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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
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THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, OCTOBER 11, 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 [September 27, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize an Agreement with [Delhi Township](#) for Police Services from January 1, 2019 through December 31, 2022
2. 55th District Court
 - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program ([SCAO-MMHCGP](#)), Continue a Probation Officer Position, and Enter into Subcontracts
 - b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office -Michigan Drug Court Grant Program ([SCAO-MDCGP](#)) and Enter into Subcontracts
3. Indigent Defense Collaborative Committee – Resolution Creating an Administrator Position and an Executive Assistant Position for the [Public Defenders Office](#)
4. Board of Commissioners – Resolution Honoring [Sergeant Andrew Daenzer](#)

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
September 27, 2018
Draft Minutes

Members Present: Anthony, Hope, Banas (arrived at 6:06 p.m.), Celentino, Crenshaw, and Maiville

Members Absent: Schafer

Others Present: Jaynaya James, Andrea Calabrese, Isha Bhatt, Alex Brace, Lauren Younker, Trissa McClinchey, Greg Harris, Darin Southworth, Ken Tyler, Bradley Prehn, Bonnie Toskey, Linda Vail, Lisa McCormick, 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 September 13, 2018 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE SEPTEMBER 13, 2018 LAW AND COURTS COMMITTEE MEETING.

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

Additions to the Agenda

Substitute –

1. Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2018 Local JAG Grant would be Agenda Item

Chairperson Crenshaw announced that this resolution would be Agenda Item 1a.

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

Addition –

1. Sheriff's Office
 - b. Gun Auction (*Discussion*)
5. Law & Courts Committee
 - b. Resolution Honoring Cheryl Parody as the Recipient of the Michigan A.P.C.O. 2018 Telecommunicator of the year Award

Chairperson Crenshaw announced that the Resolution Authorizing 2019 Agreements for Juvenile Justice Community Agencies will now be Agenda Item 5a.

6. Prosecutor's Office – Resolution to Approve a Consultant Services Agreement Between Lisa McCormick and the Ingham County Prosecuting Attorney's Office

Limited Public Comment

Bradley Prehn, UAW chair, stated that the UAW represented over 700 County employees. He further stated that those employees included a number of staff in the Ingham County Animal Control (ICAC).

Mr. Prehn stated that the UAW was supportive of the ICAC shelter hours change. He further stated that it would be beneficial to the workers and the shelter would end up with more hours of being open.

Lauren Younker, ICAC employee, stated that she was before the Committee in order to support the closing the shelter on Sundays. She further stated that it would allow Animal Care staff to work more closely with animals and do deeper cleaning on Sundays.

Ms. Younker stated that it would be better for staff morale and the animals. She further stated that Animal Care staff has lower stress on the days when they were not open to the public.

Ms. Younker stated that overall there would be more hours open to the public and a more stable schedule. She further stated that it would personally give her more time with family, which was especially nice since she had young children.

Ms. Younker stated that her husband would have liked to be at the meeting also but he was with their children. She further stated that he would have told the committee that it would be nice to have her home and more time for family things.

Ms. Younker stated that when she took the job she knew the schedule, but it had been difficult having the opposite schedule as her family. She further stated that having Tuesday and Wednesday as her weekend made it difficult to take a weekend away with her family or plan vacations.

Ms. Younker stated that overall she supported the Sunday closure.

Trissa McClinchey, ICAC employee, stated that she worked every Sunday and there was not a lot of foot traffic in the door, low sales, and low redemption numbers. She further stated that closing on Sunday would give an opportunity for Animal Care staff to deep clean and recent events showed how important it was to be proactive in disease control.

Commissioner Banas arrived to the meeting at 6:06 p.m.

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

1. Sheriff's Office
 - a. Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2018 Local JAG Grant

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

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

5. Law & Courts Committee
 - b. Resolution Honoring Cheryl Parody as the Recipient of the Michigan A.P.C.O. 2018 Telecommunicator of the year Award

6. Prosecutor's Office – Resolution to Approve a Consultant Services Agreement Between Lisa McCormick and the Ingham County Prosecuting Attorney's Office

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

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

1. Sheriff's Office
 - b. Gun Auction (*Discussion*)

Captain Greg Harris, Ingham County Sheriff's Office (ICSO), stated that they were continuing to clean out the property room. He further stated that they had identified 175 guns that they could purge.

Captain Harris stated that ICSO requested that they sell the guns to recoup some of their costs in handling and maintaining the property room. He further stated that the law allowed this sale, and requirements provided for in the law had been met.

Captain Harris stated that ICSO had sent letters to last known registered owners of the guns and posted the weapon description and serial number on their website for an additional 30 days. He further stated that the final grouping expired on October 5, 2018 and ICSO would then legally possess the guns.

Captain Harris stated that the guns would be sold to a Federal Firearms Licensed entity. He further stated that they projected the sale to net about \$17,000.

Captain Harris stated that these guns would be sold in an auction as one lot.

Commissioner Anthony asked where the guns would be going.

Captain Harris stated that they would only be sold to a Federally Licensed Firearms Dealers, for instance, a gun shop like Total Firearms or Not Just Guns.

Commissioner Anthony asked if there were local Federally Licensed Firearms Dealers.

Captain Harris stated that there were many local firearms dealers, including Total Firearms and Not Just Guns.

Commissioner Anthony asked if there were any alternatives to selling these guns.

Captain Harris stated that ICSO could possess the guns and convert to police use, but that was not going to happen, or the guns could be destroyed.

Commissioner Banas stated that she thought that there were too many guns in general. She further stated that she was not a fan of this plan.

