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LAW & COURTS COMMITTEE  
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DERRELL SLAUGHTER  
VICTOR CELENTINO  
BRYAN CRENSHAW  
MARK POLSDOFER  
CHRIS TRUBAC  
RANDY SCHAFFER

## 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, JANUARY 10, 2019 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 [November 29, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize an Agreement with the [LeadsOnline Company](#)
2. Prosecuting Attorney – Resolution for the Ingham County Prosecutor's Office to Accept a \$5000.00 Donation for the Care and Maintenance of [Support Dog](#)
3. Circuit Court – Family Division – Resolution to Amend Acceptance of [Michigan Drug Court Grant](#) for the Ingham County Family Dependency Treatment Court
4. 55<sup>th</sup> District Court – Resolution Honoring the Ingham County 55th District Court [Sobriety Court Program](#) on the Occasion of its 50<sup>th</sup> Graduation Ceremony
5. Facilities
  - a. Resolution to Authorize a Purchase Order from A&B Equipment & Sons, Inc. for the Replacement [Dryer](#) at the Jail
  - b. Resolution to Authorize an Agreement with TAB Products Co. LLC. for the [Mobile Filing System](#) at the Hilliard Building and Veterans Memorial Courthouse (VMC)
6. 9-1-1 Dispatch Center – Resolution to Authorize a Contract with [AT&T](#) for Telephone Services for the Ingham County 9-1-1 Center
7. Animal Control – [Reorganization](#) (*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  
November 29, 2018  
Draft Minutes

Members Present: Banas, Celentino, Crenshaw, Maiville, Hope, Schafer, Slaughter, and Sebolt.

Members Absent: None.

Others Present: Chief Circuit Court Judge and Chief Probate Court Judge Richard Garcia, Teri Morton, Elizabeth Noel, Tyler A Smith, Sheriff Scott Wriggelsworth, Undersheriff Andy Bouck, Rhonda Swayze, Mike Nichols, and others

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

Approval of the November 15, 2018 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BANAS, TO APPROVE THE MINUTES OF THE NOVEMBER 15, 2018 LAW AND COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Chairperson Crenshaw stated the original Agenda Item 6a, Animal Control Reorganization (*Discussion*) would be replaced with the following resolution:

6. Animal Control
  - a. Resolution to Authorize Job Description Amendment and Reclassification of the Volunteer Assistant to a Volunteer Coordinator at the Ingham County Animal Control and Shelter
  
8. Board of Commissioners
  - a. Resolution Condemning Statement Made by Judge Andrea Larkin

Removed –

6. Animal Control
  - a. Animal Control Reorganization (*Discussion*)

Limited Public Comment

Chief Circuit Court Judge and Chief Probate Court Judge Garcia read a statement, which is included in the minutes as Attachment A.

Chairperson Crenshaw stated that without objection, a communication sent to the Board of Commissioners by Michael McKenzie would be included as Public Comment. The communication is included in the minutes as Attachment B.

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

1. Homeland Security and Emergency Management – Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY 2018 Homeland Security Grant Program Funds
2. Prosecuting Attorney – Resolution to Authorize the Continued Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative
3. Circuit Court
  - a. Resolution Authorizing Imagesoft Project Change Request #19532 for UAT Extension, Enhancements, Hardware and Software
  - b. Resolution to Accept the FY 2019 Mental Health Court Operational Grant and Amend Subcontract Amounts Cited in Resolution #18-392
  - c. Resolution to Accept the FY 2019 Swift and Sure Sanctions Probation Program Grant and Amend Subcontract Amounts Cited in Resolution #18-396
5. 9-1-1 Dispatch Center
  - a. Resolution to Authorize a Contract with Motorola Solutions, Inc. for Replacement of the Ingham County Public Safety Radio System
  - b. Resolution to Authorize a Contract with Televate for Project Management Services for Ingham County 9-1-1's Public Safety Radio System
  - c. Resolution to Authorize an Equipment Lease-Purchase Agreement with Motorola Solutions, Inc.
6. Animal Control
  - a. Resolution to Authorize Job Description Amendment and Reclassification of the Volunteer Assistant to a Volunteer Coordinator at the Ingham County Animal Control and Shelter
  - b. Resolution Honoring Kate Turner
7. Controller's Office
  - a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget
  - b. Resolution to Approve an Agreement with the City of Lansing for the Reimbursement of Transition Costs Under the County's Michigan Indigent Defense Commission (MIDC) Compliance Plan
  - c. Resolution to Approve an Agreement with the City of East Lansing for the Reimbursement of Transition Costs under the County's Michigan Indigent Defense Commission (MIDC) Compliance Plan

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

4. Community Corrections – Resolution to Authorize a Contract with Alcohol Drug Administrative Monitoring, Inc. for Drug Testing and Breathalyzer Services

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

Commissioner Schafer asked whether the dates in the second to last paragraph of the resolution were correct, or whether the 2019 calendar year had been intended.

Rhonda Swayze, 30<sup>th</sup> Circuit Court Deputy Court Administrator, stated that the correct year was 2019. She further stated that she would correct the resolution.

**Commissioner Schafer stated that he had spoken with Commissioner Slaughter, and they would request a presentation to the Committee in January, from Alcohol Drug Administrative Monitoring, Inc. (ADAM) on what was being tested for.**

THE RESOLUTION WAS AMENDED AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering a contract with Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services for the period of January 1, ~~2018~~ **2019** through December 31, ~~2018~~ **2019** with a one year automatic renewal thereafter not to extend beyond the 31st day of December, 2019.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

8. Board of Commissioners
  - a. Resolution Condemning Statement Made by Judge Andrea Larkin

MOVED BY COMM. BANAS, SUPPORTED BY COMM. CELENTINO, TO CONSIDER THE RESOLUTION FOR DISCUSSION PURPOSES ONLY.

Commissioner Maiville stated that he would be voting against the resolution. He further stated that there had been a lot of “he said, she said” on the topic, and that he did not feel comfortable acting on the resolution until more information was forthcoming.

Commissioner Sebolt stated that as one of the sponsors of the resolution, he felt he needed to address the Committee. He further stated that he did not feel there had been a lot of “he said, she said” on the matter.

Commissioner Sebolt stated that Judge Andrea Andrews Larkin's, 54B Chief District Court Judge, statements had been made in a public, video-recorded meeting, a letter to the Board of Commissioners, and an op-ed sponsored by her. He further stated that comments in all of these sources confirmed Judge Larkin's original comments in a City Pulse article.

