVED, that long term funding for this staffing change will be addressed through the 2019 budget process.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the 2018 Position Allocation List in accordance with this resolution.

## Agenda Item 1b

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Darin J. Southworth, Major  
**DATE:** June 7, 2018  
**SUBJECT:** Canteen Lease Agreement – Modernized Food Preparation  
For the meeting agenda of June 14, 2018

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### **BACKGROUND**

Canteen is looking to expand their mass food preparation, packaging, and delivery service modernization in our facility. Canteen's vision is to maximize efficiency and quality through state of the art packaging and hi-tech convection ovens. Canteen needs a temporary facility to mass produce meals in excess of those prepared for our population. This is referred to as a KPEP "retherm" meal, hereafter KPEP. Canteen has existing agreements and plans growth of customers for KPEP meals at facilities throughout the region. Canteen has identified the ICJ kitchen as an optimal venue to grow their vision because of the kitchen equipment and capacity.

### **ALTERNATIVES**

Implementation of Canteen's new process will not disrupt ICJ practices and in the next few months to come will improve efficiency at ICJ, directly. There is no anticipated consequence to allowing Canteen to "lease" ICJ existing space to modernize their food service. If this resolution is not passed there is no consequence to the Sheriff's Office, beyond missed opportunity, and Canteen will seek space elsewhere.

### **FINANCIAL IMPACT**

There are no negative financial impacts within the proposed agreement and none anticipated. The Sheriff's Office has the potential to gain through the proposed lease agreement summarized as follows: Canteen will pay \$.05/KPEP meal that is distributed to facilities outside of the ICJ. The County will not be compensated for meals prepared for ICJ inmates within the existing food service contract. Canteen guarantees a \$20,000 annual minimum payment to the Sheriff's Office prorated for a month to month lease agreement. A budget amendment may be in order after a few months to assess revenue from Canteen's KPEP initiative.

### **OTHER CONSIDERATIONS**

Sheriff's Office Administration has been presented a proposed contract from Canteen for this new concept. Through this and the proposal presentation we believe this is a low risk, respectable reward arrangement that would put the Sheriff's Office at the front of a modernized food service process.

While this is proposed as a temporary month to month contract, Canteen anticipates the need to utilize ICJ for at least 18 months. This equates to an approximate guarantee of \$30,000 in lease payments.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a lease agreement with Canteen Food Services for KPEP meal production.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT TO LEASE THE INGHAM COUNTY JAIL  
KITCHEN FOR MODERNIZED FOOD PREPARATION, PACKAGING, AND DELIVERY**

WHEREAS, the Sheriff's Office has the facilities to provide full meal services to all inmates housed in the Ingham County Jail (ICJ); and

WHEREAS, the Sheriff's Office currently contracts with TIGGS Canteen Services, hereafter Canteen, to manage all ICJ kitchen services; and

WHEREAS, Canteen has identified the ICJ as an ideal facility for expansion of their meal preparation, packaging and delivery modernization vision (KPEPs) intended to serve ICJ and outside facilities for human consumption only; and

WHEREAS, Canteen's expanded vision will not disrupt services and processes of the ICJ; and

WHEREAS, the Sheriff's Office will receive a per meal "rent" from Canteen for each KPEP prepared in the ICJ kitchen, for outside facilities, until termination of this agreement; and

WHEREAS, the Sheriff's Office will continue providing the desired space and utilities already established in the current agreement; and

WHEREAS, Canteen agrees to indemnify and hold harmless the Sheriff's Office as detailed in the new contract; and

WHEREAS, the Sheriff's Office embraces Canteen's innovations intended to improve ICJ efficiency; and

WHEREAS, this agreement between the Sheriff's Office and Canteen will be a temporary month to month lease agreement until Canteen secures a permanent facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract with TIGGS Canteen Services to lease kitchen space within the ICJ, on a month to month basis.

BE IT FURTHER RESOLVED, that the contract will be effective July 1, 2018, with the County to receive a sum equal to five cents (\$.05) per meal prepared in the leased premises that is not contracted by Lessor, with a \$20,000 prorated minimum annual guarantee.

