

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

LAW & COURTS COMMITTEE
CAROL KOENIG, CHAIR
DERRELL SLAUGHTER
VICTOR CELENTINO
BRYAN CRENSHAW
MARK POLSDOFER
CHRIS TRUBAC
RANDY SCHAFER

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 31, 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 [January 10, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. [A.D.A.M. – Drug/Alcohol Monitoring \(Presentation\)](#)
2. [Sheriff's Office](#)
 - a. Resolution to Authorize a Training Services Agreement with Bouck Corporation dba [MACNLOW](#) Associates on Behalf of the Sheriff's Office and 9-1-1 Central Dispatch
 - b. Resolution to Authorize Contracts with Identified [Service Providers](#) as Authorized by the Justice Millage
3. [Public Defenders Office](#) – Resolution Creating Assistant [Public Defender Positions](#) for the Public Defenders Office
4. [Animal Control](#)
 - a. Resolution to Authorize a [Reorganization](#) of the Ingham County Animal Control and Shelter
 - b. Resolution [Commending the Staff](#) of the Ingham County Animal Control and Shelter
5. [Health Department/Sheriff's Office](#) – [Jail Medical Reorganization Discussion](#)
6. [Board Referral](#) – Resolution #01-19.06 from the [Jackson County](#) Board of Commissioners Regarding Michigan Indigent Defense Commission Funding

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE
January 10, 2019
Draft Minutes

Members Present: Celentino, Crenshaw, Koenig, Polsdofer, Schafer, Slaughter, and Trubac.

Members Absent: None.

Others Present: Judge Thomas Boyd, Jodi LeBombard, Rick Terrell, Scott LeRoy, Lance Langdon, Russel Church, Ryan Buck, Tracy Smith, Megan Banta, Teri Morton, Lindsey LaForte, Tyler A Smith and others.

The meeting was called to order by Chairperson Koenig 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 29, 2018 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE MINUTES OF THE NOVEMBER 29, 2018 LAW AND COURTS COMMITTEE MEETING.

Chairperson Koenig stated without objection that the minutes would be amended to contain the letter from Mike Nichols which had been received at the December 11, 2018 Board of Commissioners as Attachment C.

THE MOTION CARRIED UNANIMOUSLY.

Limited Public Comment

Lance Langdon, Ingham County 9-1-1 Director, stated that the County was in the process of rolling out the Text 9-1-1 program. He further stated that the program's slogan was "Call if you can, text if you can't."

Mr. Langdon stated that the program was currently in soft launch, which meant that the system was up and running, but that the program would not "go live" until January 16, 2019. He further stated that the media had been invited in, and the staff had been trained to the point that if someone used the Text 9-1-1 system, it would work.

Mr. Langdon stated that the program would benefit the hearing impaired community, and that there had been a lot of interest from Michigan State University, including the hearing impaired students there. He further stated that he wanted to take a moment to let the Committee know that the program was up and running, and that it would be advertised and in use starting January 16, 2019.

Commissioner Schafer asked what amount of information should be included when someone texts 9-1-1.

Mr. Langdon stated that calling 911 was much faster than texting, and that a text does not include location information. He further stated that texting means the operator only gets one question answered at a time.

Commissioner Schafer asked what the texting procedure would be under the program.

Mr. Langdon stated that when someone texts 911, the message is received at the dispatch center, along with the phone number it came from. He further stated that no location information was received through the text system, and that the first thing users should do is text their location and what the problem was.

Mr. Langdon stated that if nothing further was heard from a person who texted 911, there was nothing more dispatchers could do. He further stated that as long as at least an address is sent, emergency services could be sent there.

Mr. Langdon stated that the text system was like the old days of the 911 system, before wireless cell phones were in use. He further stated that once the location and problem were known, dispatchers would proceed by asking questions one at a time, as with a phone call.

Commissioner Schafer stated that the program seemed to be for hearing impaired people, and that very few people would use it.

Mr. Langdon stated that other agencies with the Text 911 system showed a low frequency of use. He further stated that the system was useful for people who cannot speak, either because of a disability or because they are in a dangerous situation.

Commissioner Polsdofer asked whether the system could help someone in a domestic violence situation who could not provide a lot of information.

Mr. Langdon stated that emergency services can only help if they know where the problem is, and that someone texting 911 would need to send at least that. He further stated that dispatchers would respond and do as much as they could, but that until location information was received, they would be stuck.

Commissioner Polsdofer stated that it sounded like people texting 911 should include their location information.

Mr. Langdon agreed.

Commissioner Crenshaw asked how calls were routed to the dispatchers.

Mr. Langdon stated that calls were routed from cell towers to whichever 911 center covered that area.

Commissioner Crenshaw asked whether a phone number with a 313 area code that called 911 would be routed to an Ingham County 911 center.

Mr. Langdon stated that the text would be routed to an Ingham County 9-1-1 center, except in cases where the caller is close to the County border. He further stated that if the phone connects to an Eaton County tower, the Eaton County 9-1-1 center would receive the text.

Commissioner Slaughter asked whether there were any agencies that allow texting of photos or videos.

Mr. Langdon stated that the technology to do that was not yet available, and that it might be possible in the next generation of technology. He further stated that it would open up a can of worms when it became available, because dispatchers are not psychologically prepared to see videos of people in bad accidents or other emergent situations.

Mr. Langdon stated that police officers and firefighters became a little desensitized through seeing traumatic events frequently in the field, but that dispatchers do not. He further stated that he was concerned about that.

Commissioner Schafer stated that he thought 9-1-1 centers could identify where a person was as soon as they typed in 9-1-1.

Mr. Langdon stated that 9-1-1 calls did give location information, but texts did not. He further stated that the technology would get there eventually, but was not there yet.

Commissioner Schafer stated that the 9-1-1 system had come a long way and he could remember when Williamston dispatchers were working out of a living room.

Thomas Boyd, 55th District Court Judge, stated that he wanted to wish the Committee a happy new year. He further stated that he wanted to welcome the new members of the Committee, and let the Committee know that the District Court provided monthly updates to the Board of Commissioners.

Judge Boyd stated that new members of the Law and Courts Committee sometimes visited the District Court, and that Committee members were welcome to come out and sit next to the judges as they worked. He further stated that on one past occasion, the Committee had met at the District Court.

Judge Boyd thanked the Committee for taking up the Honorary Resolution. He further stated that if the Committee had any questions for him, to let him know.

Chairperson Koenig thanked Judge Boyd.

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

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. 55th District Court – Resolution Honoring the Ingham County 55th District Court Sobriety Court Program on the Occasion of its 50th 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

THE MOTION CARRIED UNANIMOUSLY.

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

7. Animal Control – Reorganization (*Discussion*)

Teri Morton, Deputy Controller, stated that the Board of Commissioners had a policy which required reorganization resolutions to be on the agenda once as a discussion item before they could be considered as an action item at a later meeting.

Jodi LeBombard, Animal Control Director, stated that the Director and Deputy Director positions at Animal Control had recently been open, and that she had filled the Director position. She further stated that she had looked for areas that needed more resources, and other areas from which resources could be taken.

Ms. LeBombard stated that she had proposed eliminating the Deputy Director position and creating an Animal Care manager position in order to move resources to caring for the animals, and away from other areas. She further stated that Animal Control had office staff, animal care staff, and Animal Control Officers (ACOs).

Ms. LeBombard stated that eliminating the Deputy Director would mean ACOs report directly to her, but that the Lead Officer could provide guidance and direction as well. She further stated that the office staff currently reported to the Customer Service and Outreach Manager, and that not much would change there.

Ms. LeBombard stated that Kate Turner was the present Deputy Director, and was also acting as the Customer Service and Outreach Manager. She further stated that the need for more resources devoted to animal care had been known during the recent investigations at Animal Control, and as far back as 2015, when the National Animal Control Officers' Association had inspected the shelter.

Ms. LeBombard stated that the reorganization would provide another eight hours of worker time devoted to animal care, and would allow the care provider to become familiar with the animals. She further stated that the reorganization would allow the veterinarian to focus on spaying, neutering, and medical care instead of supervisory responsibilities.

Ms. LeBombard stated that the reorganization would save the County money, as well.

Commissioner Crenshaw stated that he supported the reorganization. He further stated that he wanted to know whether the proposed reorganization would go before the Animal Control Shelter Advisory Committee (ACSAC) before the Committee acted on it.

Ms. LeBombard stated that she planned to present it to the ACSAC at their next meeting, which would occur before the next Law and Courts Committee meeting.

Commissioner Celentino stated that the Committee would not see the reorganization plan again until after the ACSAC had an opportunity to give input. He further stated that he was under the impression that eliminating the Deputy Director position would save \$18,000.

Ms. Morton stated that the \$18,000 figure included the extra cost of changing the Volunteer Assistant position to Volunteer Coordinator, which had occurred at the end of 2018. She further stated that the \$18,000 represented the net savings.

Commissioner Celentino asked whether any parts of the job description for the new Animal Care Manager position were similar to ones the Deputy Director would have performed.

Ms. LeBombard stated that the Deputy Director's job description included a lot of elements that were covered by other employees, and that she had taken on the ones that were not.

Commissioner Celentino stated that Essential Function No. 7 from the job description seemed to address some of the issues that had come up at Animal Control in the summer of 2018. He further stated that the Animal Care Manager could report issues to Ms. LeBombard if another "high active" situation arose.

Ms. LeBombard stated that the Animal Care Manager would be working in the back with the animals, and would be able to know "who's who and what's what." She further stated that things changed very frequently as far as animal care, and it could be hard for the Deputy Director to get back there enough to get to know everyone.

Commissioner Schafer asked how the veterinarian's role would change under the reorganization plan.

Ms. LeBombard stated that the veterinarian's supervisory responsibilities had already been removed, which allowed the veterinarian to focus on medical care of the animals.

Commissioner Schafer asked whether Animal Control still employed Michigan State University (MSU) students.

Ms. LeBombard stated that Animal Control did work with MSU students and the veterinarian facilitates that relationship.

Commissioner Schafer asked if the veterinarian position would remain full time.

Ms. LeBombard stated that it would.

Commissioner Schafer asked if the position justified full time hours.