Commissioner Sebolt stated that Judge Larkin's statement that she had been misquoted was not correct, because none of the language in dispute had been attributed to her by the City Pulse article's author. He further stated that as a City of Lansing resident, he was extremely offended by Judge Larkin's comments.

Commissioner Sebolt stated that he had no problem with separate housing for youthful offenders, but that he had a problem with the implication that offenders in East Lansing, many of whom were MSU students, deserved different treatment from offenders in the rest of the County. He further stated that Judge Larkin had stood by her original comments in her later statements, which were offensive.

Commissioner Sebolt stated that justice should have a "one size fits all" approach, which the Judge's comments appeared to indicate she did not follow. He further stated that Judge Larkin appeared to believe that keeping the residents of the County divided would be better, and cited statements made by Judge Larkin in a meeting of the East Lansing City Council held November 7, 2018.

Commissioner Sebolt stated that the idea that offenders in Lansing were different or worse than offenders in East Lansing was clear from Judge Larkin's statements. He further stated that Judge Larkin's concerns about Ingham County's court system were valid, and that he agreed with her on much of it, but that Judge Larkin herself was overshadowing those concerns by her offensive statements.

Commissioner Sebolt stated that it would be very unfortunate for the Board to ignore Judge Larkin's comments, especially because it appeared that Judge Larkin did not wish to apologize.

Commissioner Schafer stated that he was offended that a personal, late resolution would come to the Board of Commissioners floor. He further stated that that action was in itself divisive.

Commissioner Schafer stated that was not the way good government occurred. He further stated that the Board of Commissioners should proceed with consolidation and not take a sledgehammer to individuals with whom they might not agree.

Commissioner Schafer stated that in his personal experience Judge Larkin was very conscientious and ethical. He further stated that he had never seen such inflammatory accusations against a person.

Commissioner Schafer stated that he did not think voting to bring a late resolution to the floor had been proper, because statements attacking an individual should not become part of the record without due process and an opportunity for the individual to appear. He further stated that a

better way to handle the consolidation issue would be to sit down and have a dialogue with the individuals involved in the matter.

Commissioner Schafer stated that in thirty-four years on the Board, he had never seen anything positive coming from use of this kind of tactic. He further stated that the right way would be to hash things out and vote, even where there was disagreement.

Commissioner Schafer stated that when Commissioner Celentino had become a member of the Board of Commissioners, there had been some hostility. He further stated that the Board of Commissioners had chosen to change and take up fewer personal issues, and more County business, dealing with it all in a professional manner.

Commissioner Schafer stated that he was offended by the resolution, because it was not a proper way to run a government. He further stated that he would not support the resolution, and that he invited Judge Larkin to come speak to the Board of Commissioners on the issue of court consolidation.

Commissioner Schafer stated that the role of elected officials and the judiciary was to work together cooperatively. He further stated that the Board of Commissioners should not rely on media sources when conducting County business.

Commissioner Schafer stated that everyone should stop being offended and worry about the facts.

Commissioner Banas stated that in her experience as a reporter and educator, language needed to be precise, and that people used both precise and interpretive language. She further stated that when interpretive words were mixed in with quotations in a media report, the interpretive words used may not be fair.

Commissioner Banas stated that she was looking at Judge Larkin's own words. She further stated that passing a resolution on the assumption that her intent was racist and elitist without sitting down and speaking to her was not the right thing to do.

Commissioner Banas stated that all involved were members of the community, and that relationships between members of the community were the only way things really got done. She further stated that she was a strong advocate of rooting out racism where it existed, but that she could not condemn Judge Larkin today based on what had been presented.

Commissioner Banas stated that having relied on brain science regarding young people in her work as an educator, it was a reasonable expectation that young offenders be kept apart from older ones. She further stated that she would not support the resolution, and that she hoped the Board of Commissioners could move on.

Commissioner Hope stated that she had a few concerns, and asked Bonnie Toskey, County Attorney, to describe the Board of Commissioners' oversight role over the East Lansing District Court, and what authority the resolution may or may not have.

Ms. Toskey stated that the Board had no direct oversight authority to admonish, reprimand, or discipline. She further stated that the motion on the table was one to discuss the issue, and that she could not call the motion a precatory one if it were to be approved.

Ms. Toskey stated that she was concerned about whether the resolution might fall outside the scope of the Board of Commissioners' legislative immunity, but she found that it would not. She further stated that the resolution provided for an action of the Board of Commissioners, and that it was appropriate for the Board of Commissioners to express its views in its resolutions.

Commissioner Hope stated that she had multiple concerns with the resolution, some in the same vein as Commissioner Schafer's. She further stated that basing actions of the Board of Commissioners on media reports was concerning, and that the City Pulse's article had been a little inflammatory.

Commissioner Hope stated that ultimately, Judge Larkin would answer to her voters, and that she was uncomfortable with the idea of admonishing other elected officials for their statements, rather than their actions within the scope of their authority. She further stated that the Board of Commissioners would be awfully busy if it got into the habit of expressing its approval or disapproval in its resolutions.

Commissioner Hope stated that the Board of Commissioners had not used its resolutions to admonish in this manner in her time on the Board, even when the former County Prosecuting Attorney had been charged with criminal wrongdoing. She further stated that she did not approve of racist language or anything of the sort, but that this was not the way the Board of Commissioners should go.

Commissioner Celentino stated that he had had nothing but positive interactions with the City Pulse, through a reporter named Kyle Kaminski. He further stated that he was not calling the City Pulse, nor Judge Larkin, a liar.

Commissioner Celentino stated that the City Pulse stood by its article, and Judge Larkin stood by her statements. He further stated that the Board of Commissioners had not used its resolutions in this way in the past.

Commissioner Celentino stated that he did not support racism or anything of the sort. He further stated that he respected the judiciary branch, especially the judges who worked very hard to provide the justice expected.

Commissioner Celentino stated that he respected the role of the media in keeping the Board of Commissioners accountable, but that he could not support the resolution while both the City Pulse and Judge Larkin stood by their published statements.

Commissioner Slaughter stated that he was disturbed when he first saw Judge Larkin's comments, and that criminal justice and racism can be explosive issues involving a lot of animosity. He further stated that Judge Larkin seemed sincerely sorry about the apparent



miscommunication, and that he did not want the issue to seep into the court consolidation effort.

Commissioner Slaughter stated that he would like to invite Judge Larkin to speak to the Board of Commissioners, if possible, to address some of the issues around youthful offenders and court consolidation. He further stated that he would not support the resolution tonight.

