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BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, MAY 2, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order  
Approval of the [April 18, 2019](#) Minutes  
Additions to the Agenda  
Limited Public Comment

1. Hon. Thomas P. Boyd – Interim Report on Michigan Trial Court Funding Commission (*Presentation*)
2. Circuit Court – Juvenile Division
  - a. Resolution to Authorize a Contract for [Attorney Services](#) for the Juvenile Division
  - b. Resolution to Authorize Funds to Purchase a New [Transport Vehicle](#) for the Ingham County Family Center
3. Public Defenders Officer – Resolution Creating [Clerk](#) and Technical Support Position for the Public Defenders Office
4. Facilities Department – Resolution to Authorize a Purchase Order to LJ Trumble Group for the [Hand Rails](#) in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse
5. Animal Control – Resolution to Accept [Bissell Pet Foundation](#) Empty the Shelters Free Adoption Grants on an Ongoing Basis
6. 9-1-1 Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the [Solacom Product](#) Guardian, Equipment, System Support, Training, and Optional Equipment
7. Controller’s Office – Resolution Updating Various [Fees](#) for County Services

Announcements  
Public Comment  
Adjournment

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DISRUPTION DURING THE MEETING**

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

## LAW & COURTS COMMITTEE

April 18, 2019

Draft Minutes

Members Present: Celentino, Crenshaw, Koenig (arrived at 6:01 p.m.), Polsdofer, Schafer, Slaughter, and Trubac

Members Absent: None

Others Present: Treasurer Eric Schertzing, Jodi LeBombard, Andrew Bouck, Deb Fett, Michelle Wright, Teri Morton, and others

The meeting was called to order by Vice-Chairperson Slaughter 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 March 28, 2019 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE MARCH 28, 2019 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig.

Chairperson Koenig arrived at 6:01 p.m.

### Additions to the Agenda

4. 9-1-1 Center – Resolution Honoring Lance Langdon for his Years of Service to the County of Ingham and the East Lansing Police Department

### Limited Public Comment

Jodi LeBombard, Animal Control Director, stated that in mid-February they had done dog licensing education outreach to the public that promoted purchasing dog licenses. She further stated that they had wanted to provide updated statistics with that push over the last few months.

Treasurer Eric Schertzing stated that by having gone out with Animal Control, dog licensing numbers had gone up over 50% in February. He further stated that when looked at in the big picture, there are probably 60,000-65,000 dogs in Ingham County, if you had gone back 20 years the County had about 17,000 dog licenses.

Treasurer Schertzing stated dog license numbers went down the last couple of years due to turmoil to about 20,000 and that it took about 20 years to get a 30% increase in dog license numbers. He further stated that with the effort that was given in February and March, the dog license numbers had increased more than 50%.

Treasurer Schertzing stated that each month, that translated to about \$8,000 in revenue that did not have to be there. He further stated that they planned on finding ways to try and sustain the increase.

Ms. LeBombard stated that in March, Animal Control sold about 1,452 licenses, which represented a 58% increase from last year. She further stated that Animal Control offered low cost vaccination clinics once a month, which generally averaged 50 pets over the last few years.

Ms. LeBombard stated that in March, Animal Control vaccinated 164 dogs and 157 in April. She further stated that the numbers that had been seen were triple the norm and she was very impressed with the public that had come out to become compliant with the licensing.

Chairperson Koenig asked what they had done to get to the 50% increase.

Ms. LeBombard stated that they had done a lot of education and press releases to get the word out. She further stated that the Treasurer and herself went out with Animal Control officers into the community and had done education door to door.

Treasurer Schertzing stated that last night, he had gone to the Democratic Party Meeting and while at the event, he told those there to get their own pets licensed. He further stated that he had told those at the event to get their dogs licensed so when officers were out doing enforcement action they would not be one of the unlicensed that had to pay twice the fee.

Treasurer Schertzing stated that he had not thought the elected officials would want their friends or constituents to have to pay twice the licensing fee because they had not voluntarily licensed. He further stated that everyone played a role in regards to the promotion of dog licensing.

Treasurer Schertzing stated that the reason for dog licensing was that rabies was a horrible disease if someone were to have gotten bite if the dog had not had the rabies vaccination. He further stated that the proof of the rabies vaccination was the foundation of dog licensing, where the licensing was the guarantee that the rabies vaccination occurred.

Treasurer Schertzing stated that he had heard about a gentlemen that had gotten bit by a dog but had been unable to find the dog and had to go through the protocols.

Ms. LeBombard stated that part of the protocol would have been painful vaccines and shots that are quite costly.

Treasurer Schertzing stated that part of the outreach had included radio, T.V. cameras, and articles in the newspapers. He further stated that part of the Treasurer's Office's reorganization had allowed for more time for reminder notices to be sent out.

Treasurer Schertzing stated that it had been great to understand what it is like in the field and to help understand how to make the whole process better.

Commissioner Slaughter stated that he had made sure to share the posts from the Animal Control Shelter. He further stated that he and Commissioner Trubac are hosting an event in June and the Treasurer's Office and/or Animal Control could come and share information about licensing during.

Chairperson Koenig asked if there were reminders sent out to residents to relicense and whether they specified if a one or three year would have been needed or on rotation in terms of renewals.

Treasurer Schertzing stated that residents are notified if their dogs need the rabies vaccination. He further stated that the number of people that have gotten a three year license has gone up.

Treasurer Schertzing stated that the one year license used to be about 10,000 sold a year but were now down to about 4,000 to 5,000 a year. He further stated that the three year licenses sold a year used to be about 3,000 to 4,000 and were now around 6,000, since multiyear licenses were easier to sell.

Treasurer Schertzing stated that about ten vets sold dog licenses. He further stated that his office had talked about online having been a shortcoming but something they planned to tackle to help promote licensing.