Commissioner Banas stated that it was tempting to sell the guns for the funds but she did not see that as the best option. She further stated that she had heard of a Detroit artist melting guns down to make art with them.

Commissioner Hope asked if ICSO had participated in this in the past.

Captain Harris stated that to his knowledge, this had not happened before. He further stated that some of the guns were from cases dating back to the 1980s.

Captain Harris stated that this was a part of the cleanup process.

Commissioner Hope stated that she echoed comments of Commissioner Banas and found this to be somewhat problematic. She further stated that she appreciated the creative approach to this problem.

Commissioner Hope asked if the guns could be sold to other law enforcement.

Captain Harris stated that the law did not provide for that.

Commissioner Maiville asked if other counties in the State had sold to other law enforcement entities.

Captain Harris stated that he did not know, but it was done nationwide.

Commissioner Maiville stated that these guns were in the ICSO as evidence. He asked why they were not being returned.

Captain Harris stated that some of the guns were unregistered and those could not be returned. He further stated that some were found weapons or passed along from a family member of a deceased owner and they did not want them back.

Captain Harris stated that some of the guns had been used in crimes and there were various reasons why they were not being returned or claimed.

Commissioner Maiville asked for a rough estimate of what types of guns these were such as a count of handguns, rifles, or shotguns.

Captain Harris stated that they had about 100 handguns and 75 long guns including rifles and shotguns.

Commissioner Celentino stated that one option was for ICSO to use these guns but the ICSO had decided that they did not want to do so. He stated that the second option was to destroy the guns and asked why that was not their choice.

Captain Harris stated that the ICSO had not discussed using the guns because law enforcement liked to use the same brand and make of weapon for everyone. He further stated that they could possibly destroy them but were attempting to be fiscally responsible.

Captain Harris stated felt that they should bring the options to the Board of Commissioners. He further stated that they would use these funds for Deputy education and training.

Commissioner Celentino asked what the past practice was for this.

Captain Harris stated that there had been a need to get rid of these weapons but it had never been brought forward in the last 23 years. He further stated that he was unsure as to what had been done prior to his tenure.

Commissioner Anthony asked if the law was a State or Federal law allowing for these options.

Captain Harris stated that Michigan Compiled Law allowed this.

Commissioner Anthony stated that perhaps that would be a good law to work on changing. She further stated that she appreciated the creative thought that went into this idea, but would not support this.

Commissioner Anthony stated that she represented an urban area and heard from law enforcement often about the danger of too many guns on the streets.

Commissioner Maiville asked what people thought that the expectation would be when they turned over these guns to the ICSO.

Captain Harris stated that sometimes people request that a weapon be destroyed and in that instance they do destroy it.

Commissioner Banas asked about gun buyback programs and what happened to those guns.

Captain Harris stated that he was not sure of the specifics but he thought that they would be destroyed. He further stated that this was a different situation.

Chairperson Crenshaw stated that this was a discussion item and would need a resolution at the next meeting. He further stated that he would like to know the Committee's consensus.

Commissioner Banas stated that her vote would be to not recycle these back into society and some decisions were more than monetary gains.

Chairperson Crenshaw stated that he was getting a sense that there was not a consensus for this measure.

Commissioner Celentino stated that he also would not support this measure.

Commissioner Maiville stated that he was likely not supportive of this either.

Chairperson Crenshaw stated that he appreciated the thought and ICSO looking outside the box for additional funding opportunities.

Captain Harris stated that he appreciated the opportunity to present this issue and thanked the Committee for their time.

Commissioner Hope asked about the cost to destroy the guns and if it would be expensive for ICSO.

Captain Harris stated that it would not be costly as the only additional cost would be for labor.

Discussion.

2. Sheriff's Office/Health Department – Jail Medical (*Discussion*)

Linda Vail, Health Officer, stated that Ken Tyler, a Jail Medical staff person was before the Committee also. She further stated that the Jail Medical staff was very committed to their work and did quality work, and none of that was in question.

Ms. Vail stated that since the Justice Millage had been overwhelmingly approved and this was the perfect time for reflection as to if Jail Medical should be done by the Ingham County Health Department (ICHD) or someone else. She further stated that as the architect started to work on the building design, it would be helpful for them to work with the Jail Medical staff, either from ICHD or someone else.

Ms. Vail stated that the ICHD had provided Jail Medical for the last five years and had worked out the structure to manage that. She further stated that it was not without some difficulties and sometimes resulted in a redirection of resources in the ICHD.

Ms. Vail stated that the ICHD was trying to figure out how to do Jail Medical the best and had number of conversations with ICSO and Controller's Office about it. She further stated that this was the perfect time to issue a Request for Proposal (RFP) and see what they would the offers were.

Ms. Vail stated that ICHD would also be requesting additional resources in order to not have to redirect their health center resources to Jail Medical. She further stated that much of ICHD's health center was grant funded which required that staff be utilized in a certain way and they could not divert staff and resources meant for the health center to Jail Medical

Ms. Vail stated that she was informed that the ICHD could seek an RFP without approval of the Board of Commissioners. She further stated that she would like the Committee's input and did not feel that doing this without consulting the Committee would be the right path.

Major Darin Southworth, ICSO Corrections, stated that he thanked Ms. Vail for her thoughts, and he agreed that it would be a good time to examine changes that may be needed. He further stated that things needed to be different with Jail Medical because everyone was working harder under the current structure, both nurses and Deputies.