Commissioner Sebolt stated that even if the City Pulse article was ignored, Judge Larkin's comments themselves showed an elitist, racist undertone. He further stated that he was sorry that Commissioner Schafer had been offended by the introduction of the resolution to the floor.

Commissioner Sebolt stated that he had reached out to the Minority Caucus Chairperson to alert the minority caucus members to the resolution, as he thought it was important for the majority to reach out to the minority in this way. He further stated that he had been in favor of referring the resolution to this Committee rather than rushing it through the full Board of Commissioners.

Commissioner Sebolt stated that while he had not spoken to Judge Larkin personally, he was aware of the use of coded language or "dog whistles" to express racist or elitist sentiments without stating them directly. He further stated that the resolution did not state that Judge Larkin was racist, but that her statements had such an undertone.

Commissioner Sebolt stated that he would be extremely disappointed if the Board of Commissioners did not act tonight, and that amending a resolution was always in order. He further stated that the fact that the Board of Commissioners had not used its resolutions in this way did not mean that it could not, and that it was fully within the Board of Commissioners' power to censure elected officials in this way.

Commissioner Maiville stated that the Board of Commissioners should work together and hear out issues instead of being divisive. He further stated that it would not be "business as usual" in the County while court consolidation was progressing, and that he felt it was important not to be divisive.

Commissioner Banas stated that separate adjudication for young adults was something she supported, through the Raise the Age effort, and she hoped that it would be approved in the State Legislature's lame duck session. She further stated that she hoped the Board of Commissioners would consider Judge Garcia's recommendation.

Commissioner Banas stated that she agreed with Commissioner Sebolt that people did use coded language, but that she did not believe that had happened here. She further stated that when she had been a reporter, she would often ask people "what did you mean by that?"

Commissioner Banas stated that it was important when someone said something to follow up by asking what was intended.

Chairperson Crenshaw stated that he was upset when he read the City Pulse article, and was initially supportive of a resolution condemning Judge Larkin's statements. He further stated that he was taken aback by some of the recommendations and other content of the resolution, and that

he had spoken to Judge Larkin the night before.

Chairperson Crenshaw stated that he had invited Judge Larkin to appear, but that she could not due to an important previous commitment. He further stated that he believed Judge Larkin was sincere when she stated to him that the City Pulse's account of her statements did not reflect her beliefs or the way she ran her courtroom.

Chairperson Crenshaw stated that Commissioner Sebolt was correct that the resolution could be amended, but that there likely would not be time tonight to do so. He further stated that he could not support the resolution as written tonight, because it would divide the process of court consolidation.

Chairperson Crenshaw stated that he worried that passage of this resolution could "torpedo" the State Legislature's efforts to pass the court consolidation plan. He further stated that he had spoken with Judge Larkin, and that he believed she was sincere in repudiating accusations against her.

Commissioner Schafer stated that he felt the Board of Commissioners' thoughts should be with Judge Larkin, whose mother had died around the Thanksgiving holiday. He further stated that Judge Larkin had been close to her mother, and that Judge Larkin had been grieving while this matter had been ongoing.

THE RESOLUTION WAS DEFEATED DUE TO LACK OF SUPPORT.

Chairperson Crenshaw stated that the Board of Commissioners had been asked by the County Attorney to provide a response to the communication received from Mr. McKenzie, and that if there was no objection, the Committee could recommend the County Services Committee release the attorney-client communication for consideration as a resolution in the following week. There were no objections.

#### Announcements

Commissioner Maiville recognized Commissioners Hope and Banas and thanked them for their several years of service on the Board of Commissioners.

Commissioner Celentino recognized and thanked Commissioner Hope and Commissioner Banas for their years of service, and also recognized Commissioner Crenshaw for his leadership on the Committee during the foregoing year.

Commissioner Hope stated that she had enjoyed serving on this Committee, and that it was very important. She further stated that they had done good work together, and that they all took issues of racial inequality very seriously.

Commissioner Hope recognized Chairperson Crenshaw for his leadership.

Commissioner Schafer recognized Chairperson Crenshaw for his leadership, fortitude, dignity and inclusiveness. He further stated that it had been a privilege to serve with him on the Committee, and that he had the utmost respect for the way Chairperson Crenshaw chaired the Committee.

Commissioner Schafer stated that he looked forward to working with Chairperson Crenshaw in the upcoming year.

Commissioner Banas stated that she echoed the appreciation of others for Chairperson Crenshaw's service as chair. She further stated that much of Chairperson Crenshaw's work occurred behind the scenes, and that she had enjoyed serving with all of the Commissioners.

Commissioner Banas stated that she was proud to be on the Board of Commissioners and the Law & Courts Committee, and that she hoped things could be worked out as far as employment at the 9-1-1 Center.

Commissioner Slaughter stated that he had been pleased to work with Commissioner Banas and Commissioner Hope on the Raise the Age initiative, and that as a new Commissioner, he looked forward to working with the other Committee members in the coming year.

Chairperson Crenshaw thanked all Commissioners present for their appreciation and their work, and stated that while there had been a lot of stress, especially around Animal Control issues, the outcome was good. He further stated that the County would open a new state-of-the-art Animal Control Shelter in the coming year.

Chairperson Crenshaw thanked Commissioner Hope for beginning the conversation about sending the jail issue to the voters for approval as a millage.

Chairperson Crenshaw thanked Commissioner Banas for her thoughtful discussion as the Committee has taken up issues.

Chairperson Crenshaw stated he would miss both Commissioner Hope and Commissioner Banas as they each departed for other endeavors. He further stated that he appreciated Commissioner Schafer and Commissioner Maiville as minority caucus members who he never viewed as the minority.

Commissioner Schafer thanked Teri Morton, Deputy Controller, for her assistance all year.

Chairperson Crenshaw thanked Teri Morton for her assistance, and stated that it had been a more active year than had been expected.

### Public Comment

Mike Nichols, County Resident, stated that he was a resident of Ingham County, and that he had brought a letter signed by twenty two lawyers who supported Judge Larkin. He further stated that whatever Judge Larkin had said, she remained one of the most fair and evenhanded jurists in “the tip of the spear” that was District Court.

Mike Nichols stated that Judge Larkin had a tough job, and that she had done it with dispatch and fairness.

Chairperson Crenshaw stated that the letter Mike Nichols had provided would be included in the record.

### Adjournment

The meeting was adjourned at 6:49 p.m.