Treasurer Schertzing stated that he had a series of things they had planned to come out about every month to help promote licenses. He further stated that under statute, the Prosecuting Attorney was supposed to be responsible to send out the letters.

Treasurer Schertzing stated that the Prosecuting Attorney had stated that they had been willing to lend them stationary and envelopes. He further stated that the letters from the Prosecuting Attorney should impact residents more than the Treasurer's Office stationary letters.

Chairperson Koenig stated that she was happy to hear the outcome was positive and of the increased numbers.

Treasurer Schertzing stated that there would be hundreds of thousands of dollars in revenue if they stuck with the dog licensing outreach. He further stated that it should give the office more staff time to make sure they are doing their part in the Treasurer's Office.

Ms. LeBombard stated that the efforts of outreach helped in terms of licensing compliance. She further stated that if officers had helped a hurt dog or dealt with dog bites and had been able to view the dog's license they were able to pull up the dog's vaccination record and owner's contact information to find the dog's owner.

Commissioner Schafer asked if Animal Control encouraged owners to have their animals chipped while they were got their animals licensed.

Ms. LeBombard stated that Animal Control does encourage owners to chip their animals at the Shelter as a separate issue.

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

1. Sheriff's Office
  - a. Resolution to Continue Support Service Agreement with Carousel Industries for the Jail & Training Rooms Audio & Video Systems

- b. Resolution to Authorize an Amendment to a Current Contract with the Michigan Department of Health and Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies
  - c. Resolution to Approve the Letter of Understanding with Capitol City Labor Program (CCLP) Corrections Unit
- 2. Friend of the Court/Prosecuting Attorney/Innovation & Technology Department – Resolution to Authorize a Contract with Rehmann Consulting to Assist the Friend of the Court, Prosecuting Attorney, and Innovation & Technology Departments in Implementing the Independent Security Audit Requirement as Set Forth in Michigan Office of Child Support IV-D Memorandum 2017-011
- 3. Controller's Office
  - a. Resolution Authorizing Adjustments to the 2019 Ingham County Budget
- 4. 9-1-1 Center – Resolution Honoring Lance Langdon for his Years of Service to the County of Ingham and the East Lansing Police Department

THE MOTION CARRIED UNANIMOUSLY.

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

- 3. Controller's Office
  - b. Resolution to Accept the 2018 – 2022 Strategic Plan

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

Commissioner Crenshaw stated the plan had been talked about in the Board leadership meeting in February. He further stated that the actual plan had to be have the actual committees look at the plan and make updates before it got adopted.

Commissioner Crenshaw stated that the committee had not had a chance to go through the plan to see how the work commissioners had done with the Justice Millage passing and other components had impacted things the Committee had done.

Commissioner Crenshaw stated that he would vote no on the resolution as the plan going forward until it had been gone through as a committee and they had worked out some of the issues.

Commissioner Celentino stated that all of the committees should go over the Strategic Plan and before it is approved.

Chairperson Koenig stated that the Committee had the time to go through it but asked if everyone would be prepared to discuss the plan at this time.

Commissioner Celentino stated that he had not been prepared to discuss the plan at this time.

Chairperson Koenig stated that the agenda had not been full because she had hoped Judge Boyd would have been able to come and talk to the Committee. She further stated that Judge Boyd had not been able to do so and that had left a gap of extra time for the meeting.

Teri Morton, Deputy Controller, stated that the strategic plan had been placed on each Committee's agenda.

Commissioner Celentino stated that he had seen the plan stated on the County Service's agenda but had thought it was only for the plan to be adopted as seen and not to have gone through.

Commissioner Crenshaw stated that his request was that each committee go through it to see what specific areas had been done, what needed to be added, and what each committee could take off.

Commissioner Crenshaw also stated that there were areas that did not affect Law & Courts that talked about communication. He asked what had been done to promote areas of service through local media.

Commissioner Crenshaw asked whether we had considered ways to brand and unify the County message since the strategic plan. He further stated that he had not thought the Committee had ever done so.

Commissioner Crenshaw stated that he thought the Committee should sit down and see if items were still relevant or if they needed to do or say something different in order to get the goals accomplished that the Board had back in 2017 when the plan was adopted to meet the needs that the Board had.

Commissioner Celentino stated that he would have liked to see the word "Discussion" next to the strategic plan on the agenda.

Commissioner Celentino stated that if he would have known that the strategic plan was for discussion he would not have put it on the agenda for County Services since it would be a huge agenda.

Chairperson Koenig stated that she had thought that what Commissioner Crenshaw brought up was that historically, strategic plans would be created, but not followed up on.

Discussion.

Ms. Morton, stated that Commissioners would want to look through the action plan, things that have been done in relation to the different areas with key implementation tasks so staff would know what to do. She further stated that things that had been done are shaded out and some had statuses listed.

Ms. Morton asked what the Controller's Office should bring to Committee.

Commissioner Crenshaw stated that a discussion item should come from the Controller's Office. He further stated that what had been done should be struck out and what needed to be added should be added.

Commissioner Crenshaw stated that although it would not specifically have been with Law & Courts, commissioners had not had anything to promote themselves in the media from the Controller's Office or the Board Office. He further stated that he thought that it should be discussed where commissioners wanted to go in terms of that.

Chairperson Koenig stated that she had really wanted to discuss the promotion of commissioners in the media.

Commissioner Slaughter stated that it would have been helpful to specifically see the portions to do with Law & Courts Committee separately.

Chairperson Koenig stated that there would also be more generic subjects in the plan with multiple committees.

Commissioner Slaughter stated that his understanding was that they would look at this to do with their committee.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO TABLE THE RESOLUTION TO THE NEXT MEETING.

THE MOTION CARRIED UNANIMOUSLY.