Ms. LeBombard stated that it was more than justified as a full time position. She further stated that the veterinarian worked had generally worked over forty hours a week in the past, and that hopefully without the supervisory duties, the hours would get back down to regular full time hours.

Ms. Morton stated Animal Control needed more veterinarians, even with the current veterinarian devoting more time to animal care work.

Chairperson Koenig stated that perhaps Commissioner Schafer was asking about a matter than had been referred to the Michigan Licensing and Regulatory Agency (LARA). She further stated that the Committee had not heard anything back on the matter.

Commissioner Schafer stated that he was trying to get background information.

Chairperson Koenig asked whether the union had been involved in the reorganization plan.

Ms. Morton stated that both of the proposed positions were managerial, and that the Controller had been advised that union involvement was not necessary.

Chairperson Koenig asked whether the new positions had any impact on non-managerial employees.

Ms. Morton stated that there were no changes to other job descriptions, with the exception of which person employees are expected to report to.

Chairperson Koenig stated that she wanted to bring the unions into the loop to make sure there were no objections.

Chairperson Koenig asked how things were going at Animal Control in general.

Ms. LeBombard stated that things were slowing down a little.

Announcements

Commissioner Slaughter stated that he was looking forward to working with everyone this year, and that there were a lot of new people. He further stated that he looked forward to Chairperson Koenig's leadership on the Committee, and that it would be a good year.

Commissioner Crenshaw stated that January 29, 2019 was the 50th Sobriety Court Graduation event at the Mason City Hall, and that he highly encouraged all Committee members to attend.

Commissioner Schafer stated that on Page 3 of the minutes from the November 29, 2018 meeting, it was noted that he and Commissioner Slaughter had requested a presentation from Alcohol and Drug Administrative Monitoring, Inc. (ADAM).

Ms. Morton stated that ADAM had been contacted, and was expected to give a presentation at the next meeting of the Law and Courts Committee.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:23 p.m.

JANUARY 31, 2019 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

- 2a. *Sheriff's Office – Resolution Authorizing Entry into a Training Services Agreement with Bouck Corporation DBA MACNLOW Associates on Behalf of the Sheriff's Office and 911 Central Dispatch*

This resolution will authorize entering into an agreement for training services with MACNLOW Associates on behalf of the Sheriff's Office and 9-1-1 Central Dispatch, for a one-year term of January 1, 2019 through December 31, 2019, at a total cost not to exceed \$33,000. Current Undersheriff Andrew Bouck is a 50% owner in MACNLOW Associates, creating a conflict of interest. In order to avoid this conflict of interest, Undersheriff Bouck may not directly or indirectly engage in any form of solicitation or negotiation of any proposed contract between the County and MACNLOW Associates. MACNLOW Associates has certified that Undersheriff Bouck has provided no information to MACNLOW Associates nor provided any services relating to the solicitation or negotiation of the proposed contract. Undersheriff Bouck may not perform any services on behalf of MACNLOW Associates under the proposed contract.

See memo for details.

- 2b. *Sheriff's Office – Resolution to Authorize Contracts with Identified Service Providers as Authorized by the Justice Millage*

This resolution will authorize entering into contracts with the Wellness Inx and Deb Hart Body Connection Yoga as approved by Resolution 18-497, increasing treatment programming as authorized by the Justice Millage.

Sending out Requests for Proposals is anticipated toward the end of the contract period. It is requested, however, that the Sheriff's Office proceed with these providers now because of their established relationship with the County as qualified and established vendors.

One contract will be with Wellness, Inx for an amount not to exceed \$62,800 for the period of March 1, 2019 through December 31, 2019. Services provided will be for programming related to Breakout and Seeking Safety curriculum.

A second contract will be with Deb Hart Body Connection Yoga for an amount not to exceed \$10,400 for the period of March 1, 2019 through December 31, 2019. This contract will provide Trauma Sensitive Yoga programming.

See memo for details.

3. *Public Defenders Office – Resolution Creating Assistant Public Defender Positions for the Public Defenders Office*

This resolution would create twenty-six Assistant Public Defender positions for the Public Defenders Office. Because attorneys will be hired at various levels of experience, three distinct job classifications are being recommended. The Human Resources Department is recommending these positions be classified as follows:

Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)
Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)
Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99)

In order to allow flexibility in hiring based on the experience of applicants, it is recommended that a total of twenty-six attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions within each classification, so long as the total number remains at twenty-six.

Funds are included in the 2018-2019 Michigan Indigent Defense Commission (MIDC) grant budget for the cost of filling these twenty-six positions at various rates for the full twelve month period.

See memo for details.

- 4a. *Animal Control – Resolution to Authorize a Reorganization of the Ingham County Animal Control and Shelter*

This resolution would approve a reorganization of the Ingham County Animal Control and Shelter (ICACS) to eliminate the Animal Control Deputy Director position and create an Animal Care Manager position. The reorganization would also amend the Veterinarian job description to eliminate supervisory responsibility of animal shelter staff, other than the Veterinary Technician, allowing the Veterinarian to focus on the medical needs of animals at the Shelter. This reorganization will address the long standing concerns with the level of staffing and supervision of the animal care staff. It will also result in a long term cost savings of \$18,687.

See memo for details.

PRESENTATION:

1. *A.D.A.M. – Presentation regarding Drug/Alcohol Monitoring*

HONORARY RESOLUTION:

- 4b. *Animal Control –Resolution Commending the Staff of the Ingham County Animal Control And Shelter*

DISCUSSION ITEM:

5. *Health Department/Sheriff's Office – Jail Reorganization*

Agenda Item 2a

TO: Board of Commissioners Law and Courts and Finance Committees

FROM: Sheriff Scott Wriggelsworth

DATE: January 11, 2019

SUBJECT: Agreement with MACNLOW Associates

BACKGROUND

MACNLOW Associates has provided training for Ingham County Sheriff's Office and 911 Center personnel for more than twenty (20) years. Current Undersheriff Andrew Bouck is a 50% owner in MACNLOW Associates, thus creating a conflict of interest. Ingham County is desirous to continue this partnership in 2019, even with the minor conflict of interest.

ALTERNATIVES

Although there are other options for similar training for the Sheriff's Office and the 911 Center, maintaining this contract is in the best interest of the county as a whole to best serve its residents.

FINANCIAL IMPACT

Although Undersheriff Bouck would have a small personal pecuniary interest in this contract, the negative financial impact to the county if we discontinued this contract would be sizable. More expensive training, more travel and overnight stays of personnel, as well as no free training seats for hosting MACNLOW courses here at the Sheriff's Office. This would significantly affect the number of training opportunities for Ingham County employees.

OTHER CONSIDERATIONS

In order to avoid a conflict of interest, Undersheriff Bouck may not directly or indirectly engage in any form of solicitation or negotiation of any proposed contract between the County and MACNLOW Associates.

MACNLOW Associates has certified that Undersheriff Bouck has provided no information to MACNLOW Associates nor provided any services relating to the solicitation or negotiation of the proposed contract.

Undersheriff Bouck may not perform any services on behalf of MACNLOW Associates under the proposed contract.

RECOMMENDATION

Based on the above information, it is requested that the County of Ingham support the resolution to continue the contract with MACNLOW Associates, not to exceed \$33,000. \$8,000 for the Sheriff's Office training and \$25,000 for the 911 Center training in 2018.

Please note, in 2018 only \$9,967.00 was billed for training by MACNLOW to Ingham County, \$5,592.00 for dispatch training, and \$4,375.00 for ICSO law enforcement and corrections training. This is well below the \$33,000 not to exceed limit.

MACNLOW Associates
2019 Course Offerings

Course Name	Length (hrs)	Cost/Person	Approvals*
911 Dispatch Liability	8	\$275	SNC
Achieving Supervisory Excellence	24	\$375	SNC
Active Shooter Incidents for Dispatch	8	\$275	SNC
Advanced 40-Hour Dispatch School	40	\$699	SNC
Advanced Supervision	24	\$375	SNC, MCOLES
Basic 40-Hour Dispatch School	40	\$699	SNC, MCOLES
Coaching for High Quality Work Performance	8	\$275	SNC, MCOLES
Communications Training Officer (CTO Program)	24	\$450	SNC
Corrections Supervision	24	\$375	MSCTC
Courtroom Testimony for Law Enforcement & Corrections	8	\$275	MCOLES
Critical Supervisory Issues	16	\$335	MCOLES
Cultural Competencies & Understanding Implicit Bias	8	\$275	MCOLES
Cybercrime and the Dispatch Center	8	\$275	SNC
Handling Domestic Violence Calls	8	\$275	SNC
Helping the Child and Special Needs Callers to 911	8	\$275	SNC
Homeland Security for the Telecommunicator	8	\$275	SNC
Inmate Classification	8	\$195-275	MSCTC
Investigation of Child Sexual Assault	8	\$275	MCOLES
Lawful Authority, Career Survival and Use of Force	8	\$275	MCOLES
Leading, Supervising & Working with Generations X Y Z	40	\$699	SNC, MCOLES
Managing Interpersonal Interactions Series	40	\$699	MCOLES
Managing the Mental Health Crisis	16	\$350	MCOLES
Media Relations	24	\$375	MCOLES
Police Supervision	8	\$275	MCOLES
Policing with Pride & Integrity	8	\$275	MCOLES
Procedural Justice	8	\$275	MCOLES
Stress Management	8	\$275	SNC, MCOLES
Suicide Calls: Helping the Caller & the Telecommunicator	8	\$275	SNC
Time Management	8	\$275	SNC, MCOLES
Verbal De-Escalation	8	\$275	MCOLES

*Approvals

SNC = State Nine-One-One (911) Committee approved for training funds

MCOLES = Michigan Commission on Law Enforcement Standards approved for 302 funds

MSCTC = Michigan Sheriff's Coordinating Training Council (no funding)



MACNLOW
ASSOCIATES

**PUBLIC SAFETY TRAINING
AND CONSULTING**
Law Enforcement · Dispatch
Fire · Courts · Corrections

January 10, 2019

Bryan Crenshaw, Chairperson
Ingham County Board of Commissioners

Scott Wriggelsworth
Ingham County Sheriff

Re: Non-Solicitation Certification

Dear Chairperson Crenshaw and Sheriff Wriggelsworth:

As you know, MACNLOW Associates wishes to renew our training services agreement with certain departments of Ingham County. Please be advised that Andrew Bouck is 50% shareholder of MACNLOW Associates. Mr. Bouck also serves as an employee of Ingham County in his capacity as Undersheriff of the Sheriff's Department.

