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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, DECEMBER 5, 2019 AT 6:00 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the October 31, 2019 Closed Session Minutes and [November 14, 2019 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Ingham Family Center Advisory Board – Interview
2. Circuit Court/Juvenile Division
 - a. Resolution to Authorize Funds to Purchase a New [Transport Vehicle](#) for the Ingham County Family Center
 - b. Resolution for Acceptance of the Michigan [Drug Court Grant](#) Program for the Ingham County Family Recovery Court (Formerly Family Dependency Treatment Court)
 - c. [Training-of-Trainers](#) for Effective Practices in Community Supervision
3. Animal Control
 - a. Resolution to [Adjust Staffing](#) at Ingham County Animal Control and Shelter
 - b. Resolution to Authorize an Additional [Animal Control Officer](#) Position to be Assigned to Cruelty Investigations
4. 9-1-1 Dispatch Center
 - a. Resolution to Authorize Purchase Orders for Necessary Modifications to [Communication Towers](#) Owned By SBA II LLC (Leslie and Mason Towers) for the MPSCS/Ingham County Radio Communications System Project
 - b. Resolution Honoring [Bryce Alford](#) as the Recipient of the Michigan A.P.C.O. 2019 Radio Frequency Technologist of the Year Award
5. Controller's Office – Resolution Approving [Various Contracts](#) for the 2020 Budget Year
6. Law & Courts Committee – Resolution Amending the [Membership Criteria](#) for the Ingham County Indigent Defense System Collaborative Committee

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
November 14, 2019
Draft Minutes

Members Present: Koenig, Celentino, Crenshaw, Polsdofer, Schafer, Slaughter (arrived at 6:42 p.m.), and Trubac.

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Rick Terrill, Mary Sabaj, Jodi LeBombard, Andrea Calabrese, Sidney Bishop, Lisa Bonney, Alex Brace, Teri Morton, Liz Noel, and others.

The meeting was called to order by Chairperson Koenig at 6:01 p.m. in Personnel Conference Room D & E of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the October 31, 2019 Open & Closed Session Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE OCTOBER 31, 2019 LAW & COURTS COMMITTEE MEETING.

Commissioner Trubac stated he would like more detail in the answer to his question on the bottom of Page 2 of the Closed Session minutes.

Chairperson Koenig stated that the Closed Session minutes would be approved at the next Committee meeting.

Commissioner Crenshaw withdrew his motion. Commissioner Schafer withdrew his support of the motion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE OPEN SESSION MINUTES OF THE OCTOBER 31, 2019 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

Additions to the Agenda

Additional Information –

1. Facilities Department – Justice Complex Update
4. Animal Control
 - b. Reorganization (*Discussion*)

Limited Public Comment

Sheriff Scott Wriggelsworth, Sheriff's Office, provided an update on evidence to the Committee. He stated that the October audit was 100% successful, as were all previous audits.

Sheriff Wriggelsworth stated there was still an issue on the law enforcement side with evidence, primarily with the headings or other parts of police reports, so the Sheriff's Office was still getting people on board. He further stated that the Sheriff's Office would like to purchase an evidence management platform called "The Beast" as the current platform had problems and required about 12 clicks to enter a piece of evidence into the system.

Sheriff Wriggelsworth stated that The Beast would also allow old evidence to be added to the system with a barcode scan and evidence could easily be recalled with the system in the event of appeals or trials. He further stated that the Sheriff's Office was also purging old evidence and was currently working on evidence from 2016.

Chairperson Koenig asked what Sheriff Wriggelsworth meant by The Beast being standalone.

Sheriff Wriggelsworth stated that The Beast software would only be in charge of evidence, and would not be an attachment to another records management software program. He further stated that Meridian Township, Battle Creek, and other jurisdictions had The Beast and were pleased with the program.

Chairperson Koenig asked what the downside of purchasing the Beast was.

Sheriff Wriggelsworth stated that the only downside of the program was the cost of the software. He further stated that the staff was excited about the prospect of the new program, and the funds would come from the Forfeiture Account.

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

2. Sheriff's Office
 - a. Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2019 Homeland Security Grant Program Funds

3. Community Corrections
 - a. Resolution to Authorize Amending FY 2018-2019 Community Corrections Program Subcontracts to Increase Funding Awards Based on State Approved Line Item Transfers
 - b. Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and JSG Monitoring for Community Based Programming as Authorized by the Justice Millage

4. Animal Control
 - a. Resolution to Accept Two Seven Oh! Grant for Reimbursement of Medical Costs on an Ongoing Basis

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

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

1. Facilities Department – Justice Complex Update

Rick Terrill, Facilities Director, presented information about the Justice Complex. He thanked the Sheriff's Office for their assistance on the project.

Mr. Terrill continued presenting information to the Committee.

Commissioner Schafer asked what was meant by "future housing" in the image of the proposed Justice Complex layout.

Mr. Terrill stated that the space was reserved for expansion of the jail, if it was needed in the future.

Commissioner Schafer asked what "SHU" meant.

Sheriff Wriggelsworth stated "SHU" meant special housing unit.

Commissioner Crenshaw asked if the General Population portion of the facility would be one level or multi-level.

Sheriff Wriggelsworth stated the General Population section would be multi-level. He further stated he believed the section would be two stories, with the ability to house about 200 inmates on each level.

Mr. Terrill continued presenting information to the Committee.

Commissioner Crenshaw asked if the Law Enforcement Memorial would need to be moved.

Mr. Terrill stated the Law Enforcement Memorial would be moved. He continued presenting to the Committee.

Sheriff Wriggelsworth stated that the biggest consideration in planning the new Justice Complex was how to stay operable while the new buildings were being built. He further stated that this proposal only required the current garage to be moved during the building of the new Justice Complex.

Commissioner Schafer stated that the garage in the Phase 1 image seemed smaller than the current garage.

Mr. Terrill stated that the garage in Phase 1 was only a temporary facility. He further stated that many options were explored and temporarily moving the garage had turned out to be the best cost-effective option.

Mr. Terrill continued presenting information to the Committee.

Commissioner Schafer stated he did not see an impound area in the drawings.

Mr. Terrill stated that impound parking would be part of the secured staff parking area.

Sheriff Wriggelsworth stated there were only about eight impounded cars at a time in the Sheriff's Office's possession, so a lot of parking would not be needed.

Commissioner Crenshaw stated he knew that the Justice Complex was staying in Mason, partly because the laundry and kitchen areas could remain. He asked if the laundry and kitchen sections would be preserved in the new building of the Justice Complex.

Mr. Terrill stated that had been the intention in the initial presentation given to the Committee, but now the kitchen was 20 years old and most of the equipment was coming to the end of its useful life. He further stated that it had been determined it would have cost more to build around the existing kitchen, but any equipment that was still useful would be reused.

Commissioner Crenshaw asked if the size of the new kitchen would be comparable to the current kitchen.

Mr. Terrill stated that the architects had not come up with all of the programing yet, but the kitchen would be comparable to the housing that was being planned for as well as any additional future housing needs.

Sheriff Wriggelsworth stated that the new kitchen would be significantly smaller than the current kitchen that was made to cook meals for 1,000 inmates, three times a day. He further stated that the current jail population was only about 370 inmates, and in the future, there might be the possibility for all meals to be prepared off-site and would only need to be heated up in the jail.

Chairperson Koenig asked if files were still stored at the Road Department.

Mr. Terrill stated that there were still some files for Financial Services and 55th District Court stored in the Annex at the Road Department, which would need to be addressed soon. He further stated that the building's boiler had been removed today, and the building would need to be demolished in the near future, as it no longer had water access or heat.

Chairperson Koenig stated she thought that the current 55th District Court building could be used for file storage instead of the Road Department Annex if it was still needed in the future.

Mr. Terrill stated the 55th District Court building also needed to be demolished, to make room for the storm water retention pond.

Discussion.

Mr. Terrill stated that underground storm water management had been explored, but the cost was exorbitant.

Discussion.

Commissioner Schafer asked if there were problems with rodents in the Road Department Annex.

Mr. Terrill stated that rodents were not the large concern in the Road Department Annex, as it was more water and moisture that was an issue. He further stated that it was not an environment meant to store files.

Discussion.

2. Sheriff's Office

- b. Resolution to Authorize the Ingham County Sheriff's Office to Donate Equipment from the Heavy Rescue Unit

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. POLSDOFER, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated that the Sheriff's Office Heavy Rescue Unit had been around since 1971. He further stated the unit did important work, and he did not understand where the equipment was going and he wanted an explanation.

Sheriff Wriggelsworth stated that the Heavy Rescue Unit had been discontinued months ago, after a volunteer with the Heavy Rescue Unit had been injured in a crash while driving a County truck and the volunteer then had to make a claim through their own insurance. He further stated that after the volunteer had been injured he had called a meeting with all of the Heavy Rescue Unit volunteers to inform them of the potential ramifications of Michigan's no-fault auto insurance details and have them sign an acknowledgement form.

Sheriff Wriggelsworth stated that all of the volunteers at that point had refused to sign the acknowledgement form, and he had decided to discontinue the service. He further stated that there was a lot of equipment and a truck that was no longer needed by the Sheriff's Office, and heavy rescues were handled by the local fire departments.