## **ATTACHMENT A – Submitted by Judge Garcia as Public Comment**

The County Commission has had a policy for over 15 years to use evidence based risk factor assessments in its juvenile justice system. It is the policy of the County to segregate low risk offenders from moderate and high risk offenders. Risk, in part, is based on the assessment of the criminogenic factor of education.

We know that youth who are not connected to their school are at a higher risk of offending. This is why the county built a day treatment school to address the educational needs of offenders. It is our opinion that offenders who graduate from high school are less likely to re-offend. We are proud when at risk youth graduate from the program and attend college.

How can we say that Judge Larkin's advocacy for addressing lower risk youthful offenders separately is somehow racist or elitist? Is the Counties approach racist and elitists because we divert low risk youth? Our placements segregate youth based on assessed risk. The County put the school in the center of Lansing because 70% of the youth we serve come from the four Lansing zip codes in that area. Was this a divisive move by this board?

Judge Larkin rightfully recognizes that youthful offenders are lower risk than the general population of adult offenders. Her concerns are as valid as our concerns in the juvenile justice system. The problem with the judges analysis is that the most effective way to bridge the gap in our criminal justice system, which fails to recognize that 18-25 year olds are of diminished capacity, is to consolidate the courts to better segregate risk levels. We could use the experience of the East Lansing Judges to manage a county wide youthful offender docket for 17-25 year olds.

The state presently is considering raising the age of adult offenders to 18. However, this still leaves a gap in our criminal justice system for youthful adult offenders. MDOC strives to house this population separately. We should do the same at the new jail we are building and in a new consolidated central lock up.

There is no basis to conclude that Judge Larkin's concerns are motivated by race or elitism. I reject the notion that our court or this Board were so motivated when we adopted best practices. Evidence based justice is not coded language, it is effective policy that reduces recidivism.

This Resolution is an unfair attack on the character and integrity of an exemplary district judge who has categorically denied making any pejorative comments regarding our citizens. I would urge the committee to reject this resolution in favor of one that affirms our shared commitment to evidence based practices that recognize the difference between youthful offenders and higher risk defendants. This resolution should call for consolidation and the creation of an innovative youthful offender specially docket for 17-25 year olds county wide and lock up facilities that segregate youthful offenders from the general population.

Thank you.

**JANUARY 10, 2019 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 the LeadsOnline Company*

This resolution would approve an agreement with the LeadsOnline Company for a period of 3 years at a cost of \$5,961 per year. This agreement will allow the Ingham County Sheriff's Office to access a nationwide database containing information regarding items pawned and/or for sale. Deputies and detectives will have the ability to identify stolen property that has been pawned illegally or listed for sale, as well as the persons responsible. This capability would enhance the ability to solve crimes where property was stolen and sold to pawn shops, and/or listed for sale. This nationwide search capability is proprietary and currently only being offered by LeadsOnline. Funds for this agreement are available within the Sheriff's operating budget.

See memo for details.

2. *Prosecuting Attorney – Resolution for the Ingham County Prosecutor's Office to Accept a \$5000.00 Donation for the Care and Maintenance of Support Dog*

The Ingham County Prosecutor's Office will receive a support dog who has been trained and evaluated consistent with the Assistance Dogs International Standards to provide emotional support to children and adults within the court system. Manvir (Mick) Grewal Sr. and David S. Mittleman of Grewal Law PLLC have offered a donation of \$5,000 to provide for the care and maintenance of the support dog for the first year. This resolution would approve the acceptance of this donation and expenditure of the funds for the anticipated cost for care and maintenance of the support dog, including food, grooming supplies, toys and treats, a dog license, boarding, training for the handler, and veterinary care and supplies.

See memo for details.

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

This resolution would amend Resolution #18-399, which authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program.

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2018 through September 30, 2019. The grant award is less than the requested amount, requiring budget adjustments. This resolution would amend the amounts on the subcontracts as follows:

- Mid-Michigan Recovery Services decreased from \$47,387.50 to \$17,337.00
- House Arrest Services decreased from \$12,000.00 to \$10,000.00
- Forensic Fluids decreased from \$15,000.00 to \$12,071.25
- Dr. Norman Miller, MD, JD, PLLC, decreased from \$6,000.00 to \$0.00
- Alcohol Drug Administrative Monitoring, Inc., decreased from \$18,304.00 to \$9,152.00

See memo for details.

5a. *Facilities – Resolution to Authorize a Purchase Order from A&B Equipment & Sons, Inc. for the Replacement Dryer at the Jail*

This resolution would authorize the purchase of a replacement dryer at the Ingham County Jail from A&B Equipment & Sons, Inc. for a total cost of \$5,693.52. The replacement is necessitated due to a fire in December 2018 inside one of the five dryers in that services the inmate population in the Ingham County Jail. This dryer is equivalent to the unit being replaced, with a built in fire suppression system and prison security package, and a 5 year limited parts warranty.

Ingham County's will utilize its agreement with the Hospital Purchasing Services (HPS) Contract for the purchase of the dryer allowing for a 28% discount off of the list price. Funds for this project are available within the Liability Insurance fund.

5b. *Facilities – Resolution to Authorize an Agreement with TAB Products Co. LLC. for the Mobile Filing System at the Hilliard Building and Veterans Memorial Courthouse (VMC)*

This resolution would approve an agreement with TAB Products, Co. LLC for the Mobile Filing System at the Hilliard Building and the Veterans Memorial Courthouse (VMC). The current rolling file storage system at these locations that service the Clerk's office and the 30<sup>th</sup> Circuit Court, has outlived its life expectancy and deteriorated to the point of causing safety concerns. Resolution 18-223 was adopted in May 2018 approving the replacement of this rolling file storage, with funds to exceed \$260,000 allocated from the general fund balance. This vendor was chosen following Ingham County's Purchasing Department's policies and procedures.

The existing systems will be replaced as follows:

- The Hilliard Building system will be replaced with an electronic mobile filing system, installing a locking system and an intermediate security system for a total cost of \$ 107,382.
- The Veterans Memorial Courthouse system will be retrofitted with an electric system to include installing an intermediate security system for a total cost of \$62,591.

The requested budget also includes a \$15,000 contingency for a total project cost of \$184,973.

See memo for details.

6. *9-1-1 Dispatch Center – Resolution to Authorize a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center*

This resolution would authorize a contract with AT&T for the 9-1-1 Center phone services at a total cost of \$1,589.66 per month and \$0.09 for each local call, totaling approximately \$30,000 annually, for the time period of November 26, 2018 through October 31, 2021. Funding is available within the 9-1-1 Center budget.