3. Controller's Office
  - c. Resolution Updating Various Fees for County Services (*Discussion*)

Ms. Morton stated that due to the resolution having been such a detailed document, the Controller's Office added it to the agenda as a discussion item for the first round. She further stated that the fees were standard cost based on inflation rate detailed in memo and that the Controller's Office had been in agreement on all of those.

Commissioner Slaughter stated that under Animal Control, it looked as though there had been a concern with fees raised regarding adoptions in regards to literature reprinting.

Chairperson Koenig asked if there would have been too much of a loss.

Ms. Morton stated that there was not too much of a loss. She further stated that where services go up by only one dollar it did not make sense to just increase the fees by only one dollar but to wait until the County reaches the next five dollar mark.

Ms. Morton stated that for example, Friend of Court felt that their fee was higher than everywhere else and did not collect their fee on bench warrants well beforehand. She further stated that for Friend of Court to have had raised their fee, it would not have been productive.



Ms. Morton stated that the County did set the day rate for jail housing, not the Board like previously thought, and that it had gone down from \$56 to \$8. She further stated that the Sheriff had been hopeful more money could be raised that way.

Commissioner Schafer asked where the revenue raised for funds would be going since they were often the subject of questioning by residents.

Ms. Morton stated that unless there was a fee created for a new service provided, fees go to general fund operations.

Commissioner Schafer asked if, for example with District Court, when the courts said no increase, if that delayed the inevitable later inflation fee.

Ms. Morton stated that the Controller's Office looked at fees compared to inflation rates every year due to that reason. She further stated that the Controller's Office could only recommend price increases.

Commissioner Schafer stated that if deemed reasonable, there should be fee increases.

Commissioner Celentino stated that Commissioner Schafer had made a good point as to whether the County should wait until fees had a substantial increase or would it be more advantageous to have the fees increased in lesser increments. He asked that the Committee consider what would be better for their constituents.

Commissioner Schafer stated that the discussion was similar to the recent discussion concerning the Supreme Court Justice pay.

Commissioner Crenshaw asked about Attachment B recommending a sliding scale and if it had been stated what that sliding scale would be.

There was discussion regarding the residential placement and attachments.

Commissioner Polsdofer stated that he would be in favor of the fees to be set up to follow COLA tracking system. He further stated that if the cost of services were looked at and if fee alterations were made annually or decided not to have changed, then the County could decide what was palpable.

Commissioner Polsdofer stated that the fees should be tracked with inflation if making a decision on discrepancy. He further stated that he liked to avoid not being able to cover services.

Commissioner Slaughter asked how the fees that should have been increased due to inflation, but were not in terms of the budget.

Ms. Morton stated that the resolution would be completed before the budget was worked on so the Controller's Office knew how much they had to work with. She further stated that if the fees

were what they currently recommended in the draft resolution, they would account for an additional \$300,000.

Chairperson Koenig asked what the current determining factor for inflation was.

Ms. Morton stated that the inflationary rate set by the State for the CPI of 2.4% was used. She further stated that each year, the cost of inflation with fees is calculated to where even if the Board did not increase the fees by an increment the budget still started back at that year's cost of the service not at the current fee including inflation.

Ms. Morton stated that when original fee was created, the Controller's Office had applied the State inflationary factor each year.

#### Discussion

Chairperson Koenig stated that the County was left in a position where if they went up by inflation, people might say every year it goes up or if they suddenly raised prices, people might say they just raised the price by \$20. She further stated that she had thought the inflationary way was the way to go since it would be gradual, reasoned, and understandable.

Commissioner Celentino stated that it would be Catch 22 either way.

Ms. Morton asked if the Committee wanted to have further discussion where departments did not want to increase.

Commissioner Celentino asked Ms. Morton if she recommended they have further discussion.

Ms. Morton stated that the Controller's Office stated that the chart of fees was purely mathematical calculation and that the department would then use it.

#### Discussion.

Commissioner Celentino stated that the Controller's Office staff had done a good job in the past overall with only one or two sections that the staff needed to go back to.

Commissioner Koenig stated that in terms of Animal Control she had been worried if fees were raised up too high, owners would not come back for their animals and more expense would be incurred to take care of them. She further stated that she did not know what the sweet spot was and refer to the experts.

#### Discussion.

#### Announcements

Commissioner Schafer stated that Livingston County built a relatively new Animal Control Shelter but turned it over to Humane Society. He further stated that part of the reason for doing

so was that the shelter received more volunteers and more money from the public for a Humane Shelter than they had with Animal Control.

Commissioner Slaughter stated that Governor Whitmer signed Executive Order 2019-10: Michigan Joint Task Force on Jail and Pretrial Incarceration. He further stated that he will be keeping his eye on the executive order in regards to the focus on pretrial and bail reform to reduce the amount of days individuals stay in jail.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:33 p.m.

**MAY 2, 2019 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

2a. *Circuit Court – Family Division – Resolution to Authorize a Contract for Attorney Services for the Juvenile Division*

This resolution will authorize a contract with Attorney Annette Skinner to provide Lawyer/Guardian Ad Litem representation for children at a rate of \$4,040 a month, not to exceed \$34,340, for the time period of April 15 through December 31, 2019. The Court has entered into these Lawyer/Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees and provide consistent and efficient representation for children. The Court is presenting this resolution because a current attorney has accepted a position in the Public Defenders Office effective April 15, 2019, terminating his contract with the Court.

See memo for details.

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

This resolution would authorize the purchase of a transit wagon for use at the Ingham County Family Center to transport juveniles to and from the Ingham Academy and Pride Evening Reporting Programs. This vehicle will replace a van purchased in 2010, with more than 173,000 miles.