Commissioner Schafer stated that many volunteers worked for fire departments in the County and were driving equipment. He asked why these volunteers were not in similar situations with their insurance.

Sheriff Wriggelsworth stated that the fire department volunteers were paid for their service, whereas the Heavy Rescue Unit volunteers were not paid.

Discussion.

Sheriff Wriggelsworth stated he had spoken with Delhi Charter Township Fire Department Chief Brian Ball about how to refill oxygen tanks before the disbanding of the Heavy Rescue Unit, and there had been no interruption of that service.

Commissioner Schafer asked how the equipment would be distributed to fire departments in the County.

Sheriff Wriggelsworth stated that it would be up to the fire departments to determine what they needed and what they could store.

Commissioner Schafer stated he found it hard to see 50 years of history with the Heavy Rescue Unit be given up.

Sheriff Wriggelsworth stated that the disbanding of the Heavy Rescue Unit had happened months ago and he had come before the Committee to discuss the issue. He further stated that the truck involved in the crash was being donated.

Commissioner Schafer stated he did not recall the previous discussion and did not know that the Heavy Rescue Unit was being disbanded.

Commissioner Celentino stated he recalled similar issues when he had been on the Lansing Township Board. He further stated that he also recalled when the Sheriff had come before the Committee to discuss the refusal of the volunteers to sign the acknowledgement form.

Commissioner Celentino stated he understood that if the Heavy Rescue Unit volunteers had signed the acknowledgement forms, then the unit would not have been disbanded.

Discussion.

Commissioner Celentino asked if the resolution to donate the items was not approved by the Board of Commissioners, the equipment would sit around unused.

Sheriff Wriggelsworth stated the equipment could be sold for five cents on the dollar.

Commissioner Celentino asked how the donation of the equipment would work.

Sheriff Wriggelsworth stated he had met with all fire departments in the County, so they knew the equipment was coming, and they would be figuring out the equipment distribution on their own. He further stated that heavy rescues would still be done in the exact same process, except the fire departments would handle it instead of the Sheriff's Office.

Commissioner Celentino asked if Sheriff Wriggelsworth had been approached by anyone who was interested in joining the Heavy Rescue Unit since it had been disbanded.

Sheriff Wriggelsworth stated he had not heard any interest in the Heavy Rescue Unit. He further stated when he had initially met with fire departments, there had been some pushback and it had taken them a while to figure out the heavy rescue duties because of insurance questions. He further stated that the issue had been spurred because of insurance questions, and he had decided that it was important the volunteers know their potential responsibility of insurance claims when volunteering for the Sheriff's Office.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Koenig, Celentino, Crenshaw, Polsdofer, Trubac **Nays:** Schafer **Absent:** Slaughter

2. Sheriff's Office

- c. Resolution to Purchase Stand-Alone Evidence Software from Porter Lee Corporation

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

Commissioner Crenshaw asked if, when comparing pricing, the reason the Sheriff's Office wanted the Porter-Lee Corporation software was because it would allow them to convert their old data.

Sheriff Wriggelsworth stated there were a lot of features that The Beast offered and the others that bid did not. He further stated that he and his staff had done their due diligence and had spoken with other offices that had The Beast and they were pleased with the purchase.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter

3. Community Corrections

- c. Resolution to Authorize a Subcontract for State FY 2019-2020 Community Corrections Pretrial Program Electronic Monitoring Services with Sentinel, Inc. and JSG Monitoring

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

Commissioner Crenshaw stated that the Board of Commissioners had approved a resolution earlier in the year to stop services with Sentinel, Inc. He further stated that he was concerned that the effective date of the contract was listed as October 1, 2019, which was a month ago, and he asked why the County was going back on the contract after the relationship with Sentinel, Inc. had ended.

Ms. Sabaj stated that the resolution terminating the relationship with Sentinel, Inc. went through December 31, 2019, but the resolution approving State programming named Sentinel, Inc. as the provider of electronic monitoring services. She further stated that because the State's fiscal year-end was September 30, 2019, a partial contract needed to be approved with Sentinel, Inc. to account for a transition period through the end of the year now that the new vendor had been chosen.

Discussion.

Ms. Morton stated this was an amendment with the subcontract with the State of Michigan, which had initially been with Sentinel, Inc., because JSG Monitoring had not been chosen yet when the initial subcontract had been approved.

Commissioner Slaughter arrived at 6:42 p.m.

Discussion.

Chairperson Koenig asked how many users were in the electronic monitoring program.

Ms. Sabaj stated there were about 75 participants in the program.

Discussion.

Chairperson Koenig asked if JSG Monitoring was working for the County currently.

Ms. Sabaj stated that she believed that 55th District used JSG Monitoring for their electronic monitoring services.

Discussion.

Commissioner Crenshaw asked if the State's contract had no vendor listed when it was initially submitted.

Ms. Sabaj stated that the initial contract that had been approved in the summer had indicated an agreement with Sentinel, Inc., but then the Board of Commissioners had changed the vendor, so this was the process to change the State contract to indicate an agreement with JSG Monitoring instead.

Teri Morton, Deputy Controller, stated that this was to make the State contract consistent with what the Board of Commissioners had already approved.

THE MOTION CARRIED UNANIMOUSLY.

4. Animal Control
 - b. Reorganization (*Discussion*)

Jodi LeBombard, Animal Control Director, provided information about the proposed reorganization of Animal Control.

Commissioner Celentino asked since Ms. LeBombard had announced her resignation, if the reorganization should wait until there was a new Animal Control Director.

Ms. LeBombard stated she thought the reorganization should be addressed, now, as it was needed in the department.

Ms. Morton stated that it would also be a challenge to find an Animal Control Director that was strong in both enforcement and animal shelter management. She further stated that the reorganization would allow each area to have their own supervisory person.

Ms. LeBombard stated that the Field Supervisory Officer would be support for the Animal Control Officers.

Commissioner Crenshaw asked if the Field Supervisory Officer would be tasked with evaluating Animal Control Officers in the field or performing annual evaluations of the employees.

Ms. LeBombard stated that there were no annual evaluations performed currently, but the Lead Animal Control Officer currently did the training evaluations for new hires.

Discussion.

Commissioner Schafer stated it seemed like there should be evaluations of employees on a regular basis. He asked if the job description was factual in that it stated that Animal Control Officers were tasked with picking up dead animals from the vet and those observed on the roads or elsewhere.

Ms. LeBombard stated Animal Control Officers picked up deceased domestic animals.

Commissioner Schafer stated the job descriptions should be changed to reflect that Animal Control Officers only picked up domestic animals, not wildlife. He further stated that he thought Animal Control should do evaluations of employees.

Chairperson Koenig stated that employee evaluations had been discussed previously, but they were tough to implement because they needed to be uniform and have a system in place that all in the County believed in. She further stated that it would be a big project to implement employee evaluations, as how they were conducted was important.

Ms. LeBombard stated she did try to meet with staff every few months, and that was time-consuming, but it was very beneficial.

Chairperson Koenig stated it was so important that evaluations be done consistently to be fair, and the County Attorneys had warned of that fact. She further stated she did think evaluations were important.

Commissioner Slaughter asked how many Animal Control Officers there were.

Ms. LeBombard stated there were six Animal Control Officers.

Commissioner Slaughter asked if the proposed Field Supervisory Officer would supervise the five other Animal Control Officers. He further asked if there was any concern of the ratio of five employees to one supervisor.

Ms. LeBombard stated that the Field Supervisory Officer would supervise the other five Animal Control Officers. She further stated she thought the ratio of 5 employees to one supervisor would not be of concern.

Ms. Morton stated that the Field Supervisory Officer position had been eliminated from Animal Control in 2010.

Commissioner Celentino stated he saw that Tom Krug, Capital City Labor Program Executive Director, was in support of the position.

Ms. LeBombard stated that was correct.

Ms. Morton stated that if the Committee approved of the reorganization and it came before Committee as a resolution, there would also be a provision in the resolution for budget adjustments to add janitorial services and a permanent seasonal employee.

Commissioner Schafer asked if the temporary employee would be entitled to a living wage.

Ms. Morton stated she would confirm what the temporary employee's wage was and provide it to the Committee.

5. Law & Courts Committee – Resolution Authorizing 2020 Agreements for Juvenile Justice Community Agencies

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Crenshaw asked representatives from the agencies requesting funds to provide an overview of their work and their need for funds.

Andrea Calabrese, Child and Family Charities Chief Operating Officer, and Sidney Bishop, Child and Family Charities Division Director of Juvenile Justice, provided an overview of the Nexus and Teen Court programs.

Ms. Calabrese stated that Ingham Teen Court was one of the only teen courts in the area, as the closest one was in Holland, Michigan. She further stated that Ingham Teen Court used Restorative Justice Principles to provide a diversion program while also screening for youths' needs.

Mr. Bishop stated that Ingham Teen Court had an array of stakeholders, as referrals were received from the Prosecutor's Office, Circuit Court, and Lansing Schools. He further stated that the program collaborated with student services and principals to address Code of Conduct violations in schools.

Chairperson Koenig asked how many teens were served by Ingham Teen Court in the last year.

Ms. Calabrese stated that 113 teens went through Ingham Teen Court. She further stated that 500 peer jurors were trained, from Lansing, Mason, and Williamston schools.