Ingham County has used AT&T for its 9-1-1 Center Telephone services since opening in 2012. There was a three year renewal of the service in October of 2016 which expired November 1, 2018. The 9-1-1 Center has 61 (Centrex) lines that are used in processing non-emergent calls. As we move to changing our phone system to a fully Nex-Gen 9-1-1 phone system late this year, we will be able to adjust the costs of the lines as there will not be a per call fee on local calling.

See memo for details.

**HONORARY RESOLUTION:**

4. *55th District Court – Resolution Honoring the Ingham County 55th District Court Sobriety Court Program on the Occasion of its 50<sup>th</sup> Graduation Ceremony*

**DISCUSSION ITEM:**

7. *Animal Control – Animal Control Reorganization*



## Agenda Item 1

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Captain Greg Harris

**DATE:** 12-20-18

**RE:** LeadsOnline Investigative Tool

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an agreement with the LeadsOnline Company for a period of 3 years at a cost of \$5,961.00 each year.

The Ingham County Sheriff's Office will be able to access a nationwide database that contains information regarding items pawned and/or for sale. The contract would allow deputies and detectives the ability to not only identify stolen property that has been pawned illegally or listed for sale, but also the persons responsible. The nationwide search capabilities is proprietary and currently only being offered by LeadsOnline. This company would also allow us to "flag" a particular individual and allow us to "track" their pawn history. This capability would enhance our ability to solve crimes where property was stolen and sold to pawn shops, and/or listed for sale.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE LEADSONLINE COMPANY**

WHEREAS, the Ingham County Sheriff's Office is responsible for responding to and investigating crimes that occur within Ingham County specifically to those without dedicated Police services; and

WHEREAS, one of the responsibilities is the investigation of stolen property; and

WHEREAS, one of the tools afforded is a Nationwide database containing pawn records and the identification of those responsible for them; and

WHEREAS, Online classifieds such as EBAY are linked into this database and are searchable; and

WHEREAS, the sole provider of such a database is the LeadsOnline company; and

WHEREAS, the access provided to deputies and detectives will further enhance their abilities to recover stolen property for the citizens of the county and hold those accountable through the due process of the Courts.

THEREFORE BE IT RESOLVED, that Ingham County recognizes LeadsOnline as a sole source service provider enabling access to data described here within.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to enter into an agreement with LeadsOnline at a cost not to exceed \$5,961.00 per year, for 3 years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2019-2021 Sheriff's Office budgets consistent with this resolution.

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 2

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

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** January 2, 2019

**SUBJECT:** Resolution to Accept Monetary Donation for Crime Victims Support Dog

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### **BACKGROUND**

Effective January 4, 2019, Michigan Compiled Law 600.2163 authorizes the use of courthouse support dogs to provide emotional support for children and adults involved in the legal system. The Ingham County Prosecutors Office is currently in the process of obtaining a support dog. Local attorneys David S. Mittleman and Manvir (Mick) Grewal Sr. have offered to donate \$5000.00 to cover the dog's care and maintenance expenses for the first year.

### **ALTERNATIVES**

Our office receives an annual grant through the Michigan Crime Victim Rights Fund which can provide for the costs associated with routine care of the dog. However, using the proposed donation allows for more grant monies to go directly to victim services such as transportation, security assistance, and victim relocation.

### **FINANCIAL IMPACT**

None

### **OTHER CONSIDERATIONS**

The use of a courthouse support dog has been approved by the chief judge and the court administrator. The 54-A and 54-B district courts have also been notified of our anticipated use of the dog.

### **RECOMMENDATION**

Based on the information provided, I respectfully request approval of the attached resolution to accept the donation.

## Agenda Item 2

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

### INGHAM COUNTY BOARD OF COMMISSIONERS

#### **RESOLUTION FOR THE INGHAM COUNTY PROSECUTOR'S OFFICE TO ACCEPT A \$5000.00 DONATION FOR THE CARE AND MAINTNENCE OF SUPPORT DOG**

WHEREAS, the Ingham County Prosecutor's Office will receive a support dog who has been trained and evaluated consistent with the Assistance Dogs International Standards to provide emotional support to children and adults within the court system; and

WHEREAS, Manvir (Mick) Grewal Sr. and David S. Mittleman of Grewal Law PLLC have offered a donation of \$5000.00 (Five Thousand U.S. Dollars and 00/100 Cents) to provide for the care and maintenance of the support dog for the first year; and

WHEREAS, the anticipated cost for care and maintenance of the support dog has been calculated at \$5000.00 annually; and

WHEREAS, the \$5000.00 will be spent on food, grooming supplies, toys and treats, a dog license, boarding, training for the handler, and veterinary care and supplies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of a \$5,000.00 donation from Manvir (Mick) Grewal Sr. and David S. Mittleman of Grewal Law PLLC for the care and maintenance of the Prosecutor's Office support dog.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and the Ingham County Prosecutor's Office express their gratitude to Manvir (Mick) Grewal Sr. and David S. Mittleman of Grewal Law PLLC for their generous contribution to support the emotional needs of children and adults within the court system.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs Financial Services to create a revenue account and a corresponding expenditure account and the Controller/Administrator's Office to make the necessary budgetary adjustments.

### Agenda Item 3

TO: Law and Courts Committee

FROM: Scott Leroy, Deputy Court Administrator

DATE: January 2, 2019

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

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2018 through September 30, 2019.

I've attached Resolution #18-399 which authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program.

Necessary budget amendments were required as a result of the grant award being less than the requested amount.