This letter will confirm that Andrew Bouck has not directly or indirectly solicited Ingham County to offer MACNLOW Associates services. Furthermore, Andrew Bouck has had no role in any negotiations between Ingham County and MACNLOW Associates. All contacts, communications or solicitations with Ingham County by MACNLOW Associates have been conducted by the undersigned, as its President. Furthermore, Andrew Bouck will not participate on behalf of MACNLOW Associates in any training provided to Ingham County employees.

At no time in the future will Andrew Bouck directly or indirectly solicit Ingham County for services, so long as he remains an employee of Ingham County. Likewise, he will have no role in any future negotiations between Ingham County and MACNLOW Associates an employee of Ingham County. In addition, Andrew Bouck's name will not appear on any solicitation or negotiation documents submitted on behalf of MACNLOW Associates to Ingham County. Finally, Andrew Bouck, while an employee of Ingham County, will not participate on behalf of MACNLOW Associates in any future training provided to Ingham County employees.

Thank you for your consideration. Please do not hesitate to contact me should I be able to provide further information in this regard.

Very truly yours,

MACNLOW Associates


Kristen Kemp
President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BRIAN SONGER 6350 W MICHIGAN AVE SUITE 300 LANSING MI 48917		CONTACT NAME: BRIAN SONGER PHONE (A/C, No. Ext): 517-886-2260 FAX (A/C, No.): 517-886-2272 E-MAIL ADDRESS: bsonger@fbinsmi.com	
		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: FARM BUREAU INSURER B: ACCIDENT FUND INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED BOUCK CORP DBA MACNLOW ASSOCIATES 11609 STONE BLUFF GRAND LEDGE MI 48837			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	N	CPP-2942994	05/08/2017	05/08/2018	EACH OCCURRENCE \$ 1,000,000	
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$							
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:								
AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY								
UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE								
DED <input type="checkbox"/> RETENTION \$								
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	ARP120007077	09/15/2017	09/15/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	E.L. EACH ACCIDENT \$ 1,000,000							
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000							
	E.L. DISEASE - POLICY LIMIT \$ 1,000,000							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Ingham County, Ingham County Sheriff, and their elected officials, appointed officers, employees and agents are Additional Insureds with respect to the General Liability policy.

Coverage extended to the scheduled Additional Insured, as afforded in the Comprehensive General Liability coverage, is provided on a primary, noncontributory, or excess basis only as defined in the policy language.

We will mail written notice of cancellation at least ten (10) days before the cancellation if we cancel for non-payment of premium, thirty (30) days before the cancellation date if we cancel for any other reason, as provided in policy language.

CERTIFICATE HOLDER	CANCELLATION
<p style="margin: 0;">COUNTY OF INGHAM INGHAM COUNTY SHERIFF PO BOX 319 MASON MI 48854</p> <p style="margin: 0;">SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>	
<p style="margin: 0;">AUTHORIZED REPRESENTATIVE</p> 	

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Agenda Item 2a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TRAINING SERVICES AGREEMENT
WITH BOUCK CORPORATION DBA MACNLOW ASSOCIATES
ON BEHALF OF THE SHERIFF'S OFFICE AND 911 CENTRAL DISPATCH**

WHEREAS, County employees in the Sheriff's Office and 911 Central Dispatch require training each year in a number of topics; and

WHEREAS, Bouck Corporation d/b/a MACNLOW Associates is in the business of providing the training required by employees of the Sheriff's Office and 911 Central Dispatch; and

WHEREAS, MACNLOW Associates has provided training for Ingham County personnel for more than twenty (20) years; and

WHEREAS, the County is desirous of contracting with MACNLOW Associates to provide training services for the Sheriff's Office and 911 Central Dispatch for the 2019 calendar year; and

WHEREAS, Undersheriff Andrew Bouck is a 50% co-owner of MACNLOW Associates, and would receive a pecuniary benefit from the County's entry into a contract with MACNLOW Associates; and

WHEREAS, Undersheriff Bouck has a conflict of interest with respect to the proposed contract with MACNLOW Associates, which conflict may be avoided by compliance with the requirements of the Contracts of Public Servants with Public Entities Act, MCL 15.321 *et seq.*; and

WHEREAS, in order to avoid a conflict of interest, Undersheriff Bouck may not directly or indirectly engage in any form of solicitation or negotiation of any proposed contract between the County and MACNLOW Associates; and

WHEREAS, Undersheriff Bouck has disclosed his pecuniary interest in the proposed contract in writing to the Sheriff and County Board of Commissioners, which disclosure was placed on file with the County Clerk at least seven days in advance of the County Board's vote on the proposed contract; and

WHEREAS, Undersheriff Bouck has disclosed his pecuniary interest in the proposed contract in person at a public meeting of the County Board at least seven days in advance of the County Board's vote on the proposed contract; and

WHEREAS, the substance of Undersheriff Bouck's disclosures and an acknowledgment of the County Board's receipt of those disclosures were placed in the County Board's meeting agenda and minutes; and

WHEREAS, MACNLOW Associates has certified that Undersheriff Bouck has provided no information to MACNLOW Associates nor provided any services relating to the solicitation or negotiation of the proposed contract; and

WHEREAS, Undersheriff Bouck may not perform any services on behalf of MACNLOW Associates under the proposed contract; and

WHEREAS, pursuant to MCL 15.323(2)(b), approval and authorization of the County's entry into the proposed contract requires a 2/3 majority vote of the full membership of the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entry into a Training Services Agreement with MACNLOW Associates on behalf of the Sheriff's Office and 911 Central Dispatch, for a one-year term of January 1, 2019 through December 31, 2019, at a total cost not to exceed \$33,000.

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

Agenda Item 2b

TO: Law & Courts Committee
Finance Committee

FROM: Darin J. Southworth, Major – Correctional Administrator

DATE: January 17, 2019

RE: Forming Agreements with Identified Millage Program Service Providers

This resolution requests permission for the Ingham County Sheriff's Office to enter into contracts with the identified entities, to be compensated for services provided, as approved by the 2018 Justice Complex Millage.

Sending out Requests For Proposals is anticipated toward the end of the suggested contract period, however, we wish to proceed with these providers now because of their established relationship with the County as qualified and established vendors. The County approved funding mid-2018 to pay for services rendered by Wellness Inx to avoid discontinuation of "Breakout" programming services. In addition, we do not anticipate many, if any, other entities that would have the qualifications, in the short term to bid or provide Breakout and Seeking Safety curriculum. Like argument can be made for timely launch of Trauma Sensitive Yoga because of established vendor relationship and demonstrated credibility from Deb Hart Body Connection Yoga.

Board approval will be necessary to prepare contracts defining the scope of work and compensation terms for program millage funding.

Agenda Item 2b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH IDENTIFIED SERVICE PROVIDERS
AS AUTHORIZED BY THE JUSTICE MILLAGE**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, on November 27, 2018 the Board of Commissioners adopted a Resolution 18-497 that included \$99,000 to fund several Ingham County Sheriff’s Office coordinated programs that include, Break Out/Moral Recognition Therapy, Trauma Centered Yoga, and Seeking Safety (Attachment #1); and

WHEREAS, specific vendors have been identified as having the requisite qualifications to provide approved programs and have done so for the jail population previously; and

WHEREAS, the following providers are established County vendors:

Seeking Safety and Break Out/MRT provided by **Wellness, Inx.**

Dr. Debra Smith: debsmith@wellnessinx.com, (517)-272-0520

County vendor # **01533765**.

Trauma Centered Yoga provided by **Deb Hart Body Connection Yoga**,

Deb Hartnagle: debhart9@gmail.com, (517)-980-0334

County vendor # **40495**;

WHEREAS, these vendors are prepared to resume service to the County immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes Corporate Counsel to proceed with agreements between the identified vendors and the County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$62,800 with Wellness, Inx for services as described in Attachment #1 for the period of March 1, 2019 through December 31, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$10,400 with Deb Hart Body Connection Yoga for services as described in Attachment #1 for the period of March 1, 2019 through December 31, 2019.

BE IT FURTHER RESOLVED, that funds for these contracts will come from the Justice Millage.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

Ingham County Jail Education Programming

SEEKING SAFETY

Program price: \$20,800.00

The Seeking Safety program is an evidenced-based present-focused counseling model to help people attain safety from trauma and/or substance abuse. The program will serve both male and female inmates, providing two sessions per gender per week at a rate of \$200 per session.

TRAUMA CENTERED YOGA

Program price: \$10,400.00

Trauma Centered Yoga is a very specific protocol of evidence based treatment designed for people who have experienced ‘complex trauma/PTSD’, and has been found to be useful as an adjunct to Cognitive Behavioral Therapy (Seeking Safety). The program will serve both male and female inmates, providing one session per gender per week at a rate of \$200 per session.

BREAK OUT

Program price: \$42,000.00

This program is based on Moral Recognition Therapy (MRT) which is a form of cognitive-behavioral programming that focuses on recovery from substance misusing, abusing and dependent behaviors, identifying thinking errors that led to criminogenic thinking and identify goals to achieve once released. The program will serve both male and female inmates, providing two sessions per gender per week at a rate of \$200 per session.

RESTORATIVE JUSTICE

Program price: \$20,800.00

The Restorative Justice Program offers inmates an opportunity to take accountability and repair the harm done by their crimes, while teaching mediation, conflict resolution, and problem solving. The program will serve both male and female inmates, providing one session per gender per week at a rate of \$200 per session.

INMATE INITIATIVES

PROGRAM PRICE: \$2000.00

The Inmate Garden Initiative: There is strong evidence pointing to the importance of education in reducing recidivism. In addition to the classroom programs offered at the Ingham County Jail, education will be taking place outside by way of a vegetable garden. Inmates will be taught new skills such as how to use garden tools, prepare land, plant seeds and plants, and read planting information. There are items that need to be purchased yearly in order to sustain the garden such as seeds, plants and garden tools.