Mr. Bishop stated there were two Accountability Hearings per month, and the location varied from the Mason Historical Courthouse to Cooley Law School. He further stated that the judges and lawyers were all very dedicated volunteers.

Discussion.

Lisa Bonney, Resolution Services Executive Director, stated that the organization had received Juvenile Justice Millage funding for 14 years. She further stated that from 2018 to 2019, Resolution Services had served over 5400 youth in the County, in 19 schools in the County.

Ms. Bonney stated that when students were disruptive or fighting in school, they were referred to a facilitator that would go through restorative practices with the student. She further stated that the program had a 93% success rate, where the students came to an agreement, and in long-term follow-ups, almost 90% of the time the conflict had not happened again.

Ms. Bonney stated that with the funding from the Juvenile Justice Millage, Resolution Services was able to add three additional school facilitators and support staff.

Commissioner Celentino stated he had seen the restorative justice in practice, and he believed it was a valuable resource in schools. He asked what the three schools added this year in the County were.

Ms. Bonney stated the three schools that were added this year were Washington Woods and Hope Middle School in Holt, and North Aurelius School in Mason. She further stated that the organization was also in Waverly, Lansing, Holt, and Eaton Rapids schools.

Discussion.

Ms. Bonney stated that a new request was brought this year for a Youth Diversion program after conversations with the Lansing Police Department. She further stated this program would be

offered to youth and families in the community, before they became involve in the juvenile justice system.

Ms. Bonney stated she did not want to take away funding from the Restorative Justice program in the schools, however the Lansing Police Department and the organization were excited about this new opportunity.

Discussion.

Commissioner Crenshaw asked how much funding Resolution Services was asking for from Jackson National Life Charitable Foundation.

Ms. Bonney stated \$27,000 would be requested from Jackson National Life.

Commissioner Crenshaw asked how much would be requested from the Michigan Bar Association.

Ms. Bonney stated that up to \$15,000 would be requested from the Michigan Bar Association.

Commissioner Crenshaw asked if that would support the services in addition to the \$4,000 Resolution Services received from the City of Lansing.

Chairperson Koenig asked where the majority of the organization's funding came from.

Ms. Bonney stated that the Supreme Court Administrative Office (SCAO) provided the majority of funding, as did the contracts with schools that were usually grant-funded.

Alex Brace, Small Talk Executive Director, stated that Small Talk had been receiving Juvenile Justice Millage funding since 2015. He stated that the organization provided counseling and additional services to physically and sexually abused children.

Mr. Brace stated that law enforcement would contact Small Talk to perform a forensic interview of the children, to get their statement on the record while interacting with the children in a developmentally sensitive and appropriate way. He further stated that previously, children would have been interview in a police station or at the scene of the crime.

Mr. Brace stated that Small Talk was also a hub for other organizations to come together to help children navigate the process after traumatic events. He further stated that after a forensic interview, the children could come back to Small Talk for counseling services at no cost.

Mr. Brace stated Small Talk performed about 250 forensic interviews per year, and there were about 60 children in counseling. He further stated that the organization had recently added two new staff members, because the need for the services was growing.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE REQUESTED AMOUNTS AND ADD THEM INTO THE RESOLUTION,

AND ASK STAFF TO MAKE NECESSARY ADJUSTMENTS TO THE RESOLUTION TO INCLUDE THE ADDITIONAL FUNDS NEEDED ABOVE THE \$125,000.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

Chairperson Koenig asked where the majority of Small Talk's funding came from.

Mr. Brace stated that about 55% of the funding came from Victims of Crime Act (VOCA) grants, and the rest was supplemented by fundraising and provisions by municipalities. He further stated that Small Talk strove for a budget with diverse funding sources to better successfully serve the community.

Commissioner Slaughter asked if Small Talk had fundraising events.

Mr. Brace stated that each year, Small Talk had a live and special auction in the fall.

Discussion.

Mr. Brace stated he would be happy to give tours to Committee members if they were interested in viewing the Small Talk offices.

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

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:18 p.m.

**DECEMBER 5, 2019 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

2a. Circuit Court/Juvenile Division – Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center

This resolution will authorize the purchase of a new 2020 Ford Transit XLT Passenger Wagon at a cost not to exceed \$35,000. This will replace a vehicle that was involved in an automobile accident in October. The van is being totaled by the insurance company, which will compensate \$17,650.80 toward the replacement cost. The Juvenile Division’s budget includes a line item for van replacement, which will cover the remainder of the cost. The funds reserved for van replacement come from the Child Care Fund’s reimbursement for usage of each van to transport youth to and from community programs.

See memo for details.

2b. Circuit Court/Juvenile Division – Resolution for Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court (Formerly Family Dependency Treatment Court)

This resolution will authorize the acceptance of a grant award from the Michigan Drug Court Grant Program to the Ingham County Circuit Court’s Family Recovery Court (FRC) for \$134,000.00 for the period of October 1, 2019 through September 30, 2020. This includes continued funding of a three-quarter time FRC Coordinator and two Special Part-Time FRC Program Assistant positions.

The following subcontracts are also funded by the grant:

- Mid-Michigan Recovery Services (MMRS) for up to \$15,000.00
- House Arrest Services (HAS) for up to \$5,000.00
- Michigan State University Psychology Clinic for up to \$4,200.00

See memo for details.

2c. Circuit Court/Juvenile Division – Resolution Authorizing Training-of-Trainers for Effective Practices in Community Supervision

This resolution will authorized the 30th Judicial Circuit Court Juvenile Division to act as a host organization with the University of Cincinnati to conduct a Training-of-Trainers for the Effective Practices in Community Supervision (EPICS) model. It will also authorize entering into a contract with the University of Cincinnati for an EPICS Training-of-Trainers in an amount not to exceed \$17,750 of which \$3,550 will be for one 30th Judicial Circuit Court Juvenile Division employee to receive said training. The Juvenile Division will be authorized to enter into Memorandums of Understanding with participating courts to cover the remaining training costs.

The participating courts will reimburse the 30th Judicial Circuit Court Juvenile Division as follows:

- The 5th Judicial Circuit Court Family Division: \$7,100
- The 7th Judicial Circuit Court Family Division: \$3,550
- The 20th Judicial Circuit Court Juvenile Division: \$3,550

See memo for details.

3a. *Animal Control – Resolution to Adjust Staffing at Ingham County Animal Control and Shelter*

This resolution would authorize the conversion of the Lead Animal Control Officer (CCLP Animal Control AC-02, plus stipend) to an Animal Control – Field Supervisor position (CCLP Animal Control AC-03). The Animal Control – Field Supervisor position will be filled internally from the existing Animal Control Officers, and upon selection of the Animal Control – Field Supervisor, the vacated Animal Control Officer position and the Lead Worker Stipend will be eliminated. The long term cost of this change is \$8,696.

The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

This resolution will also increase the Animal Control temporary salaries line item by \$20,000 for seasonal Animal Care staffing and \$6,000 for temporary janitorial staffing.

Additional costs for these changes will be funded from the Animal Shelter Millage fund.

This reorganization was a discussion item at the November 14 Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

See memo for details.

3b. *Animal Control – Resolution to Authorize an Additional Animal Control Officer Position to be assigned to Cruelty Investigations*

The current Animal Control Director wishes to transfer to an Animal Control Officer position specializing in cruelty investigations. This resolution would authorize the creation of an Animal Control Officer who will be assigned to animal cruelty investigations. Jodi Lebombard would be transferred to the position effective January 18, 2020 and placed at the top step of the salary schedule through a Letter of Understanding with the CCLP.

The long term annual cost for this position would be \$90,875, to be funded from the Animal Shelter Millage. Upon the next naturally occurring vacancy of an Animal Control Officer, the vacated position will be eliminated, unless continuation of the position is approved by the Board of Commissioners in a future resolution.

See memo for details.

4a. *9-1-1 Dispatch Center – Resolution to Authorize Purchase Orders for Necessary Modifications to Communication Towers Owned By SBA II LLC (Leslie and Mason Towers) for the MPSCS/Ingham County Radio Communications System Project*

As part of the Public Safety System Replacement project, nine tower locations were identified as necessary in the radio system design. Two towers have been identified as being in need of modification in order to provide structural stability.

This resolution will authorize the expenditure of funds encumbered from the Motorola Lease Contract (approved in Resolution #18-550), for the quoted costs for structural modifications to the following towers:

Leslie Tower \$95,284.16
Mason Tower \$75,672.55

The resolution will also authorize the 9-1-1 Director to sign change orders with Motorola, provided that the change orders do not increase the total cost of the project as previously approved by Resolution #18-550.

See memo for details.

5. Controller's Office – Resolution Approving Various Contracts for the 2020 Budget Year

This resolution will approve the attached list of contracts for the 2020 budget year. The list consists only of contracts that are included in the 2020 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095, provides that any contract over \$5,000 must be approved by the Board of Commissioners.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate (1.9% for 2020) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2020 increase of 1.9% or less are the only ones included in this resolution. All others will have to be presented separately by resolution.

See memo for details.

6. Law & Courts Committee – Resolution Amending the Membership Criteria for the Ingham County Indigent Defense System Collaborative Committee

This resolution will amend the membership criteria for the Ingham County Indigent Defense System Collaborative Committee to allow for up to two ex officio members to be any members of the Board of Commissioners, rather than restricting membership to those currently serving on the Law & Courts Committee.