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTINUE THE MICHIGAN DRUG COURT GRANT FOR THE  
INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT**

**RESOLUTION # 18 - 399**

WHEREAS, the 30<sup>th</sup> Judicial Circuit Court Juvenile Division has submitted a grant request in the amount of \$203,366.25 from the Michigan Drug Court Grant program, administered by the State Court Administrative Office, for purposes of eliminating barriers to treatment as well as the continued funding of three positions; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that the continuation of the program will be supported; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessment and treatment, emotional regulation, substance testing, cognitive behavioral therapy, relapse prevention intervention, in-patient treatment, risk assessment, psychiatric/pain management consultation and assessment, mentoring/coaching, education and employment, medically assisted treatment needs; and

WHEREAS, the grant award also includes continuing funding of a ¾ time FDTC Coordinator to complete screenings and intake of new participants, implement programs, and coordinate services; and

WHEREAS, the FDTC Coordinator position has been determined by Ingham County's Human Resource Department to be a ¾ time position with benefits and is a member of the OPEIU funded for the duration of the grant which ends September 30, 2019; and

WHEREAS, the grant also includes the continued funding of two Special Part-time Program Assistants to provide supervision, testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2019; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum not to exceed \$203,366.25, which includes continued

employment of a ¾ time FDTC Coordinator that would be part of the OPEIU, with benefits, and continued employment of two grant funded Special Part Time positions, at a UAW B pay grade, without benefits, for the time period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that a grant subcontract with the Mid Michigan Recovery Services (MMRS) is authorized to provide substance abuse assessments, cognitive behavioral, Trauma Recovery group, individual sessions, and in-patient treatment services; total costs are to not exceed \$47,387.50 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring; total costs are to not exceed \$12,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide oral swab substance abuse testing; total costs are to not exceed \$15,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Norman Miller, MD, JD, PLLC is authorized to provide psychiatric evaluation, pain management assessment, and case consultation; total costs are to not exceed \$6,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychology Clinic is authorized to provide trauma assessments; total costs are to not exceed \$7,200 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with ADAM (Alcohol Drug Administrative Monitoring, Inc.) is authorized to provide urinalysis testing for DHHS participants; total costs are to not exceed \$18,304 for the duration of this grant period.

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

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

**LAW & COURTS: Yeas:** Crenshaw, Hope, Celentino, Banas, Schafer, Maiville

**Nays:** None **Absent:** Anthony **Approved 09/13/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer

**Nays:** None **Absent:** None **Approved 09/19/2018**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, on September 25, 2018, the Ingham County Board of Commissioners approved resolution number #18-399, accepting Michigan Drug Court Grant Program requested funds for the amount of \$203,366.25, for the Ingham County Family Dependency Treatment Court; and

WHEREAS, Resolution #18-399 authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program; and

WHEREAS, the Michigan Drug Court Grant Program awarded Ingham County Circuit Court Juvenile Division funds in the amount of \$150,000.00; and

WHEREAS, because of the amount awarded was less than the amount requested, budget amendments are necessary; and

WHEREAS, the total contract amount with Mid-Michigan Recovery Services decreased from \$47,387.50 to \$17,337.00; and

WHEREAS, the total contract amount for House Arrest Services decreased from \$12,000 to \$10,000; and

WHEREAS, the total contract amount for MSU Psychology remains at \$7,200.00; and

WHEREAS, the total contract amount for Alcohol Drug Administrative Monitoring, Inc., decreased from \$18,304.00 to \$9,152.00; and

WHEREAS, the total contract amount for Dr. Norman Miller, MD, JD, PLLC, decreased from \$6,000.00 to \$0.00; and

WHEREAS, the total contract amount for Forensic Fluid decreased from \$15,000 to \$12,071.25.

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

- Mid-Michigan Recovery Services total contract amount of \$17,337.00.
- House Arrest Services total contract amount of \$10,000.00.
- MSU Psychology total contract amount of \$7,200.00.
- Alcohol Drug Administrative Monitoring total contract amount \$9,152.00.
- Dr. Norman Miller, MD, JD, PLLC total contract amount of \$0.00
- Forensic Fluid total contract amount \$12,071.25



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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 Circuit Court Juvenile Division budget.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING THE INGHAM COUNTY 55TH DISTRICT COURT  
SOBRIETY COURT PROGRAM ON THE OCCASION OF ITS 50<sup>TH</sup> GRADUATION CEREMONY**

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

WHEREAS, Sobriety Courts partner with local treatment agencies and other community resources to provide participants with intensive treatment and holistic services to achieve and maintain sobriety; and

WHEREAS, Sobriety Courts recognize the need for individualized treatment and education, leading to responsible recovery; and

WHEREAS, the graduates of the 55th District Court Sobriety Court successfully complete alcohol and drug treatment in lieu of jail time for drunken driving and abuse-related offenses; and

WHEREAS, a study by the Michigan Supreme Court showed that graduates of Sobriety Court were far less likely to be convicted of new crimes in the two years after starting the program, and unemployment of the Sobriety Court group was 13% when admitted but had dropped to 3% when they were discharged; and

WHEREAS, Sobriety Court saves money in reduced jail time and helps people recover; and

WHEREAS, on January 29, 2019, the Ingham County 55<sup>th</sup> District Court Sobriety Court will hold its 50<sup>th</sup> graduation ceremony.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby extends its sincere appreciation to the Ingham County 55th District Court Sobriety Court Program, and commends its staff and many supporters, for the invaluable assistance provided to community members in achieving and maintaining sobriety.

BE IT FURTHER RESOLVED, that the Board of Commissioners congratulates the Ingham County 55th District Court Sobriety Court Program on the occasion of its 50<sup>th</sup> graduation ceremony, and wishes the program continued success into the future.

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** December 28th, 2018

**RE:** Resolution for a Purchase Order for a New Dryer at the Ingham County Jail

For the meeting agendas of: January 10<sup>th</sup> & 16th

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**BACKGROUND**

On December 2<sup>nd</sup>, 2018 there was a fire inside one of the five dryers (resulting in a total loss) that services the inmate population in the Ingham County Jail. A&B Equipment submitted a proposal for a Milnor gas dryer (equivalent to the unit being replaced) with a built in fire suppression system and prison security package. Milnor offers a 5 year limited parts warranty.

**ALTERNATIVES**

There are no alternatives for this.

**FINANCIAL IMPACT**

We are utilizing Ingham County's agreement with the Hospital Purchasing Services (HPS) Contract for the purchase of the dryer. A&B Equipment who is on the HPS contract, submitted a proposal of \$5,693.52 for the Milnor dryer which includes a 28% discount off of the list price. Funds for this project are available in line item # 667-85112-890200 from the Liability Insurance fund.