At the end of 2018, the reserve fund for van replacement had accumulated approximately \$71,000. These funds are accumulated as the County is able to receive 50% reimbursement from the State's Child Care Fund for mileage accrued by transporting juveniles to and from programs when the program is part of the juvenile's treatment plan. The cost of the new vehicle should not exceed \$30,000 and would be purchased through the State government purchasing contract as has been past practice.

3. *Public Defenders Office – Resolution Creating Clerk and Technical Support Position for the Public Defenders Office*

This resolution will create the final position approved in the 2018-2019 Michigan Indigent Defense Commission (MIDC) grant budget, but not yet approved by the Board of Commissioners. The Human Resources Department is recommending, with union support, the position classification of Clerk and Technical Support UAW/H (salary range \$41,625.46 to \$49,653.67)

See memo for details.

4. *Facilities Department – Resolution to Authorize a Purchase Order to LJ Trumble Group for the Hand Rails in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse*

This resolution will authorize a purchase order with LJ Trumble Group, to furnish and install hand rails in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse for an amount not to exceed \$9,950, which includes a contingency amount of \$250. These hand rails are needed to provide safety from falls in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse. Funds for this project are available within the Public Improvement Fund.

See memo for details.

5. Animal Control – Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free Adoption Grants on an Ongoing Basis

This resolution will approve acceptance of forthcoming funding from the BISSELL Pet Foundation on an ongoing basis for amounts to be determined by the number of adoptions on individual event dates. Ingham County Animal Control and Shelter (ICACS) has participated in the BISSELL Pet Foundation Empty the Shelters program about twice per year for several years. These grants have been routinely approved by the Board of Commissioners on a recurring basis and ICACS seeks Board of Commissioners authorization to accept these grants on an ongoing basis.

See memo for details.

6. 9-1-1 Central Dispatch Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the Solacom Product Guardian, Equipment, System Support, Training, and Optional Equipment

This resolution will authorize a contract with Solacom Technologies for equipment and support for a Next Generation (i3) Communication System. Next Generation 9-1-1 is an internet protocol (IP) network that is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center. In order to make the transition from the current analog copper 9-1-1 network to an IP-based Next Generation 9-1-1 (NG911) infrastructure, Ingham County 9-1-1 will need a communication system that can support this technology. This technology will provide advancements in call routing and call location, thereby decreasing response time.

Following an RFP process, the evaluation team unanimously chose Solacom Technologies and its Guardian product.

This contract will include purchase of the Guardian product, equipment necessary to support the geo-diverse system design, training, and customer support. Other optional items will be negotiated with the company for enhancement of Ingham County Central Dispatch's service. The cost of this purchase is not to exceed \$1,041,504.69.

Funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund. In addition, the Ingham County Central Dispatch Management team is currently pursuing a federal E-911 grant through the State of Michigan to mitigate the expense of this system, equipment, training, and any other allowable expenses within the grant parameters.

See memo for details.

7. Controller's Office – Resolution Updating Various Fees for County Services

This resolution authorizes various fee increases effective the start of the 2020 County fiscal year. The Controller's Office annually prepares for the Board's review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was presented at a previous round of committee meetings as a discussion item for input from the Board. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. If approved as presented, this will generate additional annual revenue of approximately \$343,959.

See memo for details.

**PRESENTATION:**

1. Hon. Thomas P. Boyd – *Interim Report of the Michigan Trial Court Funding Commission*

TO: Law and Courts and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: April 23, 2019

SUBJECT: **RESOLUTION TO AUTHORIZE A CONTRACT WITH ATTORNEY ANNETTE SKINNER**

The Resolution attached with this memo is requesting the authority for the Circuit Court Juvenile Division to enter into a contract with attorney Annette Skinner for legal representation of children in neglect and abuse cases. The Court has entered into these Lawyer/Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees and provide consistent and efficient representation for children.

The Circuit Court Juvenile Division is presenting this resolution because Attorney Keith Watson has accepted a position in the Public Defender's Office effective 04/15/2019; therefore, terminating his contract with the Court. The Judiciary selects specific attorneys for these contacts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients.

The contracts will be in effect from April 15, 2019 through December 31, 2019, unless otherwise noted. Funds to support these contracts have been allocated in the existing 2019 budget and will be recommended in the 2020 budget. No additional funding is required.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR ATTORNEY SERVICES  
FOR THE JUVENILE DIVISION**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer/Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, in order to reduce costs for attorney fees and provide consistent and efficient legal services for children, has contracted with specific attorneys to provide Lawyer/Guardian Ad Litem representation; and

WHEREAS, the 2019 budget approved by the Board of Commissioners, authorized funds to contract with specific attorneys to provide Lawyer/Guardian Ad Litem representation; and

WHEREAS, the current Lawyer/Guardian Ad Litem providing this representation for Judge Lawless has accepted a position in the Public Defender's Office, thus resigning his position as a Lawyer/Guardian Ad Litem; and

WHEREAS, the Circuit Court Juvenile Division recommends offering a contract to Attorney Annette Skinner to provide Lawyer/Guardian Ad Litem representation for children in neglect and abuse cases, effective April 15, 2019 through December 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Attorney Annette Skinner to provide Lawyer/Guardian Ad Litem representation for children at a rate of \$4,040.00 a month, not to exceed \$34,340.00, effective 04-15-2019 through 12-31-2019.

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



## Agenda Item 2b

TO: Law and Courts and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: April 23, 2019

SUBJECT: **Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center**

This resolution requests authorization to replace one of the vans at the Ingham County Family Center by purchasing a new 2019 Ford Transit XLT Passenger Wagon. The vehicles at the Family Center are used to transport juveniles to and from the Ingham Academy and Pride Evening Reporting Programs. The van being replaced was purchased in 2010 and currently has over 173,000 miles.