See memo for details.

OTHER ITEMS:

1. Ingham County Family Center Advisory Board – Interview

HONORARY RESOLUTION:

4b. 9-1-1 Dispatch Center – Resolution Honoring Bryce Alford as the Recipient of the Michigan A.P.C.O. 2019 Radio Frequency Technologist of the Year Award

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: 11/14/2019
SUBJECT: Resolution Authorizing the Purchase of a New Vehicle for use at the Ingham County Family Center
For the meeting agendas of December 4 and December 5, 2019

BACKGROUND

The Ingham County Family Center has nine vans used to transport students to and from the Ingham Academy and Pride evening reporting program. All nine vehicles are in a lease agreement with Highfields, Inc. One of these vehicles was involved in an automobile accident on October 30, 2019. Luckily no students were in the vehicle and the driver was not injured. The van is being totaled by the insurance company. Highfields is receiving \$17,650.80 in compensation which they will sign over to the County per the lease agreement. The attached resolution requests authorization to purchase a new vehicle to replace the vehicle that was totaled.

ALTERNATIVES

If the resolution is not approved, the Juvenile Division would not be able to transport all students to and from programming.

FINANCIAL IMPACT

The Juvenile Division's budget includes a line item for van replacement. The funds deposited in this reserve come from the Child Care Fund's reimbursement for usage of each van, transporting youth to and from community programs. The year end fund balance for this account in 2018 was roughly \$119,939.12. Additionally, the \$17,650.80 received from Highfield's insurance will be deposited into this fund as well.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles. The Ingham Academy and Pride evening reporting program utilized evidence based treatment.

OTHER CONSIDERATIONS

None

RECOMMENDATION

That the resolution be authorized and the new van be purchased

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE FUNDS TO PURCHASE A NEW TRANSPORT VEHICLE
FOR THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Juvenile Division has a fleet of nine vehicles used to transport juveniles to and from the Ingham Academy as well as the Pride evening reporting program; and

WHEREAS, all vans are in a lease agreement with Highfields Inc; and

WHEREAS, one of the nine vehicles was involved in an accident on October 30, 2019 and was totaled by the insurance company; and

WHEREAS, Highfields will be receiving \$17,650.80 from their insurance company for the totaled vehicle and per the lease agreement, will be turning this money over to the County; and

WHEREAS, the Juvenile Division's budget includes a line item for van replacement; and

WHEREAS, the funds deposited in this reserve come from the Child Care Fund's reimbursement for usage of each van, transporting youth to and from community programs; and

WHEREAS, the year end fund balance for this account in 2018 was roughly \$119,939.12; and

WHEREAS, a request is made to purchase a new 2020 Ford Transit XLT Passenger Wagon at a cost not to exceed \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new 2020 Ford Transit XLT Passenger Wagon at a cost not to exceed \$35,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budget transfers from the van replacement reserve in the 2019 Juvenile Division budget.

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: November 18, 2019
SUBJECT: Resolution for Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court (Formerly Family Dependency Treatment Court)
For the meeting agendas of December 4 and December 5, 2019

BACKGROUND

The 30th Judicial Circuit Court-Juvenile division was awarded a grant from the Michigan Drug Court Grant Program in the amount of \$134,000.00.

Family Recovery Court cases involve parents of children petitioned to the Court for abuse and/or neglect and the parent's primary issue is substance abuse. The grant helps provide services to remove many barriers.

The grant provides supervision, transportation, rewards and incentives, trauma assessments and treatment, emotional regulation, substance use testing, cognitive behavioral therapy, relapse prevention intervention, substance abuse services, peer recovery coaches, and education and employment assistance.

Through the enclosed Resolution we are requesting that the Board of Commissioners continue the ¾ time FDTC Program Coordinator position and the 2 Special Part-time Program Assistant positions beginning October 1, 2019, and authorize entering into subcontracts with program vendors.

ALTERNATIVES

The Family Recovery Court service contracts and positions are funded by the County.

FINANCIAL IMPACT

Accepting the grant will cost the County no additional funds. The grant will generate \$134,000.00 in revenue to fund additional positions and service contracts.

STRATEGIC PLANNING IMPACT

Continued and consider expansion of the network of various Ingham County Specialty Courts.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Accept the Michigan Drug Courts Grant.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR ACCEPTANCE OF THE MICHIGAN DRUG COURT GRANT PROGRAM FOR THE INGHAM COUNTY FAMILY RECOVERY COURT (FORMERLY FAMILY DEPENDENCY TREATMENT COURT)

WHEREAS, on October 7, 2019, the Michigan Supreme Court, State Court Administrator's Office awarded the 30th Judicial Circuit Court-Family Recovery Court \$134,000 through the Michigan Drug Court Grant Program (MDCGP) for Fiscal Year 2020 (October 2019 through September 2020); and

WHEREAS, the Family Recovery Court handles cases involving parents of children petitioned to the Court for abuse and neglect and the parent's primary barrier is substance use; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessments and treatment, emotional regulation, substance use testing, cognitive behavioral therapy, relapse prevention intervention, substance abuse services, peer recovery coaches, and education and employment assistance; and

WHEREAS, the grant award includes maintaining funding of a ¾ time Family Recovery Court Program Coordinator to complete screenings and intakes of new participants, implement program processes, and coordinate services; and

WHEREAS, the Family Recovery Court Coordinator position has been determined by the Ingham County Human Resources Department to be a ¾ time position with benefits and is a member of the OPEIU and funded for the duration of the grant ending September 30, 2020; and

WHEREAS, the grant award includes maintaining funding for two Special Part-Time Program Assistants to provide supervision, random substance use testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the Family Recovery Court Program Assistant position has been determined by the Ingham County Human Resources Department to be a Special Part-Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant ending September 30, 2020; and

WHEREAS, the Circuit Court Juvenile Division enters into several contracts for treatment, testing and assessments as part of funds received from the Michigan Drug Court Grant Program; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Recovery Court for the sum of \$134,000.00 which includes continued employment of a ¾ FRC Coordinator that would be part of the OPEIU, with benefits, and continued employment of two grant funded

Special Part-Time FRC Program Assistant positions, at a UAW B pay grade, without benefits, for the period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that a grant subcontract with Mid-Michigan Recovery Services (MMRS) is authorized to provide substance abuse assessments, cognitive behavioral therapy and groups, Trauma Recovery groups, individual sessions, peer recovery coach encounters, and clinical staff at team meetings; total costs are not to exceed \$15,000.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services (HAS), is authorized to provide substance use monitoring; total costs are not to exceed \$5,000.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychology Clinic is authorized to provide trauma assessments; total costs are not to exceed \$4,200.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 and 2020 Circuit Court Juvenile Division budget and Position Allocation List.

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

TO: Law and Court and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: 11/01/2019
SUBJECT: Resolution Authorizing Training-of-Trainers for Effective Practices in Community Supervision

BACKGROUND

All Juvenile Court Officers have been trained by the University of Cincinnati in the Effective Practices in Community Supervision model (EPICS). EPICS is an evidence based model to ensure juveniles and families are receiving a consistent message utilizing principals of effective intervention. The model is designed to use a combination of monitoring, referrals, and face-to-face interactions to provide juveniles and families with a sufficient “dosage” of treatment interventions, and make the best possible use of time to develop a collaborative working relationship.

After the initial training where all Juvenile Court Officers were trained in the EPICS model, the Juvenile Division had a certified trainer who was able to provide end user training to new staff. That individual has since left the court. It is the Juvenile Division’s intent to have the Clinical Mental Health Professional position become a Certified Trainer in the EPICS model and conduct end user trainings for new staff. It is much more cost efficient to have one person as a Certified Trainer rather than sending new staff to the University of Cincinnati Corrections Institute. It costs \$1,033.00 to have an individual locally trained and \$2,000.00 to send a new employee to a University of Cincinnati’s Correction Institute end user EPICS training and \$3,550.00 to have one person certified as a Trainer in EPICS. Once certified as a trainer, the Clinical Mental Health Professional will be able to train all new staff in the EPICS model. The Training-of-Trainers pays for itself within the first two new employees.

However, the University of Cincinnati will only provide a training for a minimum of five individuals at a time. Given the Juvenile Division currently only has the need for one individual to be trained, there was a collaboration established with the 5th Circuit Court, 7th Circuit Court and 20th Circuit Court. Collectively, these four Juvenile Divisions have the required five people to be trained. Further, the University of Cincinnati requires one court to become the host to enter into a contract with the University. It is proposed that 30th Judicial Circuit Court Juvenile Division become this host court. Essentially, the 30th Judicial Circuit Court would enter into a contract with the University of Cincinnati and Memorandum of Understandings with the other participating courts. The 30th Judicial Circuit Court Juvenile Division would pay for the training and be reimbursed by the other participating courts.

ALTERNATIVES

The Juvenile Division would continue to send individuals to EPICS end user training at the University of Cincinnati Corrections Institute. This would be both more expensive and less efficient.