INMATE INITIATIVES

PROGRAM PRICE: \$3000.00

Educational DVD's: These DVD's would assist inmates in increasing their chances of making a successful transition to the community, overcoming barriers to employment and building their motivation and self-esteem.

Agenda Item 3

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

FROM: Teri Morton, Deputy Controller

DATE: January 23, 2019

SUBJECT: Resolution Creating Assistant Public Defender Positions for the Public Defenders Office

For the meeting agendas of January 31, February 5 and 7

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 attorney positions for the office. Because attorneys will be hired at various levels of experience, three distinct job classifications are being recommended. The Human Resources Department is recommending these positions be classified as follows:

Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)

Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)

Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99)

In order to allow flexibility in hiring based on the experience of applicants, it is recommended that a total of twenty-six attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions within each classification.

FINANCIAL IMPACT

The long-term (topped out) annual cost of the twenty-six positions including wages and fringes, if all positions were filled at the Senior Assistant Public Defender level, would be \$4,067,789. Funds are included in the 2018-2019 MIDC grant budget for the cost of filling these positions at various rates for the full twelve month period.

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

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 additional positions.

RECOMMENDATION

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

INGHAM COUNTY JOB DESCRIPTION

SENIOR ASSISTANT PUBLIC DEFENDER

General Summary:

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Provides work direction to entry level and assistant public defenders. Performs legal research using electronic and on line tools. Handles all types of felonies in the Circuit Court. Serves as a team leader to other Assistant Public Defenders. Advocates in the best interest for clients.

Essential Functions:

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles all types of felonies in the Circuit Court.
3. Serves as a team leader to other Assistant Public Defenders.
4. Provides work direction to entry level and assistant public defenders
5. Promptly meets with clients to understand goals and expectations.
6. Analyzes charging instrument and discovery as furnished by the prosecution.
7. Conducts on-line investigations and arranges for follow up investigation as necessary.
8. Able to handle all aspects of the client's matter through negotiation, plea or trial. Maintains appropriate client contact throughout the entire process.
9. Maintains availability for mentoring and consultation as directed by the Chief Public Defender.
10. Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
11. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
12. Performs legal research using electronic and on line tools.

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: Graduate of an accredited Law School and a member in good standing of the Michigan Bar Association.

Experience: Minimum of ten (10) years of progressively more responsible roles in the practice of criminal law. Significant jury trial experience strongly desired.

Other Requirements:

- Ability to handle highly stressful situations

(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 individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, 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 medium work requiring the ability to exert between 20-50 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.)

**Union
Pay Grade**

INGHAM COUNTY JOB DESCRIPTION

ASSISTANT PUBLIC DEFENDER

General Summary:

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Performs legal research using electronic and on line tools. Handles District Court Cases and some felonies in Circuit Court. Advocates in the best interest for clients.

Essential Functions:

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles District Court Cases and some felonies in Circuit Court.
3. Promptly meets with clients to understand goals and expectations.
4. Analyzes charging instrument and discovery as furnished by the prosecution.
5. Conducts on-line investigations and arranges for follow up investigation as necessary.
6. Able to handle all aspects of the client's matter through negotiation, plea or trial.
7. Maintains appropriate client contact throughout the entire process.
8. Maintains availability for mentoring and consultation as directed by the Chief Public Defender.
Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
9. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
10. Is respectful of the widely divergent backgrounds and special requirements of the clientele the office represents.
11. Passionate about advocating for the needs and interests of the client.
12. Performs legal research using electronic and on line tools.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

(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: Must be a graduate from an accredited Law School and a Member in good standing of the Michigan Bar Association

Experience: A minimum of four (4) years of criminal defense experience

Other Requirements:

- Must be able to work in highly stressful situations

(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 individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, 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 medium work requiring the ability to exert between 20-50 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.)

***Union
Pay Grade***

INGHAM COUNTY JOB DESCRIPTION

ASSISTANT PUBLIC DEFENDER – ENTRY LEVEL

General Summary:

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Performs legal research using electronic and on line tools. Handles misdemeanor cases in District Court and the first appearance docket. Advocates in the best interest for clients.

Essential Functions:

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles misdemeanor cases in District Court and the first appearance docket.
3. Promptly meets with clients to understand goals and expectations.
4. Analyzes charging instrument and discovery as furnished by the prosecution.
5. Conducts on-line investigations and arranges for follow up investigation as necessary.
6. Able to handle all aspects of the client's matter through negotiation, plea or trial.
7. Maintains appropriate client contact throughout the entire process.
8. Maintains availability for mentoring and consultation as directed by the Chief Public Defender.
Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
9. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
10. Is respectful of the widely divergent backgrounds and special requirements of the clientele the office represents.
11. Passionate about advocating for the needs and interests of the client.
12. Ability to perform legal research using electronic and on line tools.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

(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: Must be a graduate from an accredited Law School and a Member in good standing of the Michigan Bar Association

Experience: Up to three (3) three years in the practice of law, criminal law experience highly desired. Those recently accepted by the Bar strongly encouraged to apply.

Other Requirements:

- Must be able to work in highly stressful situations

(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 individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, 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 medium work requiring the ability to exert between 20-50 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.)

***Union
Pay Grade***

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CREATING ASSISTANT PUBLIC DEFENDER POSITIONS 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 Resolution 18-450 created an Administrator and an Executive Assistant; and

WHEREAS, the next positions recommended for approval as part of the Public Defenders Office are Assistant Public Defender attorneys; and

WHEREAS, the MIDC Compliance plan authorized the creation of twenty-six attorney positions, to be filled at various salary levels, depending on years of experience; and

WHEREAS, three distinct job descriptions have been created and point-rated by the Human Resources Department, and the recommended classifications are as follows:

Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)

Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)

Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99); and

WHEREAS, in order to allow flexibility in hiring based on the experience of applicants, it is recommended that a total of twenty-six attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions within each classification; and

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

WHEREAS, the budget for these positions is included in the grant budget authorized by Resolution 18-476; and

WHEREAS, the remaining staffing will be brought to the Board of Commissioners for approval at a later date.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creation of twenty-six attorney positions in the Public Defenders Office, with three separate classifications; Senior Assistant Public Defender – MC13, Assistant Public Defender – MC11, and Assistant Public Defender – Entry Level – MC09.

BE IT FURTHER RESOLVED, that the Chief Public Defender will have discretion as to the total number of positions to be filled at each classification, as long as the total is within the approved allocation of twenty-six positions.

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

Agenda Item 4a

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

FROM: *Jodi LeBombard, Ingham County Animal Control Director*

DATE: 01-16-2019

SUBJECT: *Animal Control and Shelter Reorganization*

For the meeting agendas of *January 31, February 5, 6 and 12, 2019*

BACKGROUND

Presently, the Ingham County Animal Control and Shelter Deputy Director position remains vacant. The shelter Director as well as the controller's office and human resources seek to reorganize the shelter structure with a focus on care of shelter animals. With this, we are confident with presenting the elimination of the Deputy Director position with the creation of a new positon- Animal Care Manager. The shelter veterinarian position would be freed of the supervisory responsibilities allowing for focus on the medical needs of the shelter animals.

ALTERNATIVES

If the Deputy Director position was filled as is or reverted to a general shelter manager position the shelter would not be addressing the long rooted issue- the need for more direct animal care staffing resources. The 2015 National Animal Control Association assessment of the shelter as well as the most recent investigations in 2018 prompt additional animal care resources as well. Without the resources being moved toward the direct care of the shelter animals, the care of the shelter animals could be negatively affected.

FINANCIAL IMPACT

The proposed reorganization would be a cost savings to the animal shelter. The long-term cost savings is estimated to be approximately \$18,687.

OTHER CONSIDERATIONS

The Michigan Department of Agriculture and Rural Development Regulation 151 governing animal shelters states under rule 35, "Enough employees to maintain compliance with these regulations are required and expected". The regulations in 151 refer to the adequate care and housing of shelter animals.

This reorganization is scheduled for a discussion at the January 28 Animal Control Shelter Advisory Committee meeting.

RECOMMENDATION

With the above information, I respectfully recommend approval of the attached resolution to support the elimination of the animal shelter Deputy Director position with the addition of the animal care manager position.

**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.)

INGHAM COUNTY JOB DESCRIPTION

VETERINARIAN - ANIMAL CONTROL

General Summary:

Under the general supervision of the Animal Control Director and Deputy Director will perform surgeries, spay/neuter, pre-surgery exams and provide medical care to ill and injured animals at the shelter. He/she will substitute for the Animal Control Director in his/she absence. Interviews, trains, evaluates and makes recommendations regarding staff. Establish and administer a comprehensive shelter medicine program to ensure overall health, treatment and diagnosis of shelter animals. Maintain proper medical records. Supervises, schedules and processes time card for veterinary technician.

Essential Functions:

1. Develop, implement and manage a comprehensive shelter medicine program including preventative medicine, surgeries including spay/neuter, evaluation and treatment of shelter animals, evidence gathering for cruelty cases and other duties. Stays informed on new developments in shelter medicine and modify our medical program as needed.
2. Develop and manage partnerships with veterinarians, colleges, universities and vocational training programs for veterinarians and veterinary technicians, animal related non-profits and other entities to expand ICAC's capacity to provide high quality care to its animals and animals in our community and to assist in training of shelter medical professionals.
3. Perform surgeries, spay/neuter, pre-surgery exams and general shelter medicine to ill and injured animals at the shelter in accordance with acceptable professional standards.
4. Ensure shelter veterinary licenses and registrations are current and up to date. Ensure compliance with state and federally mandated drug inventory and reporting requirements.
5. Ensure overall health, treatment and diagnosis of shelter animals by providing physical exams, treatment and follow up as needed on known medical issues and re-checks.
6. Ensure proper documentation of daily medical procedures, physical exams, diagnosis, treatment, medications and follow up.
7. Responsible for conducting drug inventory for both controlled and non-controlled substances and ensures a consistent supply of veterinary and animal care supplies are maintained, including assisting in budget and monitoring for the animal care department.
8. Develops standard operating procedures which includes but is not limited to: animal care from intake of an animal, to testing temperament, medication delivery and feeding.
9. Interviews, trains, supervises, evaluates and disciplines veterinary technician as needed in compliance with ICAC policy. Trains staff in the awareness of diseases, the spread of infectious diseases, detection and prevention.