**OTHER CONSIDERATIONS**

The only other consideration for this is to operate with only 4 dryers instead of 5.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order from A&B Equipment & Sons, Inc. for the replacement dryer at the Ingham County Jail for a total cost of \$5,693.52.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FROM A&B EQUIPMENT & SONS, INC.  
FOR THE REPLACEMENT DRYER AT THE JAIL**

WHEREAS, the dryer at the Ingham County Jail is in need of replacement; and

WHEREAS, it is the recommendation of the Facilities Department to authorize a purchase order with A&B Equipment & Sons, Inc., for the Milnor gas dryer with built in fire suppression and prison security package; and

WHEREAS, A&B Equipment & Sons Inc. is on the HPS contract therefore three quotes were not required; and

WHEREAS, A&B Equipment submitted a proposal of \$5,693.52; and

WHEREAS, funds for this project are available from the Liability Insurance Fund with line item # 667-85112-890200.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order from A&B Equipment & Sons, Inc. 635 Wellington Street Saginaw, MI 48604, for the replacement dryer at the Ingham County Jail for a total cost of \$5,693.52.

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

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

## Agenda Item 5b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** December 28th, 2018

**RE:** Resolution for Agreement with TAB for the Mobile Filing Systems at the Hilliard Building and Veterans Memorial Courthouse

For the meeting agendas of: January 10<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup>

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### **BACKGROUND**

The rolling file storage system at the Hilliard building and Veterans Memorial Courthouse that service the Clerk's office and the 30<sup>th</sup> Circuit Court, has outlived their life expectancy and deteriorated to the point of causing safety concerns. Resolution 18-223 was adopted on May 22<sup>nd</sup>, 2018 for the approval of the replacement of the rolling file storage at both the Hilliard building and the Veterans Memorial Courthouse, for an estimated cost not to exceed \$260,000. Following Ingham County's Purchasing Department's policies and procedures the recommendation is with the registered vendor TAB Products Co. LLC.

### **ALTERNATIVES**

There are no alternatives for this project, repairs are no longer cost effective or realistic from a safety point of view.

### **FINANCIAL IMPACT**

Two locations will receive the mobile filing systems.

1. The Hilliard Building existing system will be replaced with an electronic mobile filing system, installing a locking system and an intermediate security system for a total cost of \$ 107,382.00.
2. The Veterans Memorial Courthouse existing system will be retrofitted with an electric systems to include installing an intermediate security system for a total cost of 62,591.00.

TAB submitted the lowest responsible and responsive proposal for a total of \$169,973.00.

We are also requesting a \$15,000 contingency for any unforeseen issues bringing the total cost to \$184,973.00.

Funds for this project are available through the General Fund with line item # 664-13099-932000-8FC27.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the County Clerk's Office, Chief Judge Garcia, the Purchasing and Facilities Department respectfully recommend approval of the attached resolution to support an agreement with TAB Products Co., LLC, for a total cost of \$184,973.00 which includes a \$15,000.00 contingency.

**Agenda Item 5b**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: October 15, 2018  
RE: Memorandum of Performance for RFP No. 124-18: Mobile Filing Systems

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a contract for the purpose of furnishing, delivering and installing two (2) new turnkey electronic high-density mobile filing systems to be used by both the Ingham County Clerk’s Office and 30<sup>th</sup> Judicial Circuit Court.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	52	17
Vendors attending pre-proposal meeting	7	0
Vendors responding	4	0

A summary of the vendors’ costs is located on the next page.

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

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

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

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

SUMMARY OF VENDORS COSTS:

Vendor Name	TAB PRODUCTS CO.	DETROIT TECHNICAL EQUIPMENT CO.	THE CASPER CORP.	ADVANTAGE BUSINESS SYSTEMS
<b>Local Pref</b>	No - Mayville, WI	No - Auburn Hills, MI	No - Farmington Hills, MI	No - Saginaw, MI
<b>Hilliard - Base Bid</b>	\$96,406.00	\$131,167.00	\$99,114.00	\$109,000.00
<b>Hilliard - Alt. #1:</b> Stationary High-Density Filing System	Alt 1 - \$24,636.00	\$45,843.00	\$37,283.00	\$23,500.00
	Alt 1 - Opt. #2 - \$26,163.00			
<b>Hilliard - Alt. #2:</b> Locking System for the Electronic High-Density Filing System	\$8,226.00	\$570.00	\$99,619.00	\$120,000.00
<b>Hilliard - Alt. #3:</b> Intermediate Security System	\$2,750.00	\$15,897.00	\$93,198.00	\$122,000.00
<b>Hilliard - Alt #4:</b> Advanced Security System	N/A	\$15,926.00	\$108,719.00	\$124,000.00
<b>VMC - Base Bid</b>	N/A	\$199,416.00	\$57,287.00	N/A
<b>VMC - Alt #1</b> Retrofitting System with Safety Enhancements & converting to Electric	\$59,091.00	N/A	\$57,287.00	N/A
<b>VMC - Alt #2</b> Intermediate Security System	\$3,500.00	\$9,891.00	\$62,793.00	N/A
<b>VMC - Alt #3:</b> Advanced Security System	N/A	Alt 3 - \$37,020.00	\$73,815.00	N/A
		Alt 3 - Opt. #2 - \$47,149.00		

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TAB PRODUCTS CO. LLC.  
FOR THE MOBILE FILING SYSTEM AT THE HILLIARD BUILDING AND  
VETERANS MEMORIAL COURTHOUSE (VMC)**

WHEREAS, the rolling filing systems in both locations have outlived their life expectancy and deteriorated to the point of causing safety concerns; and

WHEREAS, it is the recommendation of the County Clerk's Office, Chief Judge Garcia, Purchasing and Facilities Departments to enter into an agreement with TAB Products Co., LLC., a registered vendor who submitted the lowest responsive and responsible proposal of \$169,973.00, to furnish, deliver and install the mobile file systems at the Hilliard Building and Veterans Memorial Courthouse; and

WHEREAS, the Hilliard Building will be furnished and installed with an electric mobile filing system with locks and an intermediate security system for a cost of \$ 107,382.00; and

WHEREAS, the Veterans Memorial Courthouse will be retrofitted with an electric mobile filing system with locks and an intermediate security system for a cost of \$62,591.00; and

WHEREAS, the Facilities Department would like to ask for a \$15,000.00 contingency for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project were transferred from the General Fund to the Machinery Equipment and Revolving Fund, as authorized by Resolution #18-223 (line item # 664-413099-932000-8FC27).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with TAB Products Co. LLC. 605 Fourth Street Mayville, Wisconsin 53050, for the furnishing, delivery and installation of the Mobile filing systems at the Hilliard Building and Veterans Memorial Courthouse for an amount not to exceed \$184,973.00 which includes a \$15,000.00 contingency.