Ms. Vail stated that privatization was a struggle and understood that, but quality services and patient care were first and foremost. She further stated that any RFP would include that current employees would be prioritized for hiring and they could possibly be placed elsewhere in the ICHD.

Ms. Vail stated that they were looking out for employees also.

Commissioner Celentino thanked Ms. Vail and Major Southworth for coming forward. He further stated that he would like to see what changes were needed to strengthen Jail Medical under ICHD.

Commissioner Celentino stated that he struggled with privatization and was not supportive. He further stated that he would rather take a look at what they have now, and he was not sure if the Justice Millage could help by providing additional funding, as perhaps this would fall under the programming category.

Commissioner Celentino stated that he would like to enhance the employees who were already in Jail Medical to make improvements.

Commissioner Maiville stated that there had been a previous arrangement that Jail Medical was under the ICSO. He asked if it was a possibility to return to that arrangement.

Ms. Vail stated that that had not been a discussion, and she was not at the ICHD when that was the case but thought it did not work for the ICSO. She further stated that additional resources were worth considering.

Ms. Vail stated that Jail Medical was adrift from ICHD's mission as a health center. She further stated that it also lead to training issues and it would be worth the due diligence to see what was out there.

Commissioner Banas asked how many employees were in Jail Medical.

Ms. Vail stated that there were eight employees at the jail and two positions had been vacant since August.

Commissioner Banas stated that the environment probably called for additional training for correctional medicine. She further stated that perhaps they could create a specialty unit.

Commissioner Banas asked if there were any other nearby corrections facilities that offered Jail Medical and perhaps they would be able to share services.

Ms. Vail stated that she was not sure that there was any specific training program in correctional medicine but there were people who spent their career there.

Commissioner Banas asked if the staff assigned to Jail Medical floated between clinics and the jail.

Ms. Vail stated that the nurses had certain requirements that they needed to fulfill and that the Public Health Nurses were under the Michigan Nurses Association bargaining unit. She further stated that the Jail Medical Nurses were under a different bargaining unit so it was difficult to transfer people back and forth.

Major Southworth stated that he was not there when Jail Medical was a part of the ICSO and he was not sure how it happened to be switched to an ICHD duty, but he was confident that this was not something that the Sheriff would want to bring back. He further stated that ICSO already struggled with medical issues in the jail and this was not something that they were knowledgeable about.

Major Southworth stated that overseeing Jail Medical was not an effective use of correctional resources.

Commissioner Anthony stated that she wanted to echo Commissioner Celentino's comments. She further stated that she trusted ICHD and the Board of Commissioners could hold them accountable which was not always something that could be done when privatized.

Commissioner Anthony stated that ICHD had quality employees and quality control so she imagined remaining within the confines of ICHD would be best.

Commissioner Anthony stated that privatization may work out but her gut said additional resources were needed.

Ms. Vail asked Teri Morton, Deputy Controller, if she could speak to the possibility of using Justice Millage funds for this program.

Ms. Morton stated that Jail Medical funding was not the intent of the Justice Millage. She further stated that there was a million dollar programming funding piece to the Justice Millage but that was already allocated for 2019.

Ms. Morton stated that the programming funding was specifically for mental health and substance abuse treatment, but not healthcare. She further stated that she thought when they looked for an RFP it would be a chance to explore options such as getting to a place where they could provide 24/7 care.

Ms. Morton stated that they had really been lacking 24/7 care and it was very costly to provide that in-house. She further stated that the ability to back-fill nursing staff was also a concern and there was just no services when there was a vacation, illness, or vacancy.

Ms. Morton stated that a private enterprise could have the capability to backfill.

Commissioner Celentino stated that he understood that, but he would rather explore options in the County first. He further stated that if the Justice Millage funding could not be used then they should look at other funding avenues.

Ms. Morton stated that they had examined what would be needed for ICHD to continue their services and they could bring that information back to the Committee.

Ms. Vail stated that she suggested it would be good to look at all options, including ICHD. She further stated that Ms. Morton was correct and it would be difficult to provide 24/7 coverage.

Ms. Vail stated that the Committee could look at the RFPs and ICHD's information all at the same time.

Chairperson Crenshaw asked that the Controller's Office to get a legal opinion from the County Attorney as to if Justice Millage funding could be used for Jail Medical.

Commissioner Hope stated that this was a unique relationship between ICSO Corrections and ICHD. She asked what other counties did.

Major Southworth stated that most counties had privatized Jail Medical.

Commissioner Hope stated that she was leery of privatization but not opposed to exploring options. She further stated that with two local hospitals and a medical school, it seemed that there should be some options.

Commissioner Banas asked how things in Jail Medical would change if done by outside firm compared to what was currently done.

Ms. Vail stated that she was not exactly sure. She further stated that there were some private companies that bring radiology in-house and ICHD did not do radiology at any location.

Ms. Vail stated that a private company may have different requirements for the Jail Medical Center space to allow for their programming.

Commissioner Banas asked Major Southworth if he had asked the union for ideas on this as often those doing the work could brainstorm these issues.

Major Southworth stated that he had spoken with his staff but not the ICHD staff. He further stated that his staff believed they needed more people to go around, more services, and coverage for more hours of the day.

Major Southworth stated that his staff agreed that they could do better. He further stated that with respect to design and functionality of the space, he had gone on many tours of other jail facilities.

Major Southworth stated that this was a focus of ISCO Corrections to provide convenient, quality care and to provide as much care as possible within the facility. He further stated that taking inmates out of the facility increased liability, risks, and costs.