Ingham County is able to receive 50% reimbursement from the State's Child Care Fund for mileage accrued by transporting juveniles to and from programs, when the program is part of the juvenile's treatment plan. The reimbursement funds are put in a reserve account which is used for van replacements. At the 2018 year end, the fund had accumulated roughly \$71,000.

It is believed a new van would not exceed \$30,000 in cost. If authorized, the new vehicle will be purchased through the state government purchasing contract as previously done with the other Family Center vehicles.

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 ten vehicles used to transport juveniles to and from the Ingham Academy as well as the Pride Evening Reporting Program; and

WHEREAS, one of the ten vehicles is in need of replacement as it was purchased in 2010 and has over 173,000 miles; 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 each van's usage, transporting youth to and from community programs; and

WHEREAS, the year end fund balance for this account in 2018 was roughly \$71,000; and

WHEREAS, a request is made to purchase a new 2019 Ford Transit XLT Passenger Wagon at a cost not to exceed \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new 2019 Ford Transit XLT Passenger Wagon at a cost not to exceed \$30,000.

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.

## Agenda Item 3

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

**FROM:** Teri Morton, Deputy Controller

**DATE:** April 23, 2019

**SUBJECT:** Resolution Creating Clerk and Technical Support Position for the Public Defenders Office

For the meeting agendas of May 2, 7 and 8

### **BACKGROUND**

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

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court. The MIDC Compliance plan authorized the creation of a total of 36.5 full-time equivalent positions. All but one of these positions has been approved by the Board of Commissioners. The final position approved in the plan has been classified by the Human Resources Department as a Clerk and Technical Support position – UAW/H (salary range \$41,625.46 to \$49,653.67).

### **FINANCIAL IMPACT**

The long-term (topped out) annual cost of this position including wages and fringes, would be \$83,067. Funds are included in the 2018-2019 MIDC grant budget for this position.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

The UAW union supports this job description and classification.

### **RECOMMENDATION**

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

**Agenda Item 3**

TO: Teri Morton, Deputy Controller  
Russel Church, Chief Public Defender

FROM: Joan Clous, Human Resources Specialist

DATE: April 22, 2019

RE: Memo of Analysis for the creation of a new position for the Public Defender's Office

---

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

1. The newly created position of Clerk and Technical Support has been determined to fall within the scope of the UAW jobs and was classified at a UAW H (\$41,625.46 to \$49,653.67)

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

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**CLERK AND TECHNICAL SUPPORT**

**General Summary:**

Under the supervision of the Administrator and the Chief Public Defender, manages all aspects of file maintenance within the Public Defender's Office. Monitors receipt of documents from the Courts, the Prosecuting Attorney's Office, police agencies and others to ensure that files are kept up to date. Opens files, disseminates as directed information received to the clients, ensures the accuracy of files and closes them when the case is completed. Responsible for preparing and issuing subpoenas, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support. Serves as receptionist for the office on a rotating basis with the other clerks.

Assists in the coordination, analysis, statistics and case management system and functionalities for the Office of the Public Defender. Serves as liaison with the IT Department. Provides hardware and software support to department users. Provides user support for defenderData.

**Essential Functions:**

1. Knowledge of various computer programs including word processing, database/case management, spreadsheet and desktop applications.
2. Responsible for ensuring that incoming case appointments are entered into the case management database in a time sensitive manner.
3. Monitors receipt of documents from the Courts, the Prosecuting Attorney's Office, police agencies and others to ensure that files are kept up to date.
4. Completes a conflict of interest investigation on every case when appointed.
5. Ensure that initial documentation is received from other sources in a timely manner and integrated into the office database.
6. Opens files, disseminates as directed information received to the clients, ensures the accuracy of files and closes them when the case is completed.
7. Responsible for preparing and issuing subpoenas, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support.
8. Responsible, along with the other clerks, with ensuring the database is accurate and current. Prepare subpoenas, correspondence to clients, prosecutors and Courts.
9. Prepare writs of habeas corpus for incarcerated witnesses.
10. Share primary responsibility for reception duties on a rotating basis.

11. Enters information to database on the status of cases and enters updates and corrections. Performs a variety of clerical support tasks such as typing forms, copying, faxing, and filing.
12. Responds to trouble calls regarding system hardware and software problems and resolves the problem or makes service requests to I&T and works with them to resolve the problem. Responds to user calls regarding software problems, works towards resolution and works with the user to test the resolution of the problem.
13. As liaison to outside vendors developing new or revised systems, prepares requests for service to change or correct software issues.
14. Maintains and updates statistical information required by MIDC and other internal and outside agencies.
15. Create forms needed for the processing and flow of information. Places form on the dataDefender database. Trains staff on forms and merges.
16. Examines problems such as reports not picking up data and related issues.

**Other Functions:**

Other duties as assigned

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

**Employment Qualifications:**

**Education:** An Associate's degree in legal studies, business, or a related field.

**Experience:** A minimum of three years of experience with law office, legal documents and legal software required. Knowledge of computer operations and the general and specific software programs used in the legal system and providing knowledge of database management, word processing and network systems, preferably in a legal or criminal justice environment

**Other Requirements:**

None

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

**Working Conditions:**

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

**Physical Requirements:**

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

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

***April 4, 2019  
UAW H***

**From:** [Clous, Joan](#)  
**To:** [Prieskom, Amy](#); [Church, Russel](#); [Morton, Teri](#)  
**Subject:** FW: Clerk & Technical Support JD for Public Defender's Office  
**Date:** Monday, April 22, 2019 10:53:55 AM

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Here is the UAW's email in support.

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**From:** Prehn, Bradley  
**Sent:** Monday, April 22, 2019 10:51 AM  
**To:** Clous, Joan  
**Subject:** Re: Clerk & Technical Support JD for Public Defender's Office

Joan,

Yes, the UAW is in support of the Clerk and Technical Support position in the Public Defenders office being placed at the UAW level H pay scale.