10. Provide veterinary evaluation, care and documentation for animals involved in cruelty and other criminal cases including testifying in court or in deposition.

Other Functions:

Performs 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 employee may be expected to perform.)

Employment Qualifications:

Education: Doctor of Veterinary Medicine Degree from an Association of American Veterinary Medical College accredited school.

Experience: Experience with large and small animal veterinary care. Experience with shelter medicine a plus.

Other Requirements:

- Must maintain current Michigan Veterinarian License free from complaints.
- Must be a team player with excellent interpersonal skills.
- Must have effective written and verbal communication skills.

(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 operates non-powered hand tools such as scalpels, clamps, and other surgical tools.
3. This position operates power hand tools such as dental tools, etc.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is exposed to communicable diseases, blood, other body fluids, etc.
6. This position works closely with domestic and wild animals with unpredictable temperaments.
7. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

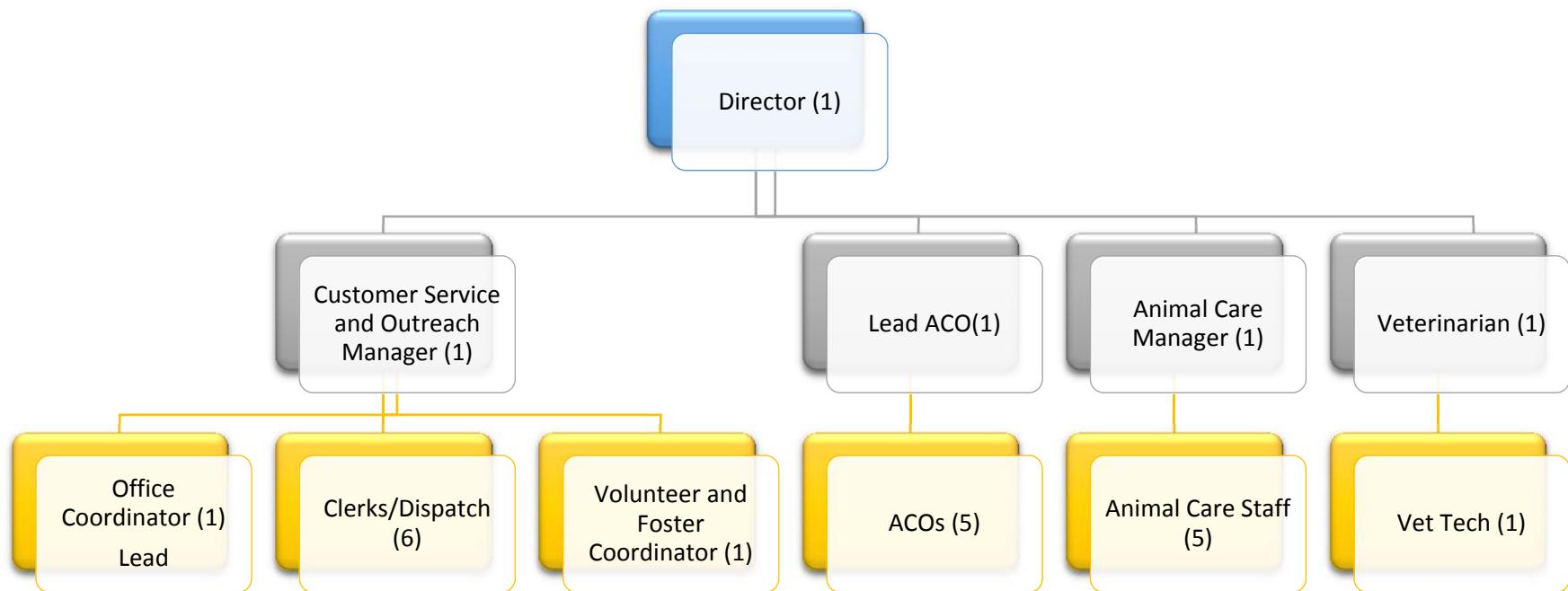
Physical Requirements:

- 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 regular stamina in sitting, traversing, climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling and typing
- This position's physical requirements require continuous stamina in standing, walking, twisting, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 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.)

**MCF 11
November 16, 2018**



Agenda Item 4a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE INGHAM COUNTY
ANIMAL CONTROL AND SHELTER**

WHEREAS, the vacancy of the Deputy Director position at the Ingham County Animal Control and Shelter (ICACS) has allowed opportunity for review of the ICACS organization chart; and

WHEREAS, there have been concerns with the level of staffing and supervision of the animal care staff; and

WHEREAS, after review by Human Resources, the Controller's Office and the Animal Control Director, a recommendation for a reorganization is being made; and

WHEREAS, this reorganization takes into consideration budgetary constraints as well as the most critical needs of ICACS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of the Animal Control Deputy Director position (MCF09) and the creation an Animal Care Manager position (MCF06).

BE IT FURTHER RESOLVED, that the job description of the Veterinarian is amended to eliminate supervisory responsibility of animal shelter staff, other than the Veterinary Technician, allowing the Veterinarian to focus on the medical needs of animals at the Shelter.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the 2019 Position Allocation List and budget in accordance with this resolution.

Agenda Item 4b

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION COMMENDING THE STAFF OF THE INGHAM COUNTY
ANIMAL CONTROL AND SHELTER**

WHEREAS, in the summer of 2017, the Ingham County Animal Control and Shelter executed a search warrant on several homes in the Lansing area suspected of running a dog fighting ring which resulted in the seizure of several dogs; and

WHEREAS, the former Director of the Ingham County Animal Control and Shelter chose to house these dogs at the Ingham County Animal Control and Shelter building, putting the capacity at a maximum level; and

WHEREAS, without hesitation, the employees of the Ingham County Animal Control and Shelter stepped up to care for these dogs along with other animals at the shelter; and

WHEREAS, staff noticed several of the dogs started having issues that were brought to the attention of the management of the Ingham County Animal Control and Shelter, which resulted in the death or euthanization of the dogs; and

WHEREAS, these employees did everything within their abilities to care for these dogs and make the best of the situation before them; and

WHEREAS, after the death of the dogs, information came out that the management of the Ingham County Animal Control and Shelter did not do their due diligence in the management of the shelter and care for these animals; and

WHEREAS, while faced with all that was going on, the employees of the Ingham County Animal Control and Shelter continued to come to work and do all they could to take care of the animals at the shelter during this trying time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners commends the staff of the Ingham County Animal Control and Shelter for their professionalism, dedication and commitment in the care of the animals at the shelter during this time of turmoil. These employees did everything within their ability to make the best of the situation that was before them.

BE IT FURTHER RESOLVED, that each employee of the Ingham County Animal Control and Shelter who was working during this time of turmoil shall receive a copy of this resolution as our appreciation for the hard work, time and energy they gave to help resolve the issues the shelter was facing.

Agenda Item 5

TO: Law & Courts and Human Services Committees

FROM: Health Officer, Linda Vail

DATE: January 19, 2019

SUBJECT: Options for Continued Operation of Jail Medical

For the meeting agendas of January 31st, February 4th, 5th, and 6th of 2019

DISCUSSION PACKET COVER STATEMENT:

Ingham County is experiencing staffing and service delivery challenges through its current Jail Medical operations. Ingham County has relied upon medical provider coverage for Jail Medical through a provider services agreement with Michigan State University College of Nursing. However, MSU College of Nursing has declined to extend its agreement for jail services past March 31, 2019. Ingham has experienced chronic staff vacancies in County positions, coinciding with increased expectations for jail medical to perform critical functions to strategic community health and safety activities, especially facilitating treatment of substance use disorder. Given these considerations, and the opportunity to determine optimal layouts of the future jail medical facility, it is timely and necessary for Ingham County to address the structure of how to continue to provide quality correctional health services.

Therefore, I present to the Board are two approaches for discussion: Full privatization, which would consolidate services, currently provided through a hybrid of contractual and direct-hire staff, into a single contractor specialized in correctional health; or Reorganization, which would employ an entirely direct-hire staff structuring aligned with Correctional Health industry standards and norms to account for current operational and oversight demands. In either approach, there would be an increased budget allocation to Jail Medical as necessary to meet increased standards for health and safety.

The proposed reorg would reduce reliance on contractual staff services (medical providers and medication passing services) by increasing the number of direct-hire staff. This includes the addition of two newly created job descriptions, Correctional Health Administrator and Correctional Health Provider, to provide dedicated oversight to service quality and operations as well as full-time coverage by a medical provider. An increased operational budget would support the direct hire-staff and assume the full costs of operation.

Privatization (contractual) would consolidate all aspects of correctional health into a single contractual entity, with the objective of enhancing the quality of service delivery while containing costs. Privatization leverages correctional health expertise of the contacting entity, provides more cost-effective options for on-site services, and ensures minimal staffing coverage at all times.

Based on the range of bids collected from the recent RFP, the cost of reorganization and privatization are comparable. This discussion packet will provide the budgetary and operational considerations needed to assess the strengths and limitations of each approach to the future delivery of jail medical services.