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

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: LAW AND COURTS COMMITTEE

FROM: SCOTT LEROY, DEPUTY COURT ADMINISTRATOR

DATE: MAY 21, 2018

RE: **REORGANIZATION OF JUVENILE COURT OFFICER TO FAMILY CENTER SUPERVISOR**

CC: SHAUNA DUNNINGS, CIRCUIT COURT ADMINISTRATION  
HONORABLE RICHARD J. GARCIA, CHIEF CIRCUIT AND PROBATE JUDGE

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## **I. FAMILY CENTER OVERVIEW**

The Ingham County Family Center, located at 1601 W. Holmes Rd, Lansing, houses many of the Juvenile Division's In-Home Care Programs. On any given day, the Ingham County Family Center has the capacity to serve over 100 court adjudicated youth.

### Ingham Academy

The Ingham Academy is day treatment program for court adjudicated youth that is operated by four agencies - Ingham County 30<sup>th</sup> Circuit Court, Ingham Intermediate School District, Peckham and Highfields. Ingham ISD provides the educational component of the program for youth while Highfields provides behavior treatment and support to the program. The fourth partner, Peckham, provides individualized services to youth in efforts to enhance education, vocational training and person-centered planning for youth striving to maximize their potential and eliminate self-defeating behaviors.

### Pride Program

The Juvenile Division also partners with Highfields to provide the Pride program, an evening reporting program for moderate- and high-risk court adjudicated youth. This program operates for approximately 5 hours, Monday – Friday evenings. Moderate-risk youth attend 2 days per week, while high-risk youth attend 3 days per week. Pride utilizes the *Thinking for a Change* (T4C) and Goldstein's *Skillstreaming the Adolescent* to create a 20 week program for youth referred by their Juvenile Court Officer. Youth receive 2.25 hours of treatment dosage each night they attend. When treatment groups are not in session, youth are provided dinner and participate in structured activities, along with free time.

### OASIS Summer Truancy Program

During the summer months, the Ingham County Family Center is the host site for the OASIS Summer Truancy Program, a summer enrichment program for youth involved in Truancy Court.

## **II. PROPOSED REORGANIZATION**

With the current caseload numbers, the Juvenile Division is able to eliminate a Juvenile Court Officer position and create a Family Center Supervisor position. This new position will be able to make decisions in the face of a critical incident at the Family Center (see attached job description). Currently there is one Supervisor working 12:00 pm to 8:00 pm. This new Supervisor position will provide necessary coverage from 7:30 am to 3:00 pm, while the other Supervisor will work 12:30 pm to 8:30 pm. The additional personnel cost between a Family Center Supervisor and Juvenile Court Officer, based on 2018 numbers, is roughly \$18,000. However, it is likely

that the position will be filled by a Senior Juvenile Court Officer making the difference in salary nominal the first few years.

It is imperative that the position be funded as the Ingham Academy is the Juvenile Division's most effective program at reducing recidivism. It is recommended that funds be transferred from the Sex Offender Non-Contracted Per Diem line-items and the Day Treatment Non-Contracted Per Diem line-item to cover the additional personnel cost of this reorganization. The position is funded by a split between the Juvenile Justice Millage and the State Child Care Fund. Please see table 3.1 for a recommendation regarding funds to be transferred from line-items.

<b>Program</b>	<b>Org Code</b>	<b>Allocation to Transfer</b>	<b>Fund</b>
SO	29266218-820010 to 29266227-704000	\$8,000 – Day Treatment Personnel	JJM
Day Treatment	29266227-820010 to 29266227-704000	\$10,000 – Personnel / Overtime	JJM

**INGHAM COUNTY  
JOB DESCRIPTION**

**SUPERVISOR - INGHAM COUNTY FAMILY CENTER**

**General Summary:**

Under the direction and supervision of the Juvenile Programs Director the Family Center Supervisor is responsible for internal operation of Court administered programs located in the Academy Building i.e., the Ingham Academy and Evening Reporting Programs with focus on the afternoon and evening operational hours. This includes oversight for on duty personnel and responsibility for program areas specifically assigned. The Family Center Supervisor also serves as the building supervisor during the shift.

**Essential Functions:**

*An employee in this position may be required to perform any or all of the following: Illustrative examples not an exhaustive listing.)*

1. Ensures that all program activities are conducted according to the policies and procedures of the Court's Programs assigned to the Family Center.
2. Oversees and reports to the Facilities' Department, issues of building security and facility operations.
3. Works with Court Staff, facility staff, youth and families to resolve situations, address problems and offer additional direction as required.
4. Responsible for the safety and security of staff, families and the facility while ensuring that health, fire and state licensing regulations are satisfied.
5. Responsible, as assigned by the Program's Director, for the annual review, modification and implementation of the Policy and Procedure Manual.
6. May be responsible for oversight of personnel, programs and/or groups and training.
7. Attends managerial and general staff meetings as assigned and directed. Conducts meetings with individual shift staff, and maintains open channels of communication.
8. Monitors all keys from shift-to-shift and insures that all keys are properly retained.
9. Provides supervision to Cook and assures that the kitchen area is properly administered, cleaned and inspected.
10. As representative of the Circuit Court Family Division, will attend Advisory Board, Neighborhood Association Meetings and other functions as assigned.
11. Performs other related duties as assigned.