Chairperson Crenshaw stated that he would like some direction from the Committee on how they wanted to proceed. He asked if anyone was opposed to seeking RFPs.

Commissioner Celentino stated that the ultimate decision came to the Board of Commissioners even if they did seek RFPs.

Chairperson Crenshaw stated that at this point, this was only a fact finding mission.

Commissioner Maiville stated that he would also like to see what could happen if ICHD continued to provide Jail Medical.

Chairperson Crenshaw stated that the Health Officer was committed to providing that information.

Ms. Vail stated that she could ensure that there was a need for change if ICHD was to continue to provide Jail Medical. She further stated that she could not force a decision, but they did have some needs.

Commissioner Banas stated she would like to see what it would cost to make operations work in house and what was spent in terms of additional costs because inmates needed to be taken out for medical care.

Chairperson Crenshaw stated that there were lapses in coverage sometimes too.

Commissioner Banas stated that she would like to know what hours were covered. She further stated that she would like a full picture of what was involved.

Commissioner Celentino stated that he had no problem with bringing information back to the Committee but that was not his first choice of action. He further stated that privatization was not his choice unless there was a huge difference in what was already being done.

Commissioner Celentino stated that this would disrupt employees' lives and he was not saying the Health Officer was not thinking of that, but as a member of the Board of Commissioners he needed to be concerned about it.

Commissioner Celentino stated that the County had dedicated employees and they needed to look at how to best serve them.

Bonnie Toskey, County Attorney, stated that the cost incurred so far this year for inmate supplemental care was approximately \$800,000.

Chairperson Crenshaw stated that he looked forward to seeing more information from RFP and ICHD.

4. Controller's Office
 - b. Update on Transition to Public Defender's Office

Ms. Morton stated that there was updated information in the packet provided to the Committee. She further stated that there may be a need for the contract to be updated.

Commissioner Anthony asked if she could be provided a list of the Indigent Defense Collaborative Committee members.

Ms. Morton stated that she could do that.

5. Law & Courts Committee – Resolution Authorizing 2019 Agreements for Juvenile Justice Community Agencies

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

MOVED BY COMM. CELENTINO TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2019 through December 31, 2019, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2019 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- Child and Family Charities – Nexus Program **\$39,600**
- Child and Family Charities – Teen Court **\$26,114**
- Resolution Services Center of Central Michigan **\$37,500**
- Small Talk Children’s Assessment Center **\$19,000**

This was considered a friendly amendment.

Jaynaya James, Child and Family Charities Division Director of Juvenile Justice, stated that she was available to speak about the Teen Court.

Andrea Calabrese, Child and Family Charities Chief Operations Officer, stated that she was available to speak about Nexus.

Ms. James stated that the Teen Court gave youth a second chance and the program allowed them to have a second chance, keep their records clean, and avoid suspension and expulsion from school. She further stated that Nexus was able to provide the youth mental health and substance abuse screens and counseling.

Ms. James stated that Saturday classes are offered to help with stress management and resistance skills. She further stated that they also have programming to strengthen families and work with youth and families together,

Ms. Calabrese stated that this millage grant helped their programming with a focus on mental health and substance abuse for youth. She further stated that they were one of the only programs that provided that help for youth.

Ms. Calabrese stated that the County’s support was important for the program.

Commissioner Banas asked how many youth were served.

Ms. James stated that they had worked with over 100 youth this year, and had over 500 peer jurors in the County.

Commissioner Banas thanked Ms. James and Ms. Calabrese for everything they did. She further stated that they were changing youths’ lives at a pivotal moment.

Commissioner Banas stated that it was important that the grant helped with substance abuse.

Ms. Calabrese stated that they were working with over 50 youth in that area. She further stated that some were in prevention, and others were in treatment, and families received treatment if willing.

Isha Bhatt, Resolution Services Center of Central Michigan Program Manager, stated that they were in 22 schools, and saved 4000 suspension days last year while serving over 4000 students.

She further stated that they helped to resolve conflicts and provided the skills for the students to develop conflict resolutions on their own.

Ms. Bhatt stated that they had 23 facilitators on staff. She further stated she and other of the executive staff oversaw some of the more challenging cases.

Ms. Bhatt stated that they provided tools to youth to resolve conflict. She further stated that they dealt with situations that were as big as weapons or racial issues.

Ms. Bhatt stated that one example was a cultural awareness issue between two students that had been resolved through restorative practices. She further stated that these students were able to build community and relate to each other.

Ms. Bhatt stated that these students then became leaders of small groups. She further stated that this program helped to build a sense of belonging.

Ms. Bhatt stated that students and teachers built communication with others and built empathy between teachers and students and vice versa. She further stated that this year they were into outskirts, starting with Mason Schools.

Ms. Bhatt stated that she was excited about the expansion because urban areas were not the only schools that required this program. She further stated that conflict was a fact of life everywhere.

Commissioner Celentino thanked Child and Family Charities and Resolutions Services Center for their great work. He asked about other funding sources such as Project Peace.

Ms. Bhatt stated that the Project Peace funding was a grant and it was ending. She further stated that it affected funding for Everett, Atwood, North, Pattengill, and Gardner schools.

Ms. Bhatt stated that other groups such as the Child and Family Charities were also recipients of that grant funding. She further stated that they worked together to provide wraparound services.

Commissioner Anthony stated that their organization covered other counties. She asked if other counties chipped in with funding.

Ms. Bhatt stated that they did not provide funding at the same levels. She further stated that it depended on fiscal and economic status.

Ms. Bhatt stated that they were currently working with the Clinton County Juvenile Courts and seeking grants to start programs with them. She further stated that they had begun a pilot program at Bath Schools.