Brad Prehn  
UAW Chairperson

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**From:** Clous, Joan  
**Sent:** Monday, April 22, 2019 10:32 AM  
**To:** Prehn, Bradley  
**Subject:** Clerk & Technical Support JD for Public Defender's Office

Brad,

Per our conversation this morning, we are in agreement that the above named position will be placed within the UAW unit at level H with a salary range of \$41,625.46 to \$49,653.67.

**Joan Clous**

Human Resources Specialist

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“The only things worse than training your employees and having them leave, is not training them and having them stay.” Henry Ford



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CREATING CLERK AND TECHNICAL SUPPORT POSITION  
FOR THE PUBLIC DEFENDERS OFFICE**

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

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

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

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

WHEREAS, the MIDC Compliance plan authorized the creation of a total of 36.5 full-time equivalent positions; and

WHEREAS, the position of Clerk and Technical Support has been classified by the Human Resources Department as UAW/H (salary range \$41,625.46 to \$49,653.67); and

WHEREAS, the UAW union supports the job description and classification; and

WHEREAS, the budget for this position is included in the grant budget authorized by Resolution #18-476.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of the Clerk and Technical Support position.

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

## Agenda Item 4

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 23, 2019

**RE:** Resolution to Authorize Issuing a Purchase Order to LJ Trumble Group for hand rails in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse

For the meeting agendas of: May 2, 7 & 8

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### **BACKGROUND**

In an effort to provide safety from falls in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse, the Facilities Department and 30<sup>th</sup> Circuit Court would like to request entering into an agreement with LJ Trumble Group who submitted the lowest proposal of \$9,700.00 to furnish and install the hand rails.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

We are requesting to fund this from the Public Improvement Fund (245). We are also requesting a contingency of \$250.00 for any unforeseen circumstances, for a total not to exceed \$9,950.00.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department and 30<sup>th</sup> Circuit Court respectfully recommend approval of the attached resolution to support issuing a purchase order to LJ Trumble Group to furnish and install hand rails in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse.

**Agenda Item 4**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: April 22, 2019  
RE: Memorandum of Performance for Packet No. 102-19 Hand Railings, Mason Courthouse

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of providing and installing two handrails; one at the juror’s box and one near the judge’s bench in the Mason Courthouse. The vendor will remove and replace flooring if necessary to install the handrails.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	3
Vendors responding	3	3

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

Company Name	Address	Local Pref.	Quoted Amount
Trumble Group	6850 Aurelius Rd., Lansing MI 48911	Yes	\$9,700.00
Laux Construction	4218 Charlar Dr., Holt MI 48842	Yes	\$11,500.00
Granger	6267 Aurelius Rd., Lansing MI	Yes	\$23,783.00

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

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

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

**Agenda Item 4**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO LJ TRUMBLE GROUP FOR THE  
HAND RAILS IN THE 30<sup>TH</sup> CIRCUIT COURT ROOM AT THE MASON COURTHOUSE**

WHEREAS, hand rails are needed to provide safety from falls in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse; and

WHEREAS, it is the recommendation of both the Facilities Department and 30<sup>th</sup> Circuit Court to enter into an agreement with LJ Trumble Group, a registered local vendor who submitted the lowest proposal of \$9,700.00, to furnish and install hand rails; and

WHEREAS, the Facilities Department would like to ask for a \$250.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds for this project are available from the Public Improvement Fund (245).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to LJ Trumble Group, 6850 Aurelius Road, Lansing, Michigan, 48911, to furnish and install the hand rails in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse for an amount not to exceed \$9,950.00 which includes a \$250.00 contingency.

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

## Agenda Item 5

**TO:** Board of Commissioners, Finance and Law & Courts Committee  
**FROM:** Jodi Lebombard; Director; Ingham County Animal Control  
**DATE:** April 17<sup>th</sup>, 2019  
**SUBJECT:** Resolution to continually accept Bissell Pet Foundation Funding  
For the meeting agendas of: May 2, 8, and 14

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### **BACKGROUND**

For several years Ingham County Animal Control and Shelter, as well as a majority of other Michigan Animal Shelters, have participated in the BISSELL Pet Foundation Empty the Shelters program about two times a year (spring/ fall). This BISSELL program allows shelters to offer FREE or reduced cost adoptions to the public with Bissell Pet Foundation reimbursing the shelter for the adoption cost via a follow up check after the event.

ICACS uses their regular adoption application, screening process and adoption agreement for adoptions done as part of these events. The grants facilitate an increase in adoptions as well as help with marketing of ICACS's adoption program in the community.

The amount of each reimbursement check is always determined by the number of adoptions that occurred but generally does not exceed \$5,000 per event.

### **ALTERNATIVES**

If these funds are not accepted, ICACS will adopt animals at the regular adoption fees that date and likely wouldn't see the influx of adoptions on that date.

### **FINANCIAL IMPACT**

Accepting the grants will enhance ICAC adoption revenue.

### **OTHER CONSIDERATIONS**

Previous Bissell Foundation adoption events have been successful and ultimately increased adoptions from ICACS.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept all forthcoming Bissell Pet Foundation funding as a result of continuous involvement in the events.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT BISSELL PET FOUNDATION EMPTY THE SHELTERS  
FREE ADOPTION GRANTS ON AN ONGOING BASIS**

WHEREAS, Ingham County Animal Control and Shelter, as well as a majority of other Michigan Animal Shelters, have participated in the BISSELL Pet Foundation Empty the Shelters program about two times a year (spring/ fall) for several years; and

WHEREAS, this BISSELL program allows shelters to offer FREE or reduced cost adoptions to the public with Bissell Pet Foundation reimbursing the shelter for the adoption cost via a follow up check after the event; and

WHEREAS, the amount of each reimbursement check is always determined by the number of adoptions that occurred but generally does not exceed \$5,000 per event; and

WHEREAS, these grants have been routinely approved by the Board of Commissioners on a recurring basis; and

WHEREAS, Ingham County Animal Control and Shelter seeks Board of Commissioners authorization to accept these grants on an ongoing basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of forthcoming funding from the BISSELL Pet Foundation on an ongoing basis for amounts to be determined by the number of adoptions on individual event dates.