FINANCIAL IMPACT

The Juvenile Division’s respective share of the EPICS Training-of-Trainers is built into the existing 2020 budget.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

It is recommended that the resolution be authorized

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

INGHAM COUNTY BOARD OF COMMISSIONERS

TRAINING-OF-TRAINERS FOR EFFECTIVE PRACTICES IN COMMUNITY SUPERVISION

WHEREAS, the 30th Judicial Circuit Court Juvenile Division is committed to utilizing best practices in addressing juvenile delinquency and child abuse and neglect; and

WHEREAS, in pursuit of utilizing best practices all Juvenile Court Officers have been trained by the University of Cincinnati in the Effective Practices in Community Supervision model (EPICS); and

WHEREAS, the EPICS model strives to ensure juveniles and families are receiving a consistent message utilizing principles of effective intervention to community supervision practices; and

WHEREAS, the EPICS model is designed to use a combination of monitoring, referrals, and face-to-face interactions to provide juveniles and families with a sufficient “dosage” of treatment interventions, and make the best possible use of time to develop a collaborative working relationship; and

WHEREAS, the cost to have an individual locally trained in the EPICS model by the University of Cincinnati is \$1,033.00; and

WHEREAS, the average cost to have an individual trained at the University of Cincinnati Corrections Institute is around \$2,000.00; and

WHEREAS, the University of Cincinnati offers a Training-of-Trainers in the EPICS model; and

WHEREAS, the total price for a five person Training-of-Trainers for EPICS is \$17,750.00, making the cost \$3,550.00 per individual; and

WHEREAS, several new staff will need to be trained in the EPICS model; and

WHEREAS, it has been determined that having a Certified Trainer in EPICS is cost effective and efficient; and

WHEREAS, the University of Cincinnati will only train a minimum of five individuals per training; and

WHEREAS, the 30th Judicial Circuit Court Juvenile Division has partnered with the Juvenile Division from the 5th Judicial Circuit Court, 7th Judicial Circuit Court and 20th Judicial Circuit Court to have a minimum of five individuals for a training; and

WHEREAS, the University of Cincinnati requires one Court become the host for the training; and

WHEREAS, the 30th Judicial Circuit Court Juvenile Division has agreed to be the “host” court and will be reimbursed from the other participating courts based on the number of participants attending the training.

THEREFORE BE IT RESOLVED, that as a measure of best practice, cost efficiency and program effectiveness, the 30th Judicial Circuit Court Juvenile Division is authorized to act as a host organization with the University of Cincinnati to conduct a Training-of-Trainers for the EPICS model.

BE IT FURTHER RESOLVED, that the 30th Judicial Circuit Court Juvenile Division is authorized to enter into a contract with the University of Cincinnati for an EPICS Training-of-Trainers in an amount not to exceed \$17,750.00 of which \$3,550.00 will be for one 30th Judicial Circuit Court Juvenile Division employee to receive said training.

BE IT FURTHER RESOLVED, that the 30th Judicial Circuit Court Juvenile Division is authorized to enter into Memorandum of Understandings with participating courts to cover the remaining training costs.

BE IT FURTHER RESOLVED, that the participating courts will reimburse the 30th Judicial Circuit Court Juvenile Division according to the number of participants as follows: the 5th Judicial Circuit Court Family Division \$7,100.00, 7th Judicial Circuit Court Family Division \$3,550.00, 20th Judicial Circuit Court Juvenile Division \$3,550.00.

BE IT FURTHER RESOLVED, that the Chairperson of Ingham County Board of Commissioners is authorized to sign Memorandums of Understanding with the 5th Judicial Circuit Court Juvenile Division, the 7th Judicial Circuit Court Juvenile Division, and the 20th Judicial Circuit Court Juvenile Division upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that after the Memorandums of Understanding for all participating Circuit Courts have been executed and returned to Ingham County, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents with the University of Cincinnati upon approval as to form by the County Attorney.

TO: Law & Courts, County Services and Finance Committees
FROM: Jodi LeBombard, Animal Control Director
DATE: November 18, 2019
SUBJECT: Resolution to Adjust Staffing at Ingham County Animal Control and Shelter
For the meeting agendas of December 3, 4 and 5

BACKGROUND

Since the conversion of the Deputy Director to the Animal Care Manager, it has been challenging to provide necessary oversight to the enforcement portion of the department. I am recommending the reinstatement of the Field Supervisory Officer eliminated as part of the 2010 budget. Upon approval of this reinstatement, an Animal Control Officer and the lead worker designation would be eliminated. The intent would be for a promotion to be made from the existing Animal Control Officers who would need to apply for the position, and then the position of the successful candidate would be eliminated.

The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

Another long term change that is being recommended is to budget seasonal animal care help for six months of the year. This was accomplished in 2019 through the county's overtime and temporary policy, allowing for the transfer of funds available from vacancies within the department. It is recommended that the 2020 budget be adjusted and future budgets include funding for a seasonal Animal Care Specialist from the Shelter millage.

Finally, upon opening of the new shelter, it became apparent almost immediately that the additional square footage made relying on volunteers for janitorial services inadequate. Facilities has been providing eight hours per week of janitorial services through a temporary employee (again funded in 2019 through position vacancies), and this has been working very well. It is recommended that the 2020 budget be adjusted and future budgets include funding for temporary janitorial services from the Shelter millage.

ALTERNATIVES

Maintaining the status quo will not provide the optimal level of supervision for the Animal Control Enforcement division of the department, or adequate shelter staffing and janitorial services.

FINANCIAL IMPACT

The topped out cost of the conversion of the Lead Animal Control Officer to an Animal Control Officer - Field Supervisor would be around \$8,700 annually and could be absorbed by the Animal Shelter Millage.

The annual cost for a seasonal Animal Care Specialist is around \$20,000 and the annual cost for temporary janitorial services is around \$6,000, also to be absorbed by the Animal Shelter Millage.

OTHER CONSIDERATIONS

This reorganization was a discussion item at the November 14 Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the proposed reorganization.

Agenda Item 3a

TO: Jodi Lebombard, Director Ingham County Animal Control
Teri Morton, Deputy Controller

FROM: Joan Clous, Human Resources Specialist

DATE: 11/29/2018

RE: Support for bringing backing the Field Supervisor position

Per your request, Human Resources has reviewed the job description of Field Supervisor and evaluated the position. By bringing back the Field Supervisor position the Lead classification of the Animal Control Officer will be eliminated. Based upon changes to the job description we recommend the following:

Field Supervisor CCLP Animal Control 03 (\$49,722.33 to \$56,826.74)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed change to this position. You are now ready to complete the next step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

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

From: [Graham, Sue](#)
To: [Morton, Teri](#); [Clous, Joan](#); [Lebombar, Jodi](#); [Bliesener, Elisabeth](#)
Subject: FW: Animal control - CCLP Support Email
Date: Thursday, November 07, 2019 4:08:44 PM

From: Tom Krug <tkrug@cclp.us>
Sent: Thursday, November 7, 2019 4:06 PM
To: Graham, Sue <SGraham@ingham.org>
Subject: Animal control

CCLP is agreeable to the position of field supervisor as we discussed earlier

**INGHAM COUNTY
JOB DESCRIPTION**

ANIMAL CONTROL OFFICER- FIELD SUPERVISOR

General Summary:

Works under the direction of the Animal Control Director traveling to various parts of the County in order to enforce State and County animal control laws or provide animal related assistance or education. Includes all duties of an animal control officer in addition acts as the field supervisor by providing direction, approval, advice, or assistance as needed. Is expected to be responsible to assure the animal control officers are proper and timely with performance of assigned duties.

Essential Functions:

1. Oversees the animal control officers by directing investigations or complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers and ensures adequate coverage for all shifts including unscheduled absences.
3. Provides for or oversees the necessary training and guidance of new Animal Control Officers while making necessary corrections as needed.
4. Reviews all warrant requests and search warrants for accuracy, completeness, and applicability.
5. Maintains inventory of all issued supplies and equipment.
6. Ensures all Animal Control Officer certifications and trainings are current.
7. Periodically monitors all subordinate officers under his/her work direction and works with director to make necessary corrections.
8. Routinely inspects animal control officer vehicles and equipment to ensure proper upkeep.
9. Briefs animal control officers on events of previous shifts or special assignments.
10. Hears complaints of citizens regarding allegations of officer misconduct and works with the animal control director to appropriately respond.
11. Ensures animal control officer workroom, interview room, and unloading garage remains neat, orderly, and respected.
12. Coordinates and oversees the animal control officer ride along program.
13. Coordinates and oversees animal control officer presence at appropriate community events or educational opportunities within the community.
14. Works with the prosecutor's office to pursue timely dispositions of animals being held at the shelter pending court case dispositions.
15. In response to complaints or calls of service from county residents, travels to various parts of the county in a county-owned vehicle.
16. Investigates complaints such as animal bites, cruelty to animals, animals at large, and the like. Documents information and decides on proper course of action.
17. Takes license enforcement action - including writing licenses on the road, issuing summons, or pursuing warrant requests.
18. Appears in court to provide testimony as requested.
19. Captures and impounds unlicensed, stray, or uncontrollable animals often using ropes, snares, traps, tranquilizer guns, or similar devices issues by the department
20. Picks up domestic deceased animals as requested or observed on county roads or elsewhere.
21. Takes reports and quarantines animals in instances when people have been bitten.
22. Issues summons for violation of county or state animal control laws.
23. Transports animals to and from the county shelter, removes them from the vehicle, cleans and disinfects vehicles.