Ms. Bhatt stated that they were working at Ovid-Elsie schools and funding was provided for that on a case-by-case basis.

Alex Brace, Small Talk Executive Director, stated that they provided a safe space for children. He further stated that they helped to treat trauma in a child-friendly, safe environment.

Mr. Brace stated that they currently had about 60 children in counseling and they provided about 400 interviews of children per year. He further stated that this was a hot topic and more awareness made their services more important than ever.

Mr. Brace stated that their numbers continued to increase as they become more known that they were a safe place to come forward. He further stated that it was important to continue to allow immediate access for children because if they did not get help then, they often resorted to substance abuse and other negative behaviors.

Mr. Brace stated that they wanted to treat these children so they did not end up in court system, and could lead happy, productive lives. He further stated that they had one staff member who had gone through trauma-focused behavior therapy, which was an evidence-based treatment program, and other clinical staff was also becoming certified.

Mr. Brace stated that they wanted to provide the best, highest-quality services.

Commissioner Banas asked if Small Talk was able to work with schools along with children and families. She further stated that trauma could show up in classrooms too.

Mr. Brace stated that they did work with educators and other school professionals and shared information with the schools.

Commissioner Banas thanked Mr. Brace. She further stated that there was not enough support for trauma education for educators.

Mr. Brace stated that they also had a prevention program which was important. He further stated that adults were the most responsible to prevent this from happening and to help give youth the tools to prevent it.

Commissioner Banas thanked Mr. Brace for doing important work.

Mr. Brace stated that on October 11, 2018 they were hosting their annual charity event which included an auction. He further stated that he would like to invite the Committee to come to Small Talk and see their work first-hand.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Public Comment

Ken Tyler, ICHD Senior Nurse, he further stated that he was a nurse at Jail Medical. He further stated that privatization of Jail Medical had been discussed before.

Mr. Tyler stated that he would like to see the costs for privatization, because last bids were doubled over what was being done so far. He further stated that these private companies often had caps on services and then would charge anything above that cap back to the County.

Mr. Tyler stated that private companies would still have transport costs as they did not provide emergency room services. He further stated that they could do things like supply x-ray service, but as an added expense.

Mr. Tyler stated that there was going to be a need for more support. He further stated that when the ICHD took over Jail Medical in 2011 it was a goal to go as close to full-time coverage as possible, but weekend nights had not been covered for the last couple years.

Mr. Tyler stated that they only had three nurses working right now and he worked as a senior nurse and a supervisor. He further stated that there were no other supervisors at this point, as the other person had been taken out of that role and put in somewhere else.

Mr. Tyler stated that the people in jail were often County residents and deserved the care. He further stated that these discussions were stressful for the employees.

Mr. Tyler stated that he had worked in corrections since nursing school and that was where he had wanted to work. He further stated that Jail Medical Nurses could be placed elsewhere because they were qualified.

Mr. Tyler stated that the County needed to decide but when looking at the bid, make sure to look for caps on coverage. He further stated that these private firms were for-profit firms and Jail Medical was not there for profit.

Mr. Tyler stated that they currently operated under-budget as much as possible and could work out an improvement plan. He further stated that Jail Medical needed support.

Mr. Tyler stated he knew that the Committee would take everything into consideration, and he appreciated the Committee member's comments. He further stated that Jail Medical needed more support and needed two positions filled.

Mr. Tyler stated that the open positions were only posted on the County's website as far as he knew and it was difficult to find people interested that way. He further stated that the reviews of private agencies showed that the working conditions were not that good.

Chairperson Crenshaw asked staff to look into where the open positions were posted.

Adjournment

The meeting was adjourned at 7:24 p.m.

OCTOBER 11, 2018 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Sheriff's Office – Resolution to Authorize an Agreement with Delhi Township for Police Services from January 1, 2019 through December 31, 2022*

This resolution would authorize an agreement with Delhi Township for Police Services for the time period January 1, 2019 through December 31, 2022. This agreement includes 20 full-time equivalents and associated costs, including an 8.5% administrative fee to cover the County's indirect costs. The Sheriff's Office and Delhi Township have enjoyed this mutually beneficial partnership since 1990.

- 2a. *55th District Court – Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts*

This resolution would authorize a grant award in the amount \$369,000 from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO). This resolution would also accept an additional \$72,048 from the MMHCGP mid-year if offered, or authorize that amount in additional Ingham County In-Kind Funding if additional funding is unavailable through the MMHCGP mid-year.

The grant funding supports one full-time probation officer assigned to the program, which is included in the 2019 budget.

The resolution would also authorize up to \$126,681 in Ingham County In-Kind funding (\$54,633 initially and an additional \$72,048 if additional funding is unavailable through the MMHCGP mid-year) and acknowledge \$28,313 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$523,994.

Subcontracts would also be authorized as follows:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$53,524
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$267,861.

See memo for details.

2b. *55th District Court –Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts*

This resolution would authorize the acceptance of \$140,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. Both positions are included in the 2019 budget.

The resolution would also authorize \$151,687 in Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$291,687.

The resolution would also authorize subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$13,080
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

See memo for details.

3. *Indigent Defense Collaborative Committee – Resolution Creating an Administrator Position and an Executive Assistant Position for the Public Defenders Office*

This resolution would authorize the creation of two positions, an Administrator and an Executive Assistant, for the Public Defenders Office, along with the associated budget. These positions are included in Ingham County’s Michigan Indigent Defense Commission (MIDC) compliance plan to provide quality defense to indigent people who are accused of crimes. The position of Chief Public Defender has previously been approved by the Board of Commissioners, and the remaining 33.5 full-time equivalents will be brought before the Board for approval at a later date.