Current ACTUAL ICHD COSTS	
TOTAL SALARY AND FRINGE	\$ 831,966.00
PRINTING AND BINDING	\$ 500.00
OFFICE SUPPLIES	\$ 1,500.00
OTHER SUPPLIES	\$ 700.00
MEDICAL SUPPLIES	\$ 18,426.00
DRUGS & PHARMACEUTICALS	\$ 251,500.00
MEDICAL & DENTAL SERVICES	\$ 40,000.00
INPATIENT PRISONER MEDICAL	\$ 350,000.00
CONTRACTUAL SERVICES	\$ 212,550.00
UTILITIES	\$ 9,280.00
TELEPHONE	\$ 4,000.00
EQUIPMENT REPAIR & MAIN	\$ 10,750.00
SUBTOTAL	\$ 1,731,172.00
IDC 10%	\$ 173,117.20
Total Projected ICHD Estimate for Full	\$ 1,904,289.20
ICSO COSTS	
Overtime Paid (\$42.17/hr)	\$ 40,273.00
Code Red bonus pay	\$ 6,150.00
Lansing Mason Area Ambulance Trans	\$ 4,000.00
Lansing Mason Area Ambulance Eval	\$ 4,500.00
Indirect costs @ 10%	\$ 5,492.00
CMH Contract	\$ 31,000.00
MSU Psychiatry	\$ 58,240.00
Total Projected ICSO Estimate for Full	\$ 179,862.00
TOTAL PROJECTED JAIL MED COST	\$2,084,151.20

Reorg ICHD COSTS	
TOTAL SALARY AND FRINGE	\$ 1,194,412.67
PRINTING AND BINDING	\$ 500.00
OFFICE SUPPLIES	\$ 1,500.00
OTHER SUPPLIES	\$ 700.00
MEDICAL SUPPLIES	\$ 18,426.00
DRUGS & PHARMACEUTICALS	\$ 251,500.00
MEDICAL & DENTAL SERVICES	\$ 40,000.00
INPATIENT PRISONER MEDICAL	\$ 350,000.00
CONTRACTUAL SERVICES	\$ 250,000.00
UTILITIES	\$ 9,280.00
TELEPHONE	\$ 4,000.00
EQUIPMENT REPAIR & MAIN	\$ 10,750.00
SUBTOTAL	\$ 2,131,068.67
IDC 10%	\$ 213,106.87
Total Projected ICHD Estimate for Full	\$ 2,344,175.54
ICSO COSTS	
Retainer Balance for offiste costs	\$200,000
TOTAL PROJECTED JAIL MED COST	\$ 2,544,175.54

CC Staffing Services

Cost difference

Current vs. Proposed

\$439,886.34

Comparison of Staffing, Services and Costs		
	Reorg	vs.
Proposed Reorg		Contractual
Jail Medical FTE		ICJ
On-site Staff		
Dentist	0.10	FTE
Dental Assistant	0.10	FTE
Jail Healthcare Provider (NP/PA)	1.00	FTE
LPN	1.00	FTE
RN	5.00	FTE
Jail Medical Associate	2.00	FTE
Medical Assistant	3.00	FTE
Correctional Health Administrator	1.00	FTE
Contractual Staff		
Perdiem Staffing Support (Concillium)	0.0	FTE
NP, RN, MA, LPN - Backfill as needed	0	FTE
	0	FTE
Off-site Staff		
DHO/ED	0.05	FTE
Medical Director	0.05	FTE
TOTAL FTE	13.3	FTE
Total Health Dept. Cost (personell and non personell)	\$	2,344,175.54

Corizon		
		On-site Services
Jail Medical FTE		ICJ
On-site Staff		
Dentist	0.13	FTE
Pychiatrist	0.20	FTE
Midlevel (NP/PA)	1.00	FTE
LPN	2.80	FTE
RN	5.20	FTE
Medical Assistant	2.00	FTE
Medical Director	0.20	FTE
Administrative Assistant	1.00	FTE
Administrator	1.00	FTE
TOTAL FTE	13.53	FTE
Total Cost (personell and non personell)	\$	2,032,320.00

INGHAM COUNTY JOB DESCRIPTION

JAIL HEALTHCARE PROVIDER

General Summary: Under the supervision of and in collaboration with a staff physician, and under the management of the Corrections Health Administrator and the Medical Director for Community Health Services, the function of the Jail Healthcare Provider is to support the operation of the Jail Health Center by providing primary health care services to incarcerated adults. The Jail Healthcare Provider will also receive administrative supervision from a Jail Health Administrator.

Essential Functions:

1. Deliver primary and preventive care to patients of the Health Department within the Ingham County Jail Health Center.
2. Obtains complete medical history and physical data on patients. Performs complete physical exams, assessments and records findings. Synthesizes data to determine preliminary diagnosis and therapeutic plan consistent with current medical practice and health care needs. Utilizes the principles of prevention and promotes health and wellness.
3. Makes independent provider judgments, collaborating with supervising physician and other health care providers in managing medical needs of patients, as appropriate.
4. Manages medical emergencies. Intervenes in crisis situations, including taking action with scope of practice or referring to the appropriate health care provider or emergency services.
5. Performs treatments including minor procedures such as suture insertion/removal, cast removal, simple skin biopsies, incision and drainage, and other services as needed with scope of practice.
6. Maintains timely, accurate recording and reporting in the electronic medical record (EMR) system. Maintains and reviews patient records, charts and other pertinent information. Maintains patient confidentiality.
7. Orders, interprets, and follows up on laboratory and other diagnostic procedures. Reports and documents test and examination results.
8. Educates patients and other healthcare team members on health maintenance and disease management techniques.
9. Per licensing guidelines, prescribes and administers medications and injections according to collaborating physician direction and protocols.
10. Serve as patient advocate. Instructs patient regarding medications and treatment instructions, health maintenance, illness prevention, normal behavior, social and physical growth and development.

11. Refers patients to specialty care and in-patient hospital services as necessary. Arranges for and coordinates care across the continuum of health care and community services including patient admissions or transfers.
12. Provides consultation to registered nurses and other health team members on health care matters. Assists in establishing protocols and procedures.
13. Demonstrates ongoing professional growth through participation in relevant educational endeavors and appropriate associations.
14. Attends required meetings and participates in team meetings with other staff members. Collaborates with Health Department and Sheriff's Office staff and other agency personnel.
15. Complies with all agency policies and procedures concerning departmental compliance including privacy of protected health information.
16. Participates in the after-hours on-call system.

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: Master's Degree and graduate of an accredited Physician Assistant program with National Board Certification (PAC) OR Master's Degree in Nursing and relevant Nurse Practitioner training/certification in the specialty area for the position held.

Experience: A minimum of two (2) years of Physician Assistant or Nurse Practitioner experience required. Background in correctional medicine/health preferred.

Other Requirements: Licensed to practice as a PA in the state of Michigan OR possession of a current license to practice as a registered nurse in the State of Michigan, with certification of a nurse practitioner in area of specialty by the ANA or NACOG and possession of a license issued by the State of Michigan as a Nurse Practitioner. Maintain re-certification and licensing accordingly. CPR certification must be kept current and applicable. **Must undergo a background security check, as required by the Ingham County Sheriff's Office, before and at any time during employment at the Jail Health Center.**

(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 noise levels which require shouting in order to be heard.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

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, stooping/crouching, squatting, kneeling, and crawling
- This position's physical requirements require regular stamina in twisting, bending, lifting, carrying pushing, pulling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, traversing, reaching, grasping, handling, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

**January 2, 2019
MCF A
OR
MNA 06**

INGHAM COUNTY JOB DESCRIPTION

CORRECTIONS HEALTH ADMINISTRATOR

General Summary: The Corrections Health Administrator reports to the Deputy Health Officer of Community Healthcare Services. The Corrections Health Administrator manages the Jail Health Center, located within the Ingham County Jail, in Mason, Michigan and the clinical services of the Ingham County Youth Center, in Lansing, Michigan. The Administrator is responsible for the supervision of the health clinic/center, including staff and personnel, program development and management, and budget management. The Administrator must assure that programs operate in compliance with local, state and federal standards, policies and guidelines, and grant contract conditions. He/she must coordinate activities with other Health Department program managers, other local health departments, community agencies, and health care providers.

Essential Functions:

1. Responsible for the selection, orientation, supervision and evaluation of health clinic/center personnel.
 - A. Participates in interviews and makes recommendations for hiring and the release of employees.
 - B. Responsible for orientation of clinic/center staff to assure that staff members understand objectives, policies, procedures and responsibilities.
 - C. Responsible for scheduling, assigning duties, approving leave time and/or travel vouchers, and evaluating the performance of staff.
 - D. Coordinates the scheduling and assignment of medical and/or dental providers.
 - E. Ensure and participate in continuing professional development and adequate in-service training for all staff.
2. Responsible for the ongoing functioning of the health clinic/center.
 - A. Works as part of a team to determine ways to improve health clinic/center operations.
 - C. Supervises the inventory and requisitioning of medical and/or dental and office supplies or equipment.
 - D. Responsible for keeping standards of care and routing orders current.
 - E. Supervises process to assure quality of care.
 - F. Responsible for appropriate handling of client complaints and resolving issues relevant to the operation or services of the health clinic/center.
3. Responsible for implementing plans to continually improve operations of the health clinic/center.
 - A. Participates in the development of measurable objectives within the health clinic/center.
 - B. Responsible for assuring that documentation for services is accomplished and is maintained as required by local, state and federal agencies and grant funding requirements.

4. Coordinates the activities of the health clinic/center with other Agency staff and programs, including other health clinics/centers, the Disease Control Office, the Bureau of Public Health Nursing, Billing and Reporting, Accounting, Registration and Enrollment, Health Promotion, and also with the Human Resources' Department.
5. Laisse and coordinate with County Sheriff's Office and Youth Center Director around health service delivery within correctional operations, and support coordinated programs relevant to health services, among the Health Department, Youth Center, Sheriff's Office, Courts and/or other County divisions as required.
6. Develops and maintains contacts with local, state and federal agencies, as necessary, for programmatic guidance or where collaboration exists in client care and service.
7. Develops and maintains contacts with community referral sources for clients. May represent the department to the public, speaking to community groups, explaining health concern matters, and encouraging support for programs.

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: Bachelor's Degree, supported by coursework in Administration. License to practice as a Registered Nurse in the State of Michigan Required. Advanced Assessment skills preferred.

Experience: A minimum of three (3) years of professional experience in a county health department, hospital, corrections/correctional health or other health care organization working directly with medical providers, patients, and community organizations.

Other Requirements:

- May provide back-fill to Nurse Practitioner to support health assessments at Youth Center.

(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 communicable diseases, blood, other body fluids, etc.

3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, squatting, kneeling, crawling, pushing, pulling, grasping, handling and pinching
- This position's physical requirements require regular stamina in lifting, carrying, and reaching
- This position's physical requirements require continuous stamina in sitting, standing, walking, traversing, 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.)