24. May assist with census, data entry, or answering phones as assigned.
25. Monitors condition of vehicles including fluid levels, tire pressure, tire quality, oil change requirements, and reports any issues. Transports vehicle to appropriate repair facility.
26. Performs duties of animal care specialist as needed.

Other Functions:

- Performs other duties as assigned.
- Must adhere to department standards in regard to confidentiality 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 in which the employee may be expected to perform.)

Employment Qualifications:

Education: Associates Degree preferred. High school diploma and a combination of animal control officer knowledge.

Experience: At least three years of experience as an Animal Control Officer.

Other Requirements:

- Must have a good driving record and be able to pass a security clearance.
- Must be capable of working responsibly on own and performing the required tasks.
- Must be capable of pulling, lifting, and carrying weight up to 150 lbs. (Lifts weights from ground into pickup truck box.)
- Pushes weights up to 200lbs. (In controlling livestock that may weigh or exceed 200 lbs.)
- Sit for the majority of the day's duty time while driving from 30 to 200 miles and stand for intermittent times outside of the patrol vehicles in all weather conditions.
- Operates specialized types of equipment such as police radios, snare, capture net, bite stick, tranquilizer gun and shot gun.
- Must be able to write in report form, in citation books, and completing a general court summons.
- Must be able use the animal control department computer software to generate animal identification profiles, complaint notes, reports, or other functions.

(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 outdoor environment. Exposure to lights, noises, pungent odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, trailer hauling, etc.
3. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.

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.
5. This position works closely with domestic and sometimes wild animals with unpredictable temperaments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, run, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, and pinch.
- This position's physical requirements require regular stamina in sitting, standing, walking, running, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- 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 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.)

CCLP-Animal Control
AC-03

**INGHAM COUNTY
JOB DESCRIPTION
LEAD ANIMAL CONTROL OFFICER**

General Summary: Works under general direction of the Animal Control Director or Deputy Director traveling to various parts of the County in order to enforce State and County animal control laws; includes all of the duties of Animal Control Officer in addition acts as Lead worker. As Lead Animal Control Officer directs the activities of a shift of animal control officers providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties.

Essential Functions:

1. Serves as lead worker of a shift of animal control officers directing the investigation of complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers on a daily basis; ensures adequate coverage for all shifts including for unscheduled absences. Briefs other ACO's on events of previous shifts or special assignments.
3. Provides for or oversees the necessary training and guidance of new Animal Control Officers; makes necessary recommendations for corrections to supervisors.
4. Reviews all warrant requests for accuracy, completeness and applicability.
5. Maintains inventory of all issued supplies and equipment.
6. Documents internal disputes pertaining to workflow and quality assurance issues.
7. Provides documents and monitors mandated training and guidance of new road patrol personnel. Ensures that all certifications and training are current. Periodically evaluates all subordinate road patrol officers under his/her supervision; makes necessary recommendation for corrections to department managers.
8. License enforcement – includes writing licenses on the road, issuance of tickets and warrants, court appearances, preparation of monthly reports, notarizing of sterilization affidavits.
9. In response to complaints or requests for assistance from County residents, or as a part of a predetermined schedule or route, travels to various parts of the County by driving or riding as a passenger in a County-owned vehicle.
10. Investigates complaints such as animal bites, cruelty to animals, animals at large, and the like. Records information and decides on proper course of action.
11. Captures and impounds unlicensed, stray, and uncontrolled animals often using ropes, snares, traps, and similar devices.
12. Picks up dead domestic animals as requested or as observed on roads or elsewhere.
13. Investigates and writes up reports of all instances in which people have been bitten by animals.
14. Issues summons for violation of County or State Animal Control laws.
15. Transports animals to a County animal care facility, removes same from vehicle, cleans and disinfects vehicle.
16. Monitors condition of vehicles including fluid levels, tire pressure, etc. Schedules routine maintenance and transports vehicles to repair facilities. Monitors and reports maintenance issues with ACO equipment and relevant areas of the animal shelter.
17. May assist with census, data entry or answering phones.
18. Coordinates and oversees the Animal Control Officer ride along program.
19. Perform duties of animal care specialist as needed.

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: High School diploma or equivalent

Experience: Three years of experience as an Animal Control Officer

Other Requirements:

- Must have a good driving record and be able to pass a security clearance
- Must be capable of working responsibly on own and performing the required tasks.
- Must be capable of pulling and lifting and carry weight up to 150 lbs. (Lifts weights from ground into pickup truck box.)
- Pushes weights up to 200 lbs. (In controlling livestock that may weigh up to 200 lbs.)
- Sit for the majority of the day's duty time while driving from 30 to 200 miles and stand for intermittent times outside of the patrol vehicles.
- Operates specialized types of equipment such as police radios, snare, capture net, bite stick, tranquilizer gun and shot gun.
- Must be able to write in report form, in citation books and completing a general court summons. Field Supervisory

(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:

6. This position works in an outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
7. This position operates a variety of vehicles including cars, trucks, tractors, etc.
8. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
9. 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.
10. This position works closely with domestic and wild animals with unpredictable temperaments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, run, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, and pinch.
- This position's physical requirements require regular stamina in sitting, standing, walking, running, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- 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 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.)

***CCLP- Animal Control
Stipend
Feb 2016***

2019 Personnel Cost Projection

	Animal Control Officer Lead Worker* <u>Step 6</u>	Field Supervisory Officer <u>Step 5</u>
Wages	51,058	56,827
Unemployment	255	284
FICA	3,906	4,347
Health	14,855	14,855
Current Retiree Hlth	3,447	3,447
Future Retiree Hlth	2,298	2,557
Dental	936	936
Vision	132	132
Life	86	86
Disability	66	74
Retirement	18,621	20,725
Workers Comp	0	0
CARES	33	33
Liability	759	845
Total	96,452	105,148

* Lead worker stipend is \$3,700

Additional Long Term Cost **8,696**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADJUST STAFFING AT INGHAM COUNTY ANIMAL CONTROL
AND SHELTER**

WHEREAS, since the conversion of the Deputy Director – Animal Control to the Animal Care Manager, it has been challenging to provide necessary oversight to the enforcement portion of the Animal Control Department; and

WHEREAS, the reinstatement of the Animal Control Officer – Field Supervisor eliminated as part of the 2010 budget is being recommend; and

WHEREAS, upon approval of this reinstatement, the position would be filled from with the current Animal Control Officers through an internal posting; and

WHEREAS, after the selection of the new Animal Control Officer – Field Supervisor, the Lead Animal Control Officer would be eliminated; and

WHEREAS, seasonal animal care help is being recommended for six months of the year, in order to address staffing needs during the busiest months at the shelter; and

WHEREAS, janitorial services have been provided in the past by volunteers, and the additional square footage of the new shelter has made this inadequate; and

WHEREAS, it is being recommended that eight hours per week of janitorial services be provided through a temporary employee from the Facilities Department; and

WHEREAS, the long-term cost of the conversion of the Lead Animal Control Officer to an Animal Control Officer – Field Supervisor would be \$8,696, and the recommended increase to the temporary salaries line item would be \$26,000; and

WHEREAS, funds for these increased costs are available within the Animal Shelter Millage Fund; and

WHEREAS, the affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes conversion of the Lead Animal Control Officer (CCLP Animal Control AC-02, plus stipend) to an Animal Control – Field Supervisor position (CCLP Animal Control AC-03).

BE IT FURTHER RESOLVED, that the Animal Control – Field Supervisor position shall be filled internally from the existing Animal Control Officers, and that upon selection of the Animal Control – Field Supervisor, the vacated Animal Control Officer position and the Lead Worker Stipend shall be eliminated.

BE IT FURTHER RESOLVED, that the Animal Control temporary salaries line item shall be increased by \$20,000 for seasonal Animal Care staffing and \$6,000 for temporary janitorial staffing.

BE IT FURTHER RESOLVED, that these additional costs will be funded from the Animal Shelter Millage fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.

Agenda Item 3b

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

FROM: Teri Morton, Deputy Controller

DATE: November 22, 2019

SUBJECT: Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to Cruelty Investigations

For the meeting agendas of December 3, 4 and 5

BACKGROUND

The current Animal Control Director wishes to transfer to the position of Animal Control Officer and specialize in animal cruelty investigations.

This resolution would authorize the creation of an Animal Control Officer who will be assigned to animal cruelty investigations. Jodi Lebombard would transfer to the position effective January 18, 2020 and placed at the top step of the salary schedule as detailed in the attached Letter of Understanding.

This new Animal Control Officer position would be outside of the general Animal Control Officer shift bid procedures and would have a set 9-5 type shift but would also be expected to work the regular Saturday 8-4 shift rotation (two officers per Saturday work on rotation). The new Animal Control Officer position would also be included in the rotating after hours on-call assignments that become effective January 1, 2020 as authorized in the 2020 Adopted Budget.

ALTERNATIVES

If this position is not approved, the Animal Control Director plans to resign on January 17, 2020. The alternative would be to maintain the status quo and be unable to retain a uniquely qualified employee.

FINANCIAL IMPACT

The long term annual cost for this position would be \$90,875, to be funded from the Animal Shelter Millage.

STRATEGIC PLANNING IMPACT

This resolution supports the goal of attracting and retaining exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

Upon the next naturally occurring vacancy of an Animal Control Officer, the vacated position will be eliminated, unless continuation of the position is approved by the Board of Commissioners in a future resolution.