The Human Resources Department has recommended that these positions be classified as follows:

- Administrator, MCF11 (salary range \$67,209 to \$80,671), with a long-term (topped out) cost of \$134,521
- Executive Assistant, MCF05 (salary range \$40,880 to \$49,072), with a long-term (topped out) cost of \$89,493

This resolution will also authorize a budget of \$10,000 to fund any necessary furnishings and equipment associated with the positions.

See memo for details.

HONORARY RESOLUTION:

4. *Board of Commissioners – Resolution Honoring Sergeant Andy Daenzer*

Agenda Item 1

TO: Law & Courts Committee
and Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: October 2, 2018

**RE: RESOLUTION TO ENTER INTO AN AGREEMENT WITH
DELHI TOWNSHIP FOR POLICE SERVICES FROM
JANUARY 1, 2019 THROUGH DECEMBER 31, 2022**

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into a new agreement with Delhi Charter Township for police services for the period of January 1, 2019 through December 31, 2022.

Since 1990, the Sheriff's Office and Delhi Township have enjoyed this mutually beneficial partnership that both parties seek to continue.

AGREEMENT FOR POLICE SERVICES
Between THE INGHAM COUNTY SHERIFF'S OFFICE and DELHI TOWNSHIP
2019 - 2022

SERVICE CATEGORIES	2019	2020	2021	2022
PERSONNEL SERVICES	\$2,470,499.00	\$2,547,589.00	\$2,617,143.00	\$2,690,439.00
TOTAL SUPPLIES	\$72,950.00	\$74,500.00	\$76,050.00	\$77,600.00
PROFESSIONAL SERVICES	\$62,550.00	\$64,650.00	\$66,750.00	\$68,850.00
MISCELLANEOUS EXPENSES	\$21,500.00	\$22,250.00	\$23,000.00	\$23,750.00
CAPITAL OUTLAY	\$117,800.00	\$120,400.00	\$123,000.00	\$125,600.00
TOTAL	\$2,745,299.00	\$2,829,389.00	\$2,905,943.00	\$2,986,239.00

PERCENT INCREASE OVER PRIOR YEAR

1%

3%

3%

3%

TOTAL SUPPLIES	2019	2020	2021	2022
SUPPLIES	\$22,200.00	\$22,700.00	\$23,200.00	\$23,700.00
UNIFORMS & ACCESSORIES	\$9,150.00	\$9,600.00	\$10,050.00	\$10,500.00
GAS & OIL	\$41,600.00	\$42,200.00	\$42,800.00	\$43,400.00
TOTAL	\$72,950.00	\$74,500.00	\$76,050.00	\$77,600.00

PROFESSIONAL SERVICES	2019	2020	2021	2022
MEMBERSHIPS	\$550.00	\$550.00	\$550.00	\$550.00
COURIER SERVICE	\$1,000.00	\$1,050.00	\$1,100.00	\$1,150.00
DATA PROCESSING	\$57,000.00	\$59,000.00	\$61,000.00	\$63,000.00
TELEPHONE	\$4,000.00	\$4,050.00	\$4,100.00	\$4,150.00
TOTAL	\$62,550.00	\$64,650.00	\$66,750.00	\$68,850.00

MISCELLANEOUS EXPENSES	2019	2020	2021	2022
EQUIPMENT REPAIR	\$4,000.00	\$4,250.00	\$4,500.00	\$4,750.00
VEHICLE REPAIR	\$17,500.00	\$18,000.00	\$18,500.00	\$19,000.00
TOTAL	\$21,500.00	\$22,250.00	\$23,000.00	\$23,750.00

CAPITAL OUTLAY	2019	2020	2021	2022
MACHINERY/CARS	\$112,500.00	\$115,000.00	\$117,500.00	\$120,000.00
TELEPHONE SYSTEM	\$5,300.00	\$5,400.00	\$5,500.00	\$5,600.00
TOTAL	\$117,800.00	\$120,400.00	\$123,000.00	\$125,600.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DELHI TOWNSHIP FOR
POLICE SERVICES FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2022**

WHEREAS, the Ingham County Sheriff's Office/Delhi Township Police Services Agreement expires in 2018;
and

WHEREAS, the Ingham County Sheriff's Office has worked with the Budget Office and the Controller's Office
to establish budget figures for a new contract with Delhi Township for the years 2019, 2020, 2021 and 2022;
and

WHEREAS, officials from the Ingham County Sheriff's Office and Controller's Office have met with officials
from Delhi Township and have agreed upon the services and costs to be provided.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a four-year
contract for Police Services from January 1, 2019 through December 31, 2022 between Ingham County, the
Ingham County Sheriff's Office, and Delhi Township for the annual contractual amounts as indicated by the
attached budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the
Controller/Administrator to incorporate the attached expenses and revenues into the Ingham County Sheriff's
Office 2019 - 2022 Budgets.

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

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: 9/27/18
SUBJECT: Mental Health Court Resolution for Fiscal Year 2019

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept \$369,000 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO) and accept an additional \$72,048 from the MMHCGP mid-year if offered, or to authorize that amount in additional Ingham County In-Kind Funding if additional funding is are unavailable through the MMHCGP mid-year.

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. This position has already been approved in the 2019 Ingham County budget.