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

## Agenda Item 6

**TO:** Board of Commissioners Law & Courts and Finance Committee  
**FROM:** Barb Davidson, 9-1-1 Staff Services Manager/Interim Director  
**DATE:** April 21, 2019  
**SUBJECT:** Purchase of Next Generation (i3) Communication system  
For the meeting agenda of May 2, 2019

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### **BACKGROUND**

Advances in telecommunications technology and mobility have put the nation's 9-1-1 system at a crossroads. The growing market penetration of both wireless telephones and Voice over Internet Protocol (VoIP) underscore the limitations of the current 9-1-1 infrastructure. Next Generation 9-1-1 is an IP network that is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center. In our goal to make the transition from our current analog copper 9-1-1 network to an Internet Protocol (IP)-based Next Generation 9-1-1 (NG911) infrastructure, Ingham County 9-1-1 will need a communication system that can support this technology. This technology will give advancements in call routing and call location which will decrease responder response time. This purchase will allow our PSAP (Public Safety Answering Point) to begin this transition.

An RFP- Packet No. 17-19: Next Generation 9-1-1 (i3) Communication System- was available on January 15, 2019. Proposals were submitted on March 25, 2019. Seven vendors submitted proposals. After evaluating their proposals, five vendors were invited to participate in demonstrations of their products at the 9-1-1 Center on April 15 and 16, 2019. The Ingham County team was comprised of: three dispatchers, one dispatch supervisor, one representative from Ingham County IT, Bruce Gaukel, our Systems Manager, and Barb Davidson, Interim Director of the 9-1-1 Center.

After all five demonstrations were viewed and discussed by the Ingham County team, further questioning was done with the two top demonstrations. After this was complete, our Ingham County team unanimously chose Solacom Technologies and their product Guardian.

Solacom with their Guardian product were moderately priced. Their proposal and cost breakdown covered both of the sites and equipment we would be using to create a geo-diverse redundant system. Solacom was able to provide features now without having to enhance their system which include: Text from 9-1-1, ease of use for transferring calls, a true touch screen environment, and local service support. Further, we contacted their references who said they would highly recommend this company.

### **ALTERNATIVES**

We viewed and questioned SolaCom Technologies, Central Square Technologies, Carousel Industries, Zetron Inc., and West Safety Service's proposals/demonstrations. Each were evaluated by our team and were not recommended for price, features that were lacking or needed to be developed, and concerns about support.

### **FINANCIAL IMPACT**

Solacom – Guardian system proposal  
Base purchase 476,538.00 (826,538 – 350,000 incentive discount)  
Prepaid maintenance 315,490.00 (years 2-5, includes remote active monitoring)  
Total: \$792,028.00

Purchase includes all central equipment at both A and B, all PSAP equipment at the 9-1-1 Center (19 positions) and our backup facility (12 positions) and includes year one maintenance with active remote monitoring. Purchasing a five year prepaid maintenance plan with remote monitoring would be recommended for further cost savings.

Portable call taker answering points quoted as optional (\$9,064.63 each x 4 = \$36,258.52). Options would be to suggest replacing positions at backup with laptops keeping them at the 9-1-1 Center and have docks/monitors as backup for them. This recommendation will also be a cost savings.

Many other specifics to negotiate (i.e., they list 24" touchscreens – we want to stipulate ELO (brand name) monitors).

Funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund.

### **OTHER CONSIDERATIONS**

In 2012, the NG911 Advancement Act of 2012 (Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. 112-96, Title VI, Subtitle E (codified at 47 U.S.C. 942)) enacted changes to the current 9-1-1 grant program. The NG911 Advancement Act modifies the 9-1-1 Grant Program to incorporate Next Generation 9-1-1 (NG911) services, among other things, while preserving the basic structure of the program. The NG911 Advancement Act broadens the eligible uses of funds and provides new funding for grants to be used for the implementation and operation of 9-1-1 services, E-911 services, migration to an IP-enabled emergency network, and adoption and operation of NG911 services and applications; the implementation of IP-enabled emergency services and applications enabled by Next Generation 9-1-1 services, including the establishment of IP backbone networks and the application layer software infrastructure needed to interconnect the multitude of emergency response organizations; and training public safety personnel, including call-takers, first responders, and other individuals and organizations who are part of the emergency response chain in 9-1-1 services. The State of Michigan applied to be awarded money from this grant. It's a non-competitive grant. The 9-1-1 Grant Program requires cost sharing, also known as a matching funds requirement. The federal share of the total cost of any activity carried out under the Grant Program may not exceed 60% of the eligible cost of carrying out grant activities. We are in communication with the State 9-1-1 Director on this subject. With the Federal government shutdown, the timeline of this grant has been delayed. We will continue to pursue this grant to help mitigate the cost of this system.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of the SolaCom product Guardian, equipment, training, and customer support.



**Agenda Item 6**

TO: Lance Langdon, 911 Director  
FROM: James Hudgins, Director of Purchasing  
DATE: March 27, 2019  
RE: Memorandum of Performance for RFP No. 17-19 Next Generation 9-1-1 (i3) Communication System  
CC: Bruce Gaukel, 911 Systems Manager  
Barb Davidson, 911 Staff Services Manager

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to provide and to install a Next Generation 9-1-1 (i3) (NG9-1-1) ready Communications System. The new System will be used to process, answer and direct all calls, texts, and multi-media placed to, and initiated by, the Ingham County 9-1-1 Central Dispatch Center.