**Other Functions:**

12. None listed.

## **Employment Qualifications:**

**Education:** Bachelor's degree required. Social Sciences, Family and Community services or related areas of study preferred.

**Experience:** Three to five years related work experience dealing with at risk adolescents and their families required.

**Other Requirements:** The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements:** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations, this employee must be of the mental and physical capacity to visually observe, interact with and communicate with at-risk adolescents presently residing in the Youth Center. Verbally interviews adolescents during an intake process. Physically restrains violent or uncontrolled youth in the center. Occasionally lifts, pushes, pulls and carries weights of up to 100 lbs. Stands and or sits for long periods of time throughout a shift. Must be or become certified in CPR. Operates various types of general office equipment, including word processors, data entry devices, telephone, copiers, and fax. Operates specialized security monitoring devices, video, and audio monitors. Must be able to work the scheduled shift hours of days, afternoons, mid-nights and weekends. Must be able to understand and demonstrate principals of behavior management and other adolescent treatment modalities.

### Working Conditions:

Exposure to physical assault by youths.

Exposure to youths with various states of cleanliness and hygiene.

Exposure to various bodily fluids.

Exposure to communicable diseases of youth.

5/7/2008  
**MCF-10**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN THE JUVENILE DIVISION**

WHEREAS, the Circuit Court Juvenile Division currently has twenty-seven Juvenile Court Officer and Senior Juvenile Court Officer positions; and

WHEREAS, one Juvenile Court Officer position (#140015, OPEIU P5) has been vacant since March 2, 2018 as a result of a resignation; and

WHEREAS, the Circuit Court Juvenile Division having had sufficient time to evaluate the impact of this vacancy wishes to eliminate the vacant Juvenile Court Officer position (#140015, OPEIU P5) and add a Family Center Supervisor position (MCF 10); and

WHEREAS, it is the belief of the Circuit Court Juvenile Division that this re-organization will universally aid the court by providing increased safety and security at the Ingham County Family Center; and

WHEREAS, adding a Family Center Supervisor position will create supervisory support to programming at the Ingham County Family Center from 7:30 am – 8:30 pm; and

WHEREAS, the Budget Office has calculated that this re-organization will result in annual cost of \$18,372.00; and

WHEREAS, the Family Center Supervisor position is covered 50 percent by the Juvenile Justice Millage and 50 percent by State Child Care Fund dollars; and

WHEREAS, the Juvenile Division is able to cover the increase in cost within the existing budget and has not requested an increase to its overall budget; and

WHEREAS, the OPEIU Union has reviewed the proposed re-organization and has no objections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of Juvenile Court Officer position (#140015, OPEIU P5).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of a Family Center Supervisor (MCF 10).

BE IT FURTHER RESOLVED, that the reorganization will become effective July 1, 2018.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Circuit Court Juvenile Division's 2018 Budget and Position Allocation List in accordance with this Resolution.

## Agenda Item 3

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 4, 2018

**SUBJECT:** 911 Center sound reduction project  
For the meeting agendas of: June 14 & June 20

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### **BACKGROUND**

The mechanical noise level in the 911 Center is an issue and needs to be addressed. The sound needs to be evaluated and a construction document package created which details the project scope.

### **ALTERNATIVES**

There are no alternatives to this request.

### **FINANCIAL IMPACT**

Tower Pinkster submitted the lowest proposal amount of \$12,285.00 to provide needed services. Funds are available in line item# 261-32500-931000-5FC12, for 911 Center sound study.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the objective of striving to make facilities and services user-friendly, specifically A.1 of the action plan.

### **OTHER CONSIDERATIONS**

The Facilities Department is requesting services from Tower Pinkster for both the 911 Center sound reduction project as well as A&E services for the replacement of two Jail chillers. Using the same company for both projects and scheduling meetings back to back will lead to time and cost savings and improving labor, travel and mileage efficiency.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Tower Pinkster to provide needed services to address mechanical noise issues in the 911 Center.