**January 2, 2019
MCF 11**

TO: LAW AND COURTS AND HUMAN SERVICES COMMITTEES

FROM: LINDA VAIL, HEALTH OFFICER

DATE: JANUARY 17, 2019

RE: **REORGANIZATION OF JAIL MEDICAL**

CC: SCOTT WRIGGLESWORTH, INGHAM COUNTY SHERIFF

I. JAIL MEDICAL OVERVIEW

The Ingham County Health Department operates and oversees Jail Medical operations located within the Ingham County Jail, located at 640 North Cedar Street, Mason. Jail Medical provides health services to inmates of the Ingham County Jail and coordinates with mental health services provided through Community Mental Health of Clinton, Eaton and Ingham Counties. On any given day, the Ingham County Jail has the responsibility to serve over 400 inmates.

Jail Medical Services

Jail Medical is responsible for a breadth of activities to assure the delivery of quality and medically necessary care, to inmates of the Ingham County Jail (ICJ). This includes assuring continuity of care for those receiving community medical services; providing primary and preventive care, including dental services, for the duration of an inmate's stay at the ICJ; and triage and referral of patients to specialty care and/or for urgent care or to the emergency department as warranted. Jail Medical is responsible for prescribing and dispensing medications for inmates, and complying with community care and court ordered treatment plans. Jail Medical maintains pharmaceutical supplies of needed medications, and performs medication passing services throughout the jail twice daily. Jail Medical performs health assessments on all inmates within 14 days of their incarceration, in accordance with Michigan Department of Corrections standards. Jail Medical responds to inmate health concerns through daily sick call, requests for assessment from Ingham County Sheriff's Office (ICSO) Deputies on post, and through responding to emergency back-up calls throughout the jail. All health care services encounters are documented in an Electronic Health Record (EHR) system, maintained by the Health Department. Jail medical staff also enroll/dis-enroll all qualified inmates into Blue Cross Blue Shield of Michigan (BCBSM) insurance product for community medical appointments.

Jail Medical Staffing

The current staffing plan for Jail Medical is intended to support 24/7 coverage for medical services through four full time Jail Nurse Positions. Medication ordering and on-site management, preparation and stocking of the med passing cart are overseen through a full time Licensed Practical Nurse. Twice daily medication passing to inmates via the stocked med cart throughout the jail is provided through by 1.5 FTE per-diem Medication Associates and a contract with Cross Country Staffing. Via a services agreement with Michigan State University College of Nursing, 1.0 FTE of Nurse Practitioners provide onsite medical services, including assessment, diagnosis and treatment. Medical Services are supported through two full time Medical Assistant positions and a full time Senior Jail Nurse liaises daily with ICSO Deputies, community care providers, and CMH to coordinate inmate care. All staff and contractual service providers report directly to the Clinical Services Manager of the Community Health Centers, and receive medical direction in the form of policies, procedures, and standing orders as well as direct advisement from the Community Health Center Medical

Director. Dental services are provided one morning a week by the Ingham Community Health Center's Dental Director and a Dental Assistant. Ingham has been authorized to utilize Cross Country Staffing to support 0.2 FTE per-diem staff coverage for medication passing functions, which must occur twice daily regardless of the staff status of Jail Medical.

Current Jail Medical Staffing

Jail Medical FTE			
<i>On-site Staff</i>			
Dentist	0.10	FTE	
Dental Assistant	0.10	FTE	
Senior Jail Nurse (Registered Nurse)	1.00	FTE	
Licensed Practical Nurse	1.00	FTE	
Jail Nurse (Registered Nurse)	4.00	FTE	
Medication Associate (Per Diem)	1.5	FTE	
Medical Assistant I	2.00	FTE	
Clinical Services Manager (CHC)	0.15	FTE	
<i>Contractual Staff</i>			
Nurse Practitioners (MSU) 1.0 FTE		FTE	
Medication Passers (Cross Country) 0.2 FTE		FTE	
<i>Off-site Staff</i>			
DHO/ED (CHC)	0.05	FTE	
Medical Director (CHC)	0.05	FTE	
	9.95	TOTAL FTE	

Current Challenges

Today, only half of the Jail Nurse and Medical Assistant positions and 0.5 FTE Medication Associates per Diem Associates positions are filled, despite recruitment efforts. Unfilled staff positions have been a chronic issue especially over the last two years. Since September of 2018, MSU College of Nursing has been fulfilling only 0.8 FTE of its contract, and has declined to extend the services agreement beyond March 31, 2019. Chronic vacancies due to recruitment and retention challenges have diminished the ability to support round the clock assessments and triage. When onsite triage/assessment is unavailable, inmates must be "sent out" to community care, which requires costly secured transport through the ICSO. Additionally, increased urgency to address opioid-related substance use disorder through the Courts and Health Department initiatives has increased the dependency on Jail Medical to fulfil and oversee court ordered treatment and linkages to community care and treatment, for which the diminished capacity of jail medical cannot adequately support. The Clinical Services Manager has routinely contributed beyond her allocated 0.15 FTE to support operations; however, this is not sustainable. The overage in FTE dedicated by the Clinical Services Manager detracts from her critical role in supporting the clinical quality improvement and readiness for value-based care for which the Community Health Centers are increasingly accountable for service reimbursement and compliance. The lack of dedicated oversight to support daily operations contributes to staffing challenges, and the capacity to manage operational success. With the loss of on-site medical provider services via the MSU College of Nursing Contract, the County must find an alternative option, either through direct staffing or contractual, to ensure continued medical care on-sight that meets quality and compliance standards.

II. PROPOSED REORGANIZATION

In response to the challenges identified above, the Health Department is proposing the following reorganized model:

Proposed

Jail Medical FTE		
<i>On-site Staff</i>		
Dentist	0.10	FTE
Dental Assistant	0.10	FTE
Correctional Health Administrator	1.00	FTE
LPN	1.00	FTE
Jail Nurse (Registered Nurse)	5.00	FTE
Medication Associate (Per Diem)	2.00	FTE
Medical Assistant I	3.00	FTE
Jail Healthcare Provider (NP/PA)	1.00	FTE
<i>Contractual Staff</i>		
Per-diem Staffing Coverage Support (Cross Country Staffing - NP, RN, MA, LPN - Backfill as needed)	VARIES	FTE
<i>Off-site Staff</i>		
DHO/ED	0.05	FTE
Medical Director	0.05	FTE
TOTAL FTE	13.3	Total FTE

The proposed staffing model includes the addition of two new job descriptions: Correctional Health Administrator and the Jail Healthcare Provider. The Jail Health Care Provider position would enable the County to direct-hire a Nurse Practitioner or Physician's Assistant to provide 40 hours a week of on-site medical provider services, and eliminate the reliance on contractual medical providers. The Correctional Health Administrator would provide all operational oversight and management of jail medical/correctional health services, including coordination with the Courts, Health Department and other community agencies which require jail medical engagement with implementation of court ordered or community health and safety initiatives. The addition of a full-time onsite Correctional Health Administrator would eliminate the necessity of the Senior Jail Nurse position. The Senior Jail Nurse Position would be converted to a an additional 1.0 FTE Jail Nurse position, increasing the registered nurse staffing levels to 5.0 FTE, which assures greater 24/7 Nurse coverage. In addition, the Medication Assistant I and Medication Associate FTEs would also be increased to assure daily minimum staffing coverage requirements to support critical jail functions, including daily medication passing to inmates.

In addition, it is recommended that in future budget years, starting with Fiscal Year 2020, a retainer fund of \$200,000 annually be held as a cost containment and tracking strategy, to account for the full costs of off-site care, including ICSO secured transport costs. An additional \$250,000 is budgeted to cover an expansion of the existing per-diem professional staffing coverage contract provided via Cross Country Staffing to include other medical professional staffing positions, including Nurse Practitioners, LPNs and Registered Nurses to maintain minimal staffing levels as County positions are posted and filled. It is recommended that funds be provided through an increase in general fund allocation to cover the additional personnel cost of this reorganization. The total personnel and budget reorg results in a cost increase of \$2,353,809.34, which is an increase of up to \$449,520.14 from the current Health Department budget for FY 19 (see attached Budget Comparison). It is imperative that the reorg be funded as Jail Medical provides a critical service, for which the quality of care and cost containment of requires adequate staff support and oversight.

Agenda Item 5

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RE-ORGANIZATION OF JAIL MEDICAL

WHEREAS, the Health Department currently operates Jail Medical services, to provide primary and preventive health care services to inmates of the Ingham County Jail; and

WHEREAS, the medical provider services agreement with Michigan State University College of Nursing for full-time Nurse Practitioner services expires on March 31, 2019, and will not be extended; and

WHEREAS, given this, the Health Department has taken sufficient time to re-evaluate the current jail medical operation and has determined that a reorganization is required and necessary to ensure 24/7 staff coverage and capacity to delivery high quality and compliant services; and

WHEREAS, the Health Department is recommending the creation of a Jail Medical Provider, which would be a Nurse Practitioner (MNA 06) or Physician Assistant (MCF A), to provide on-site full-time preventive and primary care services; and

WHEREAS, the Health Department is also recommending the creation of a Correctional Health Administrator (MCF 11) position to provide full-time dedicated supervision and management to support staffing level stability and jail medical service performance that meets quality and compliance with accreditation standards for health care of the jail; and

WHEREAS, the creation of the Correctional Health Administrator eliminates the need for the 0.15 FTE of the Clinical Services Manager and the Senior Jail Nurse (ICEA) position; and

WHEREAS, the Senior Jail Nurse position would be converted to an additional 1.0 FTE Jail Nurse (ICEA) position to support staffing levels capable of ensuring 24/7 coverage of registered nurses; and

WHEREAS, the Health Department also recommends the creation of an additional 1.0 FTE Medical Assistant I and 0.5 FTE Medication Associates positions, to support enhanced service delivery, particularly related to meeting substance use disorder treatment and medication assisted treatment objectives of the Court and Health Department's community health and safety initiatives; and

WHEREAS, the Health Department also recommends an expansion of the existing per-diem medical staffing contract with Cross Country Staffing to include Nurse Practitioner/Physician Assistants and Registered Nurses staffing in order to assure minimal staffing levels are maintained at all times at Ingham County Jail for continuity of care as vacant staff positions are posted and filled through direct-hire, effective March 1, 2019, for an amount not to exceed \$250,000 annually; and

WHEREAS, the costs for per-diem staffing through Cross Country Staffing shall be covered through cost savings of the vacant staff position costs; and

WHEREAS, the Budget Office has calculated that this re-organization will result in annual cost of \$2,353,809.34, which is an increase of up to \$449,520.14 from the current Health Department budget for FY 19; and

WHEREAS, the MNA and ICEA Unions have reviewed the proposed re-organization and have no objections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the proposed reorg of Jail Medical, to be effective March 1, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of a 1.0 FTE Correctional Health Administrator (MCF 11) and 1.0 FTE Jail Medical Provider (MNA 06 or MCF A) positions.