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

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



## Agenda Item 6

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Lance Langdon, Director 9-1-1  
**DATE:** January 3, 2019  
**SUBJECT:** Approval for Contract Renewal with AT&T for 9-1-1 Center Phone Service  
For the meeting agendas of January 10, and January 16, 2019

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### **BACKGROUND**

Ingham County has used AT&T for its 9-1-1 Center Telephone services since opening in 2012. There was a 3 year renewal of the service in October of 2016 which expired November 1, 2018. In 2016 AT&T did not have MIDEAL rates available at that time, but they are again available with the current renewal.

The 9-1-1 Center has 61 (Centrex) lines that are used in processing non-emergent calls. As we move to changing our phone system to a fully Nex-Gen 9-1-1 phone system late this year, we will be able to adjust the costs of the lines as there will not be a per call fee on local calling.

This contract was not renewed in November due to work with AT&T over \$24,000.00 in overbilling that had occurred, which we are credited for, and a change in staff that works with our account. The new account representative just provided the monthly costs as outlined below, as the contract was not clear on these costs.

### **ALTERNATIVES**

At this time we have no other options than to continue these Centrex lines. As we move forward we can move to SIP/PRI lines which are a voice over IP line to move us forward with new technology, and eliminate a per local call fee.

### **FINANCIAL IMPACT**

This is MIDEAL pricing for the 61 lines in use. A monthly cost of \$1589.66 and \$0.09 per local call with an average of 6200 calls per month as reported by AT&T at an additional cost of approximately \$600.00 per month for an estimated total of \$2,200.00 per month.

### **OTHER CONSIDERATIONS**

9-1-1 answers both emergent and non-emergent lines. The large number of calls received under the current plans available with AT&T have been reported to be on their least expensive plan for these type of business lines.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to renew the AT&T contract for an additional 36 months.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH AT&T FOR TELEPHONE SERVICES  
FOR THE INGHAM COUNTY 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners has established a 9 -1-1 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency 9-1-1 dispatch system; and

WHEREAS, Ingham County 9-1-1 Central Dispatch Center began operations as a consolidated center in June of 2012, with a contract in place for telephone services through AT&T for both Emergency and Non-Emergent phone lines; and

WHEREAS, the contract with AT&T was renewed in October of 2016 for all Non-Emergent lines under resolution #16-457; and

WHEREAS, the contract with AT&T expired November 26, 2018 for all Non-Emergent lines under resolution #16-457; and

WHEREAS, the 9-1-1 Director is working with representatives of AT&T to continue the current Centrex phone service and move to an IP based phone line solution for the 61 non-emergent lines in use by the center; and

WHEREAS, the 9-1-1 Center receives non-emergent calls for all of our police agencies every day, which requires us to continue the contract with AT&T to provide the phone service for our phone lines; and

WHEREAS, the AT&T Services are now available under the MiDeal purchasing contract, and a new contractual agreement is needed to continue the phone service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with AT&T for the 9-1-1 Center phone services at a total cost of \$1589.66 per month and \$0.09 for each local call, totaling approximately \$30,000 annually or \$ 90,000 over the time period of November 26, 2018 through October 31, 2021 from the 9-1-1 Center budget.

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.

**Agenda Item 7**

TO: INGHAM COUNTY LAW & COURTS COMMITTEE  
FROM: ICAC DIRECTOR, JODI LEBOMBARD  
DATE: 12/29/2018  
SUBJECT: ANIMAL SHELTER REORGANIZATION

With the vacancy of the Deputy Director position, and ongoing supervisory considerations of animal shelter staff, the entire shelter operational chart has been reviewed by the Ingham County Human Resources Department, Ingham County Controller's Office, and the shelter Director.

All parties took into consideration the budgetary constraints and needs of the shelter focusing on continued oversight of customer service and increased resources toward animal care organization.

The following changes to the structure are proposed: *The reduction of supervisory responsibilities of Shelter Veterinarian from animal care staff and the addition of an Animal Care Manager* for the direct supervision of animal care. With the addition of the above, the *Deputy Director* position would need to be eliminated for budgetary reasons.

The *volunteer assistant* position was recently (December 2018) reclassified to a *volunteer coordinator* position for the purpose of updating the job responsibilities and pay appropriately. With the slight change in pay for this position as well as the elimination of the *MCF9 Deputy Director* position and addition of the *MCF6 Animal Care Manager* position, the long-term cost savings would be \$18,687.

With the construction of the new shelter, most specifically planning for supervisor accommodations, the anticipated Cardinal training, and the desire to update shelter staff, the county feels it is important to move forward with the Reorganization Procedure in a timely manner.

Attachment:  
Proposed Organizational Chart  
Animal Care Manager Job Description

**INGHAM COUNTY  
JOB DESCRIPTION  
ANIMAL CARE MANAGER**

**General Summary:**

Under the direction of the Animal Control Director will supervise and direct the Animal Care staff of the Ingham County Animal Control Shelter. Will develop policies and procedures for the care of animals, cleaning of kennels and facility, ordering of supplies, TNR program, Barn cat program, and shelter maintenance. Creates schedules and ensures shifts are covered in case of absences. Ensures shelter animal records are kept up to date and accurate. Works with Animal Control Director to develop budget for shelter supplies.

**Essential Functions:**

1. Supervises, directs, trains, schedules and assigns work to Animal Care staff and ensures shifts are covered in cases of absence.
2. Works with Animal Control Director in making hiring, discipline and termination decisions for Animal Care staff.
3. Develops budget for shelter supplies in coordination with the Animal Control Director.
4. Establishes and updates as needed policies and procedures for Animal Care staff as they relate to the care of shelter animals, cleaning and maintenance of the shelter and other protocols.
5. Ensures Animal Care staff are trained in the proper care of shelter animals, know policies and procedures and how they related to their job functions.
6. Ensures that shelter animal records are kept up to date and accurate, properly trains Animal Care staff in proper record keeping protocols.
7. Ensures that shelter animals are feed, medicated as needed, and that any safety or behavioral issues with animals are brought to the attention of the Animal Control Veterinarian and Animal Control Director.
8. Addresses safety and maintenance issues with kennel and shelter facilities with the Animal Control Director and Facilities Department.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(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 employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Associate's degree in animal science, zoology, business administration or a related field

**Experience:** One year of related experience with lead experience required. Supervisory experience preferred.

OR

High School diploma and three years of related experience with lead experience required. Supervisory experience preferred.

**Other Requirements:**

- None

*(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.
2. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position works closely with domestic and wild animals with unpredictable temperaments.

**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/crouching, kneeling, crawling, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds 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.)*

**November 7, 2018**  
**MCF 6**