**Agenda Item 3**

TO: Richard Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: May 30, 2018  
RE: Memorandum of Performance for RFP No. 105-18: Engineering Services for the Ingham County 911 Dispatch Center

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Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to evaluate, design, recommend options, and document the current condition of and the proposed solutions for the mechanical noise issue in the Ingham County 911 Dispatch Center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	88	30
Vendors attending pre-proposal meeting	3	1
Vendors responding	1	0

The Mannik & Smith Group, Inc. a local vendor who attended the pre-proposal meeting did not submit a bid for the following reason: “Upon evaluating the requirements of the RFP in addition to the information obtained during the pre-proposal meeting, our company has decided not to submit a proposal on Packet#105-18. We feel that the cost of preparing the proposal to the requirements listed in the RFP would be prohibitive for the expected fee.”

*A request for proposal (RFP) was previously issued in 2016, packet #19-16, resulting in no proposals submitted by vendors.*

The following grid is a summary of the vendor’s costs:

Vendor Name	Local Pref	Phase I Preliminary Evaluation & Design Service Costs Not to Exceed	Phase II Construction Service Cost Not to Exceed	Grand Total Phase I & II Not to Exceed
TowerPinkster	No, Kalamazoo, MI	\$7,025.00	\$5,260.00	\$12,285.00

*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 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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT TO EVALUATE AND PRESENT A SCOPE OF WORK FOR 911 CENTER MECHANICAL SOUND REDUCTION**

WHEREAS, the mechanical noise level in the 911 Center is an issue and needs to be addressed; and

WHEREAS, the sound needs to be evaluated and a construction document package created which details the project scope; and

WHEREAS, Tower Pinkster submitted the lowest proposal amount of \$12,285.00; and

WHEREAS, funds are available in line item #261-32500-931000-5FC12 for 911 Center sound study.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Tower Pinkster, 4 East Fulton Street, Suite 200, Grand Rapids, Michigan 49503 to provide needed services to determine a scope of work for mechanical noise reduction, for a not to exceed cost of \$12,285.00.

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 review and approval as to form by the County Attorney.

## Agenda Item 4

**TO:** Board of Commissioners and Law & Courts Committees  
**FROM:** John Dinon, Director – Ingham County Animal Control  
**DATE:** 5 June 2018  
**SUBJECT:** Resolution to honor Officer Jodi LeBombard on the occasion of her resignation

For the meeting agendas of June 14 and June 26, 2018

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### **BACKGROUND**

Animal Control Officer (ACO) Jodi LeBombard has submitted her letter of resignation from her position effective June 12, 2018. Officer LeBombard was hired in 2009 and has been an exemplary employee, serving primarily as the Department's cruelty investigator and as Lead ACO since April 2016. Officer LeBombard was named 2013 National Animal Control Officer of the Year by the National Animal Care and Control Association.

### **ALTERNATIVES**

The BOC can choose not to honor ACO LeBombard on the occasion of her resignation.

### **FINANCIAL IMPACT**

The cost to honor Officer LeBombard will be minimal - the cost of a framed certificate.

### **OTHER CONSIDERATIONS**

Officer LeBombard has been an exemplary County employee and a great asset to ICAC and to the citizens and animals of Ingham County.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to honor Officer LeBombard.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING OFFICER JODI LEBOMBARD  
ON THE OCCASION OF HER RESIGNATION**

WHEREAS, Animal Control Officer Jodi LeBombard has been an Ingham County Animal Control Officer since March 2009; and

WHEREAS, Animal Control Officer Jodi LeBombard has served primarily as the Department's Animal Cruelty Investigator; and

WHEREAS, Animal Control Officer Jodi LeBombard was the recipient of the 2013 National Animal Control Officer of the Year Award, selected from hundreds of nominees across the United States due to her outstanding efforts in the field of animal control work; and

WHEREAS, Animal Control Officer LeBombard has served as Ingham County's Lead Animal Control Officer since April 2016; and

WHEREAS, Animal Control Officer LeBombard has used her exceptional skill, dedication, compassion and tenacity to assist and educate people, to help and protect animals, and to enforce the law; and

WHEREAS Animal Control Officer LeBombard's extraordinary work will have a lasting impact on the Animal Control Department and Ingham County as a whole.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Jodi LeBombard on the occasion of her resignation for her dedicated service of nearly 10 years to the County of Ingham.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners takes this opportunity to acknowledge and extend its gratitude for the contributions that Jodi LeBombard has made to the County of Ingham throughout her employment as an Animal Control Officer. Officer LeBombard will be greatly missed, not only for the skill and passion that she brought to her animal control duties, but also for the impact she has had on countless lives – both animal and human.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes Jodi LeBombard great success and happiness in her future endeavors.