RECOMMENDATION

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

From: [Graham, Sue](#)
To: [Morton, Teri](#)
Cc: [Tom Krug](#)
Subject: ICACS ACO
Date: Friday, November 22, 2019 11:30:03 AM
Attachments: [RE: Resolution Creating Animal Control Officer.msg](#)
[Resolution Creating Animal Control Officer.msg](#)

Dear Teri,

I just spoke with Mr. Krug. The CCLP is in support of adding the ACO Animal Cruelty Investigator and is in agreement that the movement of Ms. Lebombard from Director into the position is a transfer (as was Kyle's situation) rather than a resignation situation. Tom has offered to speak to Commissioners in support if needed.

Regards,

Sue

Sue Graham, Director
Ingham County Human Resources
(517) 887-4372

Transmission is Privileged and Confidential.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDITIONAL ANIMAL CONTROL OFFICER POSITION
TO BE ASSIGNED TO CRUELTY INVESTIGATIONS**

WHEREAS, the current Animal Control Director is willing and desiring to transfer to an Animal Control Officer position within the Ingham County Animal Control and Shelter; and

WHEREAS, this is an employee with a demonstrated commitment to the Shelter and to the animals and citizens of Ingham County; and

WHEREAS, the Ingham County Strategic Plan includes as one of its stated goals to “attract and retain exceptional employees who reflect the community they serve and who prioritize public service;” and

WHEREAS, the affected Union, CCLP Animal Control, has been notified and is supportive of the proposal; and

WHEREAS, the long term annual cost for this position would be \$90,875.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the creation of an Animal Control Officer (CCLP Animal Control AC-02) who will be assigned to animal cruelty investigations.

BE IT FURTHER RESOLVED, that Jodi Lebombard will be transferred from her current position of Animal Control Director to the position of Animal Control Officer effective January 18, 2020 and placed at the top step of the salary schedule as detailed in the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that this new Animal Control Officer position would be outside of the general Animal Control Officer shift bid procedures and would have a set 9-5 type shift but would also be expected to work the regular Saturday 8-4 shift rotation (two officers per Saturday work on rotation).

BE IT FURTHER RESOLVED, that this new Animal Control Officer position would also be included in the rotating after hours on-call assignments that become effective January 1, 2020 as authorized in the 2020 Adopted Budget.

BE IT FURTHER RESOLVED, that this position will be funded from the Animal Shelter Millage Fund.

BE IT FURTHER RESOLVED, that, upon the next naturally occurring vacancy of an Animal Control Officer, the vacated position will be eliminated, unless continuation of the position is approved by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.

LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
CAPITOL CITY LABOR PROGRAM, INC.
Animal Control Unit (Union)

Wage Rate for Jodi Lebombard

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the "Employer") and the CAPITOL CITY LABOR PROGRAM, INC. (CCLP) or (the "Union"), have agreed to a collective bargaining agreement for the Animal Control Deputies bargaining unit from January 1, 2018, through December 31, 2020 (the "CBA"); and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to vary from the CBA as regards the wage rate to be paid to a new hire in Animal Control (the "LOU"); and

WHEREAS, Jodi Lebombard (hereinafter Employee) is an experienced Ingham County Animal Control Officer; and

WHEREAS, the Ingham County Animal Control desires to employ the Employee in the position of Animal Control Officer at a wage rate of ICAC Level 6 (\$47,357.58) and the Employee is willing to transfer from a higher Manager Confidential Wage rate to Animal Control at an ICAC Level 6 Wage Rate; and

WHEREAS, the CCLP is agreeable to the Employer offering the Level 6 Wage Rate to the Employee under the above unique circumstances.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Ingham County Animal Control may offer the above Employee only a starting wage rate of ICAC Level 6 notwithstanding the contractual maximum at Level 3.
2. This Agreement is recognized by the parties as being unique to the facts surrounding this Employee only and shall not be precedent setting for any future new hire.
3. The Employee will be credited with her most recent past Ingham County employment and date of hire for purposes of vacation and sick time accrual and MERS Plan participation.

IT IS FURTHER AGREED THAT this LOU shall be unique to this employee and neither the Employer nor Union waive any rights as to future interpretations and applications of the CBA. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

TO: Board of Commissioners Law & Courts Committee
FROM: Terri Thornberry, Director Ingham County 9-1-1
DATE: November 21, 2019
SUBJECT: Resolution Authorizing the issuance of one purchase order for required structural communication tower modification for the MPSCS Ingham County Radio Communication system project.
December 5, 2019

BACKGROUND

- Describe the project, contract or action.
Ingham County, MPSCS, and Motorola designed a very robust radio system to replace the Harris Radio System that is coming to its end of life. Nine tower locations were identified as necessary in the radio system design. The tower locations are necessary to achieve the radio coverage for responders in Ingham County.
- Duration is a one-time purchase

ALTERNATIVES

- How else can this be accomplished?
None. We have to provide structural stability to these two towers that SBA owns in order for Ingham County Communications to add additional equipment to their existing towers. The two towers are owned by SBA II Towers, LLC out of Boca Raton, Florida. SBA is not a subcontractor with Motorola therefore Motorola cannot give the purchase order to SBA to complete the work.
- What happens if the proposal is not approved?
The entire radio project will come to a halt.

FINANCIAL IMPACT

- How much will the proposal cost?
Leslie Tower Site \$95,284.16
Mason Tower Site \$75,672.55
- What is source of funding? Emergency Telephone Surcharge. (This amount will be encumbered from the Motorola lease agreement).
- Budgeted
Yes, this was budgeted, approved and will be encumbered from the Motorola Lease

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize payment for two purchase orders made to SBA II Tower, LLC. Approval will allow Ingham County to authorize structural work to begin on the Mason Tower and Leslie Tower keeping the radio project on schedule.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR NECESSARY MODIFICATIONS TO COMMUNICATION TOWERS OWNED BY SBA II LLC (LESLIE AND MASON TOWERS) FOR THE MPSCS/INGHAM COUNTY RADIO COMMUNICATIONS SYSTEM PROJECT

WHEREAS, the Ingham County Board of Commissioners has operated the Ingham County Public Safety Radio System since 2006, and continues to do so through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #18-550 which authorized a contract with Motorola Solutions for the replacement of the Ingham County Public Safety Radio System to the Michigan Safety Communication System (MPSCS)/Motorola systems; and

WHEREAS, MPSCS, Ingham County 9-1-1, and Motorola have identified the communication towers and the estimated cost associated with structural modifications for the MPSCS/Ingham County Radio Communications System Project; and

WHEREAS, to avoid additional costs for project management from Motorola, Ingham County needs to issue purchase orders for structural modifications to two (2) tower sites owned by SBA II LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of funds encumbered from the Motorola Lease Contract (approved in Resolution #18-550), and without additional cost to Ingham County above the funds already approved for the project, for the quoted costs for structural modifications to the following towers:

Leslie Tower \$95,284.16

Mason Tower \$75,672.55

BE IT FURTHER RESOLVED, that the 9-1-1 Director is authorized to sign change orders with Motorola, provided that the change orders do not increase the total cost of the project as previously approved by Resolution #18-550.

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

TO: Board of Commissioners Law and Courts Committee
FROM: Terri Thornberry, 9-1-1 Director
DATE: November 19, 2019
SUBJECT: Resolution
For the meeting agenda December 5, 2019

BACKGROUND

The Michigan Chapter of APCO presents awards each year at their annual meeting and awards ceremony. These awards are presented to public safety communications personnel who have demonstrated the highest levels of personal and professional conduct and performance in the line of duty. Seven categories are considered to celebrate the individuals or groups that have exemplified outstanding job performance. Nominations were made in all categories. One of those categories is Radio Frequency Technologist of the Year. Bryce Alford was not only acknowledged for his exemplary service but won the Radio Frequency Technologist of the Year award.

ALTERNATIVES

None.

FINANCIAL IMPACT

No financial impact.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to recognize Bryce Alford for his achievement and commitment to Ingham County.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING BRYCE ALFORD AS THE RECIPIENT OF THE
MICHIGAN A.P.C.O. 2019 RADIO FREQUENCY TECHNOLOGIST OF THE YEAR AWARD**

WHEREAS, the Michigan Chapter of Association of Public-Safety Communications Officials (APCO) has awarded their 2019 Radio Frequency Technologist of the year award to Ingham County 9-1-1 employee Bryce Alford; and

WHEREAS, Bryce was nominated for his exemplary performance, commitment to Ingham County, and knowledge of our radio system; and

WHEREAS, Bryce was described in the submission for this award by his Manager, “We are in the process of putting in a new radio system. We are moving from our Harris radio system to the State radio system. Bryce has been through a similar process before when we went to the Harris system. His knowledge and prior experience is invaluable in helping us navigate any pitfalls. He has taken the lead in helping to find storage facilities for our new equipment, negotiate new tower lease agreements, working with the tower owners, working with vendors, and being that point of contact when questions arise.”; and

WHEREAS, Bryce has served the communities here in Ingham County for 36 years; Bryce has been with the Ingham County 9-1-1 Center since June of 2012; and

WHEREAS, prior to that, Bryce was a sworn officer of the Ingham County Sheriff’s Office and retired from that department at the rank of Lieutenant; and

WHEREAS, Bryce was presented his award at the APCO Annual Meeting in Frankenmuth, October 17th, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Bryce Alford as the recipient of the 2019 Michigan APCO, Radio Frequency Technologist of the year award and joins the 9-1-1 Center staff and members of APCO in applauding Bryce for his exemplary service to Ingham County.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Bryce for his expertise and commitment to Ingham County.