BE IT FURTHER RESOLVED, that the Senior Jail Nurse Position (#301215, ICEA) be converted to a new Jail Nurse (ICEA) position.

BE IT FURTHER RESOLVED, that the creation of the Correctional Health Administrator eliminates the need for the 0.15 FTE of the Clinical Services Manager, which shall be returned the Community Health Center Administration Budget.

BE IT FURHER RESOLVED, that Ingham County Board of Commissioners also approves the creation of an additional 1.0 FTE Medical Assistant I position and increase the maximum of per-diem Medication Associates from 1.5 FTE to 2.0 FTE.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners also approves the expansion of the existing per-diem medical staffing contract with Cross Country Staffing to include Nurse Practitioner/Physician Assistants and Registered Nurses staffing in order to assure minimal staffing levels are maintained at all times at Ingham County Jail for continuity of care as vacant staff positions are posted and filled through direct-hire, effective March 1, 2019, for an amount not to exceed \$250,000 annually.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Health Department's Jail Medical 2019 Budget and Position Allocation List in accordance with this Resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Points of consideration for Contractual Jail Medical (privatization)

- Privatization offers true cost containment for all jail medical services and oversight through a single contract, at a cost comparable to the proposed reorganization of Jail Medical County-run operation. (However, County run-operation does not truly have a cost containment cap).
- Privatization leverages industry expertise and specialization in correctional health services, including demonstrated track records in meeting and exceeding accreditation, quality and compliance standards
- Privatization assures accountability to meet compliance and accreditation standards of care, lest the vendor be found in breach of contract. A contractual provider is motivated to attain the highest quality of service and meet the County's needs in order to maintain the contract.
- Privatization offers a strategy to assure minimal staffing levels are constantly maintained through its vast staffing networks, and training and onboarding programs. This is beyond what can be leveraged through a County direct-hire staffing model, which requires additional per-diem staffing service contract for when County positions are unfilled, and longer training and onboarding timelines.
- Privatization can deliver more on-site services within its single contract and cost contained structure. For instance, on-site radiology or other beneficial services, which would reduce the number of costly "send outs" through a Deputy secured transport. For the County, each onsite service includes individual contracts with each provider to manage, and additional costs to each.

Points of Consideration for selection of Corizon above other RFP Responses.

Of the four responses considered from the Jail Medical Request for Proposals, it is the recommendation of the evaluation committee that Corizon offered the most cost effective, comprehensive response which is most aligned with Ingham County's stated need.

Compliance with RFP Instructions, and Ingham County's Stated Need:

- Corizon provided a pro-active and localized proposal based on the RFP and their observations from the Ingham County Jail tour.
- Corizon was the only respondent to include signed letters of intent from identified community partners and potential subcontractors. The identified partners align with Ingham County's existing partnerships, including Community Mental Health Authority of Clinton, Eaton and Ingham Counties.
- Corizon was the most specific and detailed in their responses to each question of the RFP compared to other respondents.

Project Approach:

- Corizon offered a superior on-site services model for both medical and dental services, including health maintenance exams for all inmates after 365 days in jail, psych-med services, chronic care management, annual flu shots, and provision of medical devices.
- Corizon specifically responded to its approach to assuring medication passing services twice a day every day, including County Holidays.
- Corizon proposed a 13.53 FTE staffing model, which is on par with the Health Department's Reorganization Proposal, to assure 24/7 staffing coverage.
- Corizon included dedicated nurse at jail intake to perform health screening and assessment, which eases efficiency of health intake procedures of the Ingham County Sheriffs Office, and offers greater care continuity throughout an inmate's stay through discharge.
- Corizon will release inmates with a 5 day supply of medications, not just 3 days as compared to the other competitive bids.

- Corizon offered flexibility to work around inmate court dates, and described how they will send released inmates their medications and care plan information, which other respondents did not speak to.
- Corizon provides printed discharge information to patients for each encounter and release from jail medical.
- Corizon addressed on-site services, including EKG and labs in their response. Specifically, Corizon provides phlebotomy on onsite and lab specimen collection, which was not addressed in other competitive bids.
- Corizon will manage medical waste removal for the entire jail, not just the medical clinic, which was unique from other respondents.
- Corizon will supply and oversee maintenance of AED's, as well as stock of first aid kits and Narcan on posts throughout the jail.
- Corizon offered the most impressive staff recruitment, selection, retention and continuing education model, which supports greater staff recruitment and retention success (consistent staffing).

Qualifications and Experience:

- Corizon has an extra 25 years of experience over other respondents.
- Corizon's regional Headquarters is here in Lansing, and has operations in Kent, Calhoun, Genesee and Saginaw Counties. Their proximity and familiarity was clearly helpful in their ability to provide a custom localized bid.
- Corizon has the Michigan Department of Corrections (MDOC) contract, which is favorable to support continuity of care for Ingham County Jail's MDOC inmates, and provides access to a larger pool of information from Corizon's medical history database.
- References from Corizon clients were positive and affirming of their qualifications and experience.
- The transition of existing jail medical records to the vendor's electronic medical record system was most comprehensively addressed by Corizon.
- Corizon has experience with telemedicine services, which may be of value to Ingham County as a way to expand access to medication assisted Substance Use Disorder Treatment later on.
- Corizon offers ambulatory detoxification with physicians certified by the American Society of Addiction Medicine and provided letters of intent demonstrating relationships with the local medication assisted treatment facilities in the community, including methadone clinics. Corizon spoke most comprehensively of its use of evidence-based substance use disorder screening and treatment tools.

Cost:

- Corizon offered almost 4 FTE staff persons (an approximately \$300,000 - \$400,000 value in salaries and fringes) more than the lowest bid, which offered only 9.0 FTE of staff. Corizon was still just \$161,000 higher in overall cost than the lowest bid.
- Corizon provides its own technology hardware and infrastructure within its contained cost proposal. Other respondents sought the County to provide IT hardware.
- Other respondents required an indemnification clause to their contract, which the County is not capable to honor.
- Corizon provided a direct response to handling enrollment of eligible inmates in the Blue Cross Blue Shield (BCBS) health plan for community care. Corizon included a letter of intent to work BCBS and described its process for billing inmate insurance as possible.
- Corizon covers up to \$200,000 in additional costs for off-site care, which aligns with current costs trends. Because of the array of services Corizon offers to provide on-site, which currently require inmates to be sent-out to community providers with a secured transport, containing costs within the \$200,000 threshold would be feasible.

**JACKSON COUNTY BOARD OF COMMISSIONERS
RESOLUTION # 01-19.06
Michigan Indigent Defense Commission**

WHEREAS, The State of Michigan created Act 93 of 2013 Michigan Indigent Defense Commission Act, MCL 780.981, effective July 1, 2013, an act to create the Michigan Indigent Defense Commission (MIDC) and to provide for its powers and duties, to provide indigent defendants in criminal cases with effective assistance of counsel, to provide for the appointment of legal counsel, to provide for and limit certain causes of action and to provide for certain appropriations and grants; and

WHEREAS, MCL 780.993(6-7) and MCL 780.997(2) provide that the state of Michigan will pay for any increased funding that is necessary to meet minimum standards developed by the MIDC. The MIDC Act requires the state to provide grants to local delivery systems (trial court funding units), in order to comply with the new standards. A local system's duty of compliance is dependent on this funding; and

WHEREAS, the first four out of eight standards have been approved by MIDC with the final 4 standards pending approval at this time; and

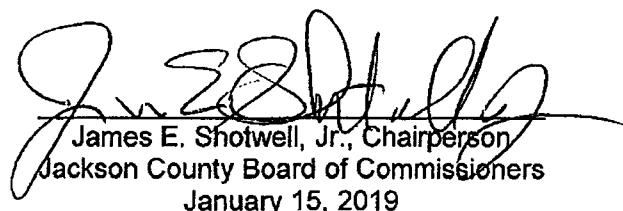
WHEREAS, Jackson County was advised March 27, 2018 that the MIDC had approved it's required compliance plan for the first four standards with approved funding from the State of Michigan in the amount of \$1,244,032.74 for fiscal year 2018; and

WHEREAS, additional concerns have developed with regard to the actual complete funding from the State of Michigan of actual increased costs due to compliance with the MIDC standards; and

WHEREAS, it has come to the attention of Jackson County that additional expenses such as court and prosecutor staffing and additional duties resulting from compliance will not be covered under compliance plan grant funding, thereby creating unfunded mandates on local systems of delivery; and

WHEREAS, additional amended legislation regarding 2018 Public Act 214, MCL 780.993(17), effective December 23, 2018 requires 20 percent of payments from partially indigent defendants with court appointed attorneys to be remitted to the Department of Licensing and Regulatory Affairs, creating additional unfunded mandates on the local systems of delivery.

THEREFORE, BE IT RESOLVED, Jackson County chooses not to enter into an agreement for compliance and funding with MIDC until such time as full funding is provided for compliance with all new MIDC standards.



James E. Shotwell, Jr., Chairperson
Jackson County Board of Commissioners
January 15, 2019

STATE OF MICHIGAN)
)
COUNTY OF JACKSON) SS.
)

I, Amanda L. Kirkpatrick, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners at a Board meeting thereof held on the 15th day of January, 2019 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this 15th day of January, 2019

Amanda L. Kirkpatrick
Amanda L. Kirkpatrick, County Clerk