## Agenda Item 5

TO: Ingham County BOC Law and Courts Committee

FROM: Lance Langdon, Director 9-1-1

DATE: June 7, 2018

RE: Resolution honoring Dispatcher Kathy Murray-Rice

Kathy was hired by East Lansing 9-1-1 September 4, 1996. With the consolidation of the centers, she joined the Ingham County 9-1-1 Central Dispatch Center June 27, 2012. Kathy has had an active part in the center as an employee representative with the Fraternal Order of Police and continued with the change to the Capital City Labor Program. She has also been part of our Joint Labor Team (JLT) working to improve the center.

Kathy started her 9-1-1 career prior to ELPD having worked for MSP and has served the Citizens of Ingham County for over 21 years. As she retires on June 29, 2018 we wish her a long, happy, and healthy retirement.

I request the attached resolution be approved honoring Kathy for her dedication and service to us all as she retires on June 29, 2018.

Introduced by the Law & Courts Committee:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR EMERGENCY TELECOMMUNICATOR KATHY MURRAY-RICE  
OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH**

WHEREAS, Kathy Murray-Rice was hired by the East Lansing 9-1-1 Center as an Emergency Telecommunicator in September of 1996; and

WHEREAS, Kathy Murray-Rice continued her employment with the consolidated Ingham County 9-1-1 Center in June of 2012; and

WHEREAS, Kathy Murray-Rice has served as a Communications Training Officer at the East Lansing 9-1-1 Center, assisted in the training of new employees, and become a very positive role model for each of them; and

WHEREAS, Kathy Murray-Rice has served as a union representative for the 9-1-1 non-supervisory call takers and dispatch employees; and

WHEREAS, Kathy Murray-Rice has served as a member of the Joint Labor Team (JLT) helping to make the 9-1-1 Center to be a great place to work; and

WHEREAS, throughout her career, Kathy Murray-Rice has been a very dedicated employee and served the citizens and public safety partners; and

WHEREAS, after over 21 years of dedicated service to the citizens of Ingham County, Kathy Murray-Rice is retiring on June 29, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Emergency Telecommunicator Kathy Murray-Rice for over 21 years of dedicated service to the citizens of Ingham County and wishes her continued success in all of her future endeavors.

**TO:** Law and Courts Committee  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** June 5, 2018  
**SUBJECT:** November Ballot Question – Supplemental Millage/Surcharge for New Public Safety Radio System

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As was discussed at the May 10 Law and Courts Committee meeting, the 9-1-1 Advisory Board has recommended the replacement of the current public safety radio system. It is estimated that the replacement system will cost \$30 million to be financed over ten years, for an annual cost of approximately \$3.7 million. The Board of Commissioners has indicated its desire to seek funding for this project through a November 2018 ballot proposal.

To raise \$3.7 million annually, the Board could request a ballot proposal to levy 0.50 mills, in addition to the current levy of 0.85 mills. See draft ballot language below:

**EMERGENCY TELEPHONE SERVICE (9-1-1 SERVICE)  
MILLAGE QUESTION**

For the purpose of funding for a comprehensive countywide 9-1-1 Emergency Telephone and Dispatch System previously supported by the voters in 1996, 2000, 2004, 2008, 2012 and 2016, 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 50/100 (0.50) of one (1) mill, \$ 0.50 per thousand dollars of state taxable valuation, for a period of five (5) years (2018-2022) inclusive? If approved and levied in full, this millage will raise an estimated \$3,700,212 for the countywide 9-1-1 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value.

YES [  ]                      NO [  ]

If this option is chosen, the committee will need to consider the length for the question (currently drafted as five years.) The existing 9-1-1 millage expires in 2019, and the planned length of financing for the new public safety radio system is 10 years.

As an alternative, the Board could request an increase of \$1.38 to the current monthly phone surcharge of \$0.42. See draft ballot language below:

**INGHAM CENTRAL DISPATCH  
PROPOSITION FOR 9-1-1 EMERGENCY SERVICE SYSTEM FUNDING**

Shall the County of Ingham, Michigan, be authorized to assess a charge on all landline, wireless, and voice over internet protocol service users located in Ingham County of up to \$1.80 per month to be used exclusively for the funding of 9-1-1 emergency telephone call answering and dispatch services within Ingham County, including facilities, infrastructure, equipment and maintenance, and operating costs?