Agenda Item 5

DATE: November 18, 2019

TO: Finance and Liaison Committees

FROM: Jill Bauer, Administrative Analyst

RE: Resolution Approving Various Contracts for the 2020 Budget Year

This resolution will approve the attached list of contracts for the 2020 budget year. The list consists only of contracts that are included in the 2020 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2020 increase of 1.9% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2020 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2020 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

LAW AND COURTS COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 COST	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019	Funding Source
Circuit Court	TEL/Thalner	Techonology support for the Courtrooms (excluding Courtrooms 1 and 2)	01/01/20	12/31/20	\$10,480	\$10,480	\$0	0%	General Fund
Community Corrections	Westaff	CCAB Staff Consultant	01/01/20	12/31/20	\$47,153	\$47,860	\$707	1.5%	General Fund 78% State & City 22%
Family Court	MSU Psychology Department	Diversion Program - Reduces days/cost for out of home care	10/01/19	09/30/20	\$169,947	\$172,496	\$2,549	1.5%	50% General Fund/50% State of MI
Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists	10/01/19	09/30/20	\$656,732	\$656,732	\$0	0%	50% JJM/50% State of MI
Family Court	Peckham, Inc. Crossroads	Educational and vocational program for delinquent youth	10/01/19	09/30/20	\$319,542	\$319,542	\$0	0%	50% JJM/50% State of MI
Family Court	Highfields	Evening Reporting Program - Transportation and Behavioral Specialists	10/01/19	09/30/20	\$304,588	\$304,588	\$0	0%	50% JJM/50% State of MI
Ingham County	Legal Services of South Central Michigan	Provide legal services to low-income residents of Ingham County	01/01/20	12/31/20	\$20,000	\$20,000	\$0	0%	General Fund
Probate Court	Michael Staake	Legal representation for mental illness respondents.	01/01/20	12/31/20	\$10,609	\$10,609	\$0	0%	General Fund
Probate Court	Robert Refior & Elias Kafantaris	Legal representation for general probate respondents.	01/01/20	12/31/20	\$18,035	\$18,035	\$0	0%	General Fund
Probate Court	Robert Refior & Elias Kafantaris	Gaurdian ad litem services for general probate matters	01/01/20	12/31/20	\$76,385	\$76,385	\$0	0%	General Fund

REVENUE CONTRACTS

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 REV	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019
Prosecuting Attorney	State of Michigan	VOCA Crime Victim Assistant Grant	10/01/19	09/30/20	\$90,743	\$93,465	\$2,722	3%
Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Grant	10/01/19	09/30/20	\$836,253	\$878,067	\$41,814	5%
Prosecuting Attorney	State of Michigan	Victims Rights Grant	10/01/19	09/30/20	\$332,475	\$327,675	-\$4,800	-1%
Sheriff	State of Michigan	Anti-Drug Abuse Program	10/01/19	09/30/20	\$33,200	\$33,200	\$0	0%
Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	10/01/19	09/30/20	\$248,002	\$196,350	-\$51,652	-21%

Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	10/01/19	09/30/20	\$3,402	\$5,100	\$1,698	50%
Sheriff	State of Michigan	Annual Grant for Emergency Management	10/01/19	09/30/20	\$52,135	\$58,107	\$5,972	11%
Family Court	State of Michigan	Annual Child Care Agreement	10/01/19	09/30/20	\$6,265,260	\$6,343,145	\$77,885	1%
FOC	State of Michigan	Annual Access and Visitation Grant	10/01/19	09/30/20	\$5,000	\$5,100	\$100	2%
FOC	State of Michigan	Cooperative Reimbursement Grant	10/01/19	09/30/20	\$3,322,780	\$3,514,711	\$191,931	6%

Agenda Item 6

TO: Law and Courts Committee
FROM: Teri Morton, Deputy Controller
DATE: November 22, 2019
SUBJECT: Resolution Amending the Membership Criteria for the Ingham County Indigent Defense System Collaborative Committee
For the meeting agenda of December 5

A meeting of the Ingham County Indigent Defense System Collaborative (ICIDSC) Committee has been scheduled for Thursday, January 16, 2020 from 11:45 a.m. to 1:15 p.m. in Conference Room B of the Hilliard Building in Mason. At its last meeting, the committee decided to hold quarterly meetings to address issues and questions related to the implementation of the Ingham County Public Defenders Office.

Resolution #17-075 (attached) created the Ingham County Indigent Defense System Collaborative Committee, which includes in its membership the Chair of the Law and Courts Committee and up to two additional members of the Law and Courts Committee as ex officio members.

The most recent appointments to the ICIDSC Committee were 2019 Chair of the Law and Courts Committee, Carol Koenig and Commissioners Bryan Crenshaw and Darrell Slaughter. In order to allow commissioners not serving on the Law and Courts Committee in 2020 to continue serving on the Committee, the attached resolution would amend membership criteria to allow for up to two ex officio members to be any members of the Board of Commissioners, rather than restricting membership to those currently serving on the Law & Courts Committee.

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CREATING THE INGHAM COUNTY INDIGENT DEFENSE SYSTEM
COLLABORATIVE COMMITTEE**

RESOLUTION # 17 – 075

WHEREAS, the Michigan Indigent Defense Commission (MIDC) was created by the Indigent Defense Commission Act, Mich. Comp. Laws 780.981 et seq, in 2013 after an advisory commission recommended improvements to the state's indigent defense system; and

WHEREAS, the MIDC's mission is to develop and oversee the implementation, enforcement, and modification of minimum standards, rules, and procedures to ensure that criminal defense services are delivered to indigent adults consistent with the safeguards of the United States constitution, the Michigan constitution of 1963, and with the Indigent Defense Commission Act; and

WHEREAS, the Indigent Defense Commission Act requires that the Indigent Defense Commission meets state constitutional obligations and maintains independence from the judiciary while continuing its work to maintain a fair indigent criminal defense system in Michigan; and

WHEREAS, the following minimum standards have been proposed:

- Education and Training of Defense Counsel;
- Initial Interview;
- Investigation and Experts; and
- Counsel at First Appearance and Other Critical Stages; and

WHEREAS, a period of public review and comment on these proposed standards will continue through March 9, 2017, with final state approval expected shortly thereafter;

WHEREAS, within 180 days of the state's final approval of the minimum standards, every local indigent defense system must submit a plan to comply with the minimum standards and to provide quality defense to indigent people who are accused of crimes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints the Ingham County Indigent Defense System Collaborative Committee to develop and submit a plan that meets the minimum statutory standards and a cost analysis to the MIDC.

BE IT FURTHER RESOLVED, that the Ingham County Indigent Defense System Collaborative Committee shall consist of the following membership, subject to the approval of the respective governing entities, as follows:

Ingham County Board of Commissioners
Chair of the Law & Courts Committee

Ingham County Controller's Office
One designee of the Controller

55th District Court
Chief Judge or their designee
Court Administrator or their designee

30th Circuit Court
Chief Judge or their designee
Court Administrator or their designee

Ingham County Bar Association
Up to Three Criminal Defense Attorneys

BE IT FURTHER RESOLVED, that the Ingham County Indigent Defense System Collaborative Committee may also include the following as ex officio members:

Ingham County Board of Commissioners
Up to Two Additional Members of the Law & Courts Committee

Michigan Indigent Defense Commission
Regional Administrator

54-A, Lansing District Court
Chief Judge or their designee
Court Administrator or their designee

54-B, East Lansing District Court
Chief Judge or their designee
Court Administrator or their designee

LAW & COURTS: Yeas: Hope, Celentino, Koenig, Crenshaw, Schafer, Maiville
Nays: None **Absent:** Banas **Approved 3/02/2017**

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING THE MEMBERSHIP CRITERIA FOR THE INGHAM COUNTY
INDIGENT DEFENSE SYSTEM COLLABORATIVE COMMITTEE**

WHEREAS, in 2017, as authorized by Resolution 17-075, the Ingham County Board of Commissioners created the Ingham County Indigent Defense System Collaborative Committee to develop and submit a plan that met the minimum statutory standards and a cost analysis to the Michigan Indigent Defense Commission (MIDC) as required by the Indigent Defense Commission Act; and

WHEREAS, the Committee continues to meet in order to address issues and questions related to the implementation of the Ingham County Public Defenders Office; and

WHEREAS, the Committee membership includes the Chair of the Law & Courts Committee of the Ingham County Board of Commissioners; and

WHEREAS, the Committee membership may also include as ex officio members up to two additional members of the Law & Courts Committee; and

WHEREAS, Ingham County Commissioners not serving on the Law & Courts Committee may wish to serve on the Ingham County Indigent Defense System Collaborative Committee.

THEREFORE BE IT RESOLVED, that the ex-officio membership of the Ingham County Board of Commissioners be amended from up to two additional members of the Law & Courts Committee, to up to two additional member of the Board of Commissioners.