The resolution also authorizes up to \$126,681 Ingham County In-Kind funding (\$54,633 initially and an additional \$72,048 if additional funding is unavailable through the MMHCGP mid-year) and acknowledges \$28,313 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$523,994.

Additionally, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500,
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$53,524,
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$267,861.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM (SCAO-MMHCGP), CONTINUE A PROBATION OFFICER POSITION, AND ENTER INTO SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety and more efficient public sector spending; and

WHEREAS, the 55th District Court has received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$369,000 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, there is the possibility of an additional mid-year grant funding disbursement from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$72,048; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-Michigan Mental Health Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed \$523,994 to include SCAO/MMHCGP grant funds in the amount of \$369,000, possible mid-year SCAO/MMHCGP grant funds in the amount of \$72,048, Ingham County In-Kind matching funds not to exceed \$126,681 (\$54,633 initially and an additional \$72,048 if additional funding is unavailable through the MMHCGP mid-year) with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed \$28,313 for the time period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, that grant funded Mental Health Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$53,524
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$267,861

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2018 and 2019 55th District Court budget and Position Allocation List.

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

Agenda Item 2b

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: 9/27/18
SUBJECT: Sobriety Court Resolution for Fiscal Year 2019

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept \$140,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We've found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2019 Ingham County budget.

The resolution also authorizes \$151,687 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$291,687.

The resolution also authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$13,080
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND ENTER INTO SUBCONTRACTS

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, continuation of the Sobriety Court will require continuing to employ two probation officers to provide staffing for the program; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO - Michigan Drug Court Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$140,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups and individuals to the Ingham County 55th District Court Sobriety Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for any future possible donations to the 55th District Court Sobriety Court Program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$291,687 to include SCAO/MDCGP grant funds in the amount of \$140,000, Ingham County In-Kind matching funds of \$151,687 with no local hard cash matching funds, and future possible donations from the Ingham County Sobriety Court Foundation, all of which are required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, grant-funded Sobriety Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$13,080
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2018 and 2019 55th District Court budget and Position Allocation List.

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

Agenda Item 3

TO: Law & Courts, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 3, 2018

SUBJECT: Resolution Creating an Administrator Position and an Executive Assistant Position for the Public Defenders Office

For the meeting agendas of October 11, 16 and 17

BACKGROUND

Every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes. In November 2017, as approved by Resolution 17-445, the Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan has approved full funding of the plan effective October 1, 2018.

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. Resolution 18-355 authorized the Chief Public Defender position for this office. This resolution would create the next two positions for the office, an Administrator and an Executive Assistant. The Human Resources Department is recommending these positions be classified as MCF11 (salary range \$67,209 to \$80,671) and as MCF05 (salary range \$40,880 to \$49,072), respectively.

FINANCIAL IMPACT

The long-term (topped out) cost of the Administrator position, based on 2018 rates and including wages and fringes, would be \$134,521. The long-term cost of the Executive Assistant position would be \$89,493. This resolution will also include \$10,000 to fund any necessary furnishings and equipment associated with the position.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)

OTHER CONSIDERATIONS

These positions will be posted upon approval, but will not be hired until after the Board of Commissioners has appointed a Chief Public Defender. That individual will be responsible for the hiring decision.

The Public Defenders Office will include a total of 36.5 full-time equivalents. Additional resolutions will be brought to the Board of Commissioners for approval of the total budget and additional positions. These two positions will assist the Chief Public Defender in the creation of the Public Defenders Office.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Agenda Item 3

TO: Teri Morton, Deputy Controller
FROM: Joan Clous, Human Resources Specialist
DATE: September 27, 2018
RE: Memo of Analysis for the creation of new positions for the Public Defender's Office

Regarding the creation of a new positions, Human Resources can confirm the following information:

1. The newly created position of Administrator – Public Defender has been determined to fall within the scope of the MCF jobs and was classified at an MCF 11 (\$67,208.62 to \$80,671.27)
2. The newly created position of Executive Assistant-Public Defender has been determined to fall within the scope of the MCF jobs and was classified at an MCF 5 (\$40,880.03 to \$49,071.88)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATOR/PUBLIC DEFENDER

General Summary:

As Administrator of the department, reports to the Chief Public Defender with respect to the day-to-day operations of the department for administrative support personnel, statistical information and the computer system. Supervises and coordinates above activities utilizing prepared regulations, procedures and practices.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Supervises support and professional personnel, includes interviewing and making recommendations in the employment process, disciplinary action and terminations; preparing appropriate employment forms; and scheduling.
2. Attends Department Head / Managers' meetings and County-wide committees as assigned. Serves as liaison for the Public Defender's Office to other County departments and outside agencies as assigned. Drafts resolutions for appropriate Board of Commissioner Committees.
3. Receives and responds to grievances of administrative support personnel at the Step 1 level. Attends hearings as required. May involve meeting with legal counsel and corporation counsel.
4. Receives, reviews and responds to reclassification requests from support personnel. Attends reclassification meetings as required.
5. Acts on job-related accidents and injuries. Ensures all necessary forms are completed and directs employees appropriately.
6. Approves payroll, accounts payable, personnel forms, petty cash accounts, etc., processed by the Administrative Assistant. Serves as back-up for payroll processing.
7. Updates and maintains the policy manual for the Public Defender's Office. Responsible for enforcement of same.
8. Coordinates the preparation of and compiles division reports into a consistent format for the annual report.
9. Recommends and implements changes to general policies and procedures for support and professional personnel.
10. Responsible for selection, purchasing and maintenance of office equipment.
11. Coordinates Freedom of Information Request processing.
12. Responsible for preparation, reviewing and directly working with/on the annual budget.