YES [  ]                      NO [  ]

As set by current law (MCL 484.1401b), if a service user has multiple access points or access lines, the 9-1-1 surcharge will be imposed separately on each of the first ten access points or access lines and then one charge for each 10 access points or access lines per billed account.

Since the surcharge is not a tax, the normal requirements for a millage proposal do not apply. For example, the estimated revenue is not required, and the duration also can be omitted. When the voters approve the higher surcharge, it remains in effect until the voters make another change or the law changes.

If a higher level is authorized, the County would still need to submit verification each May of the funding level needed for the next year to the State 911 Office on its forms. Collection would begin July 1, 2019. The surcharge funds may only be used for the State 911 Committee authorized purposes and are subject to an annual audit. (These are the same requirements that currently exist for the \$0.42 now being charged.)

Some other counties have included a “duration” that ends December 31, 2021 in their ballot language, being the current sunset date for the State 911 legislation that authorizes the charge. If the 911 statute is allowed to expire on December 31, 2021 as provided in the current law (MCL 484.1717), this surcharge ends automatically whether it is in the ballot language or not. However, if that statute is extended, as it has been previously in 2006, 2007, 2008, and 2012, a higher voter approved surcharge would not need to be reauthorized if the ballot language does not have a duration end date.

Upon direction of the Law and Courts Committee, a draft resolution can be presented at the next round of committees requesting either of these ballot questions be placed on the November 6 ballot. Draft resolutions for each of these options are attached for discussion purposes.

A November ballot question would need to be certified by the County Clerk by July 31. A resolution will need to be passed by the Law and Courts Committee at its July 12 meeting and by the full Board of Commissioners at its July 24 meeting in order to meet this deadline.

Please let me know if you have any questions or if you would like any additional information.



DRAFT FOR DISCUSSION

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE A  
SPECIAL MILLAGE FOR COMPREHENSIVE EMERGENCY  
TELEPHONE SERVICES (9-1-1 SERVICES)**

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

WHEREAS, the 9-1-1 emergency telephone and dispatch services are of substantial benefit to the citizens of the County of Ingham; and

WHEREAS, the millage funds were approved by the electorate to operate countywide 9-1-1 emergency telephone and dispatch services since 1988; and

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

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the General Election to be held November 6, 2018.

**EMERGENCY TELEPHONE SERVICE (9-1-1 SERVICE)  
MILLAGE QUESTION**

For the purpose of funding for a comprehensive countywide 9-1-1 Emergency Telephone and Dispatch System previously supported by the voters in 1996, 2000, 2004, 2008, 2012 and 2016, 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 50/100 (0.50) of one (1) mill, \$ 0.50 per thousand dollars of state taxable valuation, for a period of five (5) years (2018-2022) inclusive? If approved and levied in full, this millage will raise an estimated \$3,700,212 for the countywide 9-1-1 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value.

YES [  ]                      NO [  ]

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

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the November 6, 2018 ballot and to be prepared and distributed in the manner required by law.

DRAFT FOR DISCUSSION

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE  
AUTHORIZATION OF THE TELEPHONE SURCHARGE FOR EMERGENCY  
TELEPHONE SERVICES (9-1-1 SERVICES)**

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

WHEREAS, the 9-1-1 emergency telephone and dispatch services are of substantial benefit to the citizens of the County of Ingham; and

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

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

WHEREAS, the Board of Commissioners believe a monthly telephone surcharge at the level of up to \$1.80 for each service user (a \$1.38 per month increase) is necessary to provide an adequate and equitable financing mechanism for the needs for the Ingham County 9-1-1 Dispatch Center.

THEREFORE BE IT RESOLVED, that the following proposal be submitted to a vote of the electorate of Ingham County at the General Election to be held November 6, 2018.

**INGHAM CENTRAL DISPATCH  
PROPOSITION FOR 9-1-1 EMERGENCY SERVICE SYSTEM FUNDING**

Shall the County of Ingham, Michigan, be authorized to assess a charge on all landline, wireless, and voice over internet protocol service users located in Ingham County of up to \$1.80 per month to be used exclusively for the funding of 9-1-1 emergency telephone call answering and dispatch services within Ingham County, including facilities, infrastructure, equipment and maintenance, and operating costs?

YES [  ]      NO [  ]

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

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the November 6, 2018 ballot and to be prepared and distributed in the manner required by law.