The scope of work includes, but is not limited to, providing new hardware and software, installation, training, shipping, program management, and services. Vendors must also provide the following options: host other Public Safety Answering Points (PSAPs), remote monitoring, extended maintenance, portable call taker answering position, emergency backup IP telephones, remote positions, wall board display hardware, programmable keypads, and workstation status lights.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	0
Vendors attending pre-bid/proposal meeting	13	1
Vendors responding	7	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Base Bid
Frontier Comm.	Yes, Stockbridge, MI	\$412,329.23
Solacom Technologies Inc.	No, Amherst, OH	\$476,538.00
CentralSquare Technologies	No, Lake Mary, FL	\$496,685.17
Carousel Industires	No, Brighton, MI	\$507,771.14
Carrier & Gable Inc. / Zetron Inc.	No, Farmington Hills, MI	\$529,546.00
West Safety Services	No, Chicago, IL	\$602,997.08
Motorola Solutions	No, Chicago, IL	\$622,679.20

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TO PURCHASE THE SOLACOM PRODUCT GUARDIAN, EQUIPMENT, SYSTEM SUPPORT, TRAINING, AND OPTIONAL EQUIPMENT**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the majority of the call delivery is utilized by wireless and Voice over Internet Protocol (VoIP), the current 9-1-1 infrastructure is being taxed; and

WHEREAS, to improve our level of service and to address the strain being placed on the current system, moving to a NG911 (Next Generation 9-1-1) communication system is recommended; and

WHEREAS, it has been determined a NG911 communication system is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center, as well as enhanced location capabilities; and

WHEREAS, our current communication/phone system is not capable of supporting these enhancements to service, an RFP seeking a replacement was issued and a team of dispatchers, dispatch supervisor, IT, and executive team members from the 9-1-1 Center evaluated the proposals and demonstrations; and

WHEREAS, the Ingham County Central Dispatch Management team with the evaluation team are unanimously recommending that the Ingham County Board of Commissioners authorize the purchase of Solacom's Guardian product, training, equipment, and support services to replace its current communication/phone system; and

WHEREAS, funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund; and

WHEREAS, the Ingham County Central Dispatch Management team will continue to pursue a federal E911 grant through the State of Michigan to mitigate the expense of this system, equipment, training, and any other allowable expenses within the grant parameters.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Solacom Technologies for the purchase of the Guardian product, equipment necessary to support the geo-diverse system design, training, and customer support.

BE IT FURTHER RESOLVED, that optional items are to be negotiated with the company for enhancement of Ingham County Central Dispatch's service.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a total purchase amount not to exceed \$1,041,504.69.

BE IT FURTHER RESOLVED, that incidental costs of up to \$5,000 will be covered from within the 9-1-1 Central Dispatch Center operating budget.

BE IT FURTHER RESOLVED, that the 9-1-1 Director is authorized to sign change orders with Solacom Technologies, provided that the change orders do not increase the total cost of the project as approved by this resolution.

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

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

## Agenda Item 7

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 23, 2019

SUBJECT: Resolution Updating Various Fees for County Services

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This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2019, for the Park and Zoo winter seasonal fees on November 1, 2019, and for all other departments with the exception of the Zoo, on January 1, 2020. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2020 cost was calculated by multiplying the 2019 cost by the 2020 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$343,959. Any additional revenue will be recognized in the 2020 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2020 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2019, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2019.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

2020 County Fees Analysis  
Law and Courts Committee

ATTACHMENT A

Location of Service	Fee Description	Target Percent	2019 Fee	Department Recommend.
Animal Control	Animal Redemption - 1st offense	60.0%	\$25.00	\$26.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$51.00	\$52.00
Animal Control	Animal Redemption - after 3rd offense	100.0%	\$155.00	\$160.00
Animal Control	Over Ten Dog Kennel Inspection Fee	100.0%	\$180.00	\$190.00
Animal Control	Owner Pick-up Fee	100.0%	\$46.00	\$47.00
Animal Control	Tranq. At-Large Fee	100.0%	\$46.00	\$47.00
Animal Control	Rabies vaccination on redeemed dogs	100.0%	\$21.00	\$22.00
Animal Control	Bordatella Vaccination-redeemed dogs	100.0%	\$19.00	\$20.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$81.00	\$82.00
Pros Atty	Diversion - Initial Interview	50.0%	\$36.00	\$37.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$470.00	\$480.00
Pros Atty	Diversion - Felony Offender	50.0%	\$820.00	\$830.00
Pros Atty	Costs-eligible convictions - Guilty Plea	75.0%	\$110.00	\$115.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$240.00	\$245.00
Jail	Day Rate	100.0%	\$56.00	\$8.00
Sheriff	Costs for Command per hour	100.0%	\$66.98	\$68.58
Sheriff	Costs for Deputy per hour	100.0%	\$60.07	\$61.51
Sheriff	False Alarm Fee- third offense	100.0%	\$44.00	\$45.00



**Attachment B - Fees Which Adjustment is Recommended**  
**Law and Courts Committee**

<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2019 Fee</b>	<b>Department Recommend.</b>
<b>Circuit Court</b>	<b>Show Cause - Probation</b>	<b>100.0%</b>	<b>\$190.00</b>	<b>\$200.00</b>
<b>Circuit Court</b>	<b>GTD Bench Warrants</b>	<b>100.0%</b>	<b>\$150.00</b>	<b>\$155.00</b>
<b>Family Division</b>	<b>Delinquency Court Costs</b>	<b>100.0%</b>	<b>\$290.00</b>	<b>\$300.00</b>
<b>Family Division</b>	<b>Traffic - Fail to Appear</b>	<b>25.0%</b>	<b>\$27.00</b>	<b>\$28.00</b>