Other Functions

Other duties as assigned

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree in Public or Business Administration or related field of study.

Experience: Five years of progressively responsible experience in a law office, or other legal setting providing familiarity with the judicial system and office management.

(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)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in walking, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(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.)

September 27, 2018
MCF 11

**INGHAM COUNTY
JOB DESCRIPTION**

EXECUTIVE ASSISTANT – PUBLIC DEFENDER

General Summary:

Under the supervision of the Chief Public Defender provides secretarial support such as typing correspondence, reports, and other legal documents, and maintaining files and records. Maintains the calendar and schedules appointments for the Chief Public Defender. Receives and responds to incoming calls, and refers to proper person as necessary. Monitors contracts, pays invoices relating to such contracts and prepares personnel action requests Serves as liaison between the Chief Public Defender and citizens, attorneys, local and federal government agencies, judges, and the media.

Essential Functions:

1. Schedules internal and external meetings. Assists with the meeting logistics regarding room set-up, agendas, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Helps manage calendar for the Chief Public Defender, schedules appointments, confirms meetings and makes corresponding travel arrangements.
2. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems.
3. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions. Composes correspondence, documents and reports for the Chief Public Defender's review and signature.
4. Takes and transcribes dictation, including correspondence, reports, and legal documents. Handles matters of a highly sensitive nature from other Attorneys. Drafts correspondence and forms requiring standard responses.
5. Follows-up on matters assigned to staff attorneys and other staff.
6. Maintains a variety of departmental files including electronic and paper copies. Sorts and files a wide range of forms, records and documents. Serves as the departmental historian regarding past practices and procedures. Helps evaluate current processes and make recommendations to update and improve policies and procedures.
7. Organizes and processes inventories for supplies, furnishings and equipment. Serves as the liaison for internal and external vendors and coordinates repair of office furniture and technological equipment. Maintains records and receipts on office purchases and warranties. Resolves payment problems with vendors as directed by Chief Public Defender.
8. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts.

9. Processes departmental payroll. Gathers timecards and enters information into the payroll system. Assists with monitoring time-off accruals and balances, FMLA leave hours and other leave accruals. Notifies Chief Public Defender regarding timecard and payroll discrepancies. Prepares and runs payroll reports.
10. Acts as procurement card site coordinator for Chief Public Defender's Office.

Other Functions:

1. Other duties as assigned.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: High school graduation with advanced college-level coursework in secretarial, business, data processing, and related areas.

Experience: Four years of secretarial or related administrative experience in a law office, court, or related setting.

Other requirements: None listed.

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 views 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):*

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouch, squatting, kneeling, crawling, pushing, pulling and pinching
- This position's physical requirements require regular stamina in standing, walking, lifting, and carrying
- This position's physical requirements require continuous stamina in sitting, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts,

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(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.)

September 27, 2018
MCF 5

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CREATING AN ADMINISTRATOR POSITION AND AN EXECUTIVE ASSISTANT POSITION FOR THE PUBLIC DEFENDERS OFFICE

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the recommended Public Defenders Office included in this plan will be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Board of Commissioners must authorize the staffing and budget in order to create the Public Defenders Office; and

WHEREAS, Resolution 18-355 created the Chief Public Defender position; and

WHEREAS, the next positions recommended for approval to assist in the creation of the Public Defenders Office are an Administrator and an Executive Assistant; and

WHEREAS, job descriptions have been created and point-rated by the Human Resources Department, and the recommend classification for the Administrator is MCF11 (salary range \$67,209 to \$80,671), and a classification of MCF05 (salary range \$40,880 to \$49,072) is recommended for the Executive Assistant; and

WHEREAS, the Public Defenders Office will include a total of 36.5 full-time equivalents; and

WHEREAS, the total Public Defenders Office budget and remaining staffing will be brought to the Board of Commissioners for approval at a later date; and

WHEREAS, while these positions will be posted as soon as they are approved, the hiring decision will be made by the Chief Public Defender after that appointment has been made by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creation of an Administrator position, MCF11, and an Executive Assistant position, MCF05, for the Public Defenders Office, effective immediately.

BE FURTHER IT RESOLVED, that a budget of \$234,014 is approved for the Public Defenders Office, to include necessary funding for the wages, fringes, and equipment.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2018 and 2019 budgets and position allocation lists.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING SERGEANT ANDY DAENZER

WHEREAS, Sergeant Andy Daenzer of the Ingham County Sheriff's Office has been temporarily assigned as the Acting Director of the Ingham County Animal Control and Shelter; and

WHEREAS, Sergeant Daenzer, currently the canine team supervisor, began his employment with the Sheriff's Office 15 years ago serving as a member of the Special Response Team for 10 years, a canine handler for 7 years and a road patrol Sergeant for 4 years; and

WHEREAS, Sergeant Daenzer's familiarization with the law, understanding of animals as well as his team building and organizational skills have proven to be a great asset in his role as the Interim Director at the Ingham County Animal Control and Shelter as he was able to step in and bring a sense of calm and structure to the department at a very difficult time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Sergeant Andy Daenzer for his service as the Interim Director of the Ingham County Animal Control and Shelter.

BE IT FURTHER RESOLVED, that the Board sincerely appreciates his dedication and accomplishments while serving in this role as he worked towards a positive outcome at the Ingham County Animal Control and Shelter for the betterment of the County, the employees of Animal Control and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board also extends its appreciation to Sheriff Scott Wriggelsworth for his assistance during this transition.