

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, MAY 30, 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 [May 16, 2019](#) Minutes
Additions to the Agenda
Limited Public Comment

1. Community Corrections
 - a. Resolution to Authorize a Contract with Northwest Initiative for Day Reporting Services and Sentinel, Inc. for [Electronic Monitoring Services](#) as Authorized by the Justice Millage
 - b. Resolution to Authorize Submission of a Grant Application and Enter into a Contract with the Michigan [Department of Corrections](#) for Ingham County/City of Lansing Community Corrections and Enter into Program Subcontracts for FY 2019-2020
2. Sheriff's Office – [Corrections Staffing](#) Assessment (*Discussion*)
3. Law and Courts Committee – Judicial Feedback on Action Plan Update – Add New Key Implementation Task: Cash Bail System Reform (*Discussion*)
4. Board Referral – Letter from the Lansing Branch [NAACP](#) Regarding the Consolidation of all Ingham County District Courts

Announcements
Public Comment
Adjournment

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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
May 16, 2019
Draft Minutes

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

Members Absent: Polsdofer

Others Present: Russel Church, Barb Davidson, Teri Morton, Beth Foster 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 May 2, 2019 Minutes

MOVED BY COMM. SLAUGHTER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE MAY 2, 2019 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Public Defenders Officer
 - a. Resolution to Authorize a Subscription for Westlaw Legal Research Program
2. 9-1-1 Center
 - a. Resolution to Authorize Administrative Finding that Peninsula Fiber Network LLC Shall be the Primary 9-1-1 Service Supplier

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer.

1. Public Defenders Officer
 - b. Update from Public Defenders Office

Russel Church, Chief Public Defender, stated that he looked into text alert systems and that 54-B District Court had a text alert system. He further stated that it was built into the JIS system, so all the District Courts could utilize it for free.

Chairperson Koenig stated that she had previously spoken with Mr. Church about text alerts because some studies have shown that cost was reduced and productivity increased by a simple reminder/alert system.

Mr. Church gave an update on the Public Defenders Office.

Commissioner Crenshaw asked Mr. Church if he felt he was having difficulty filling the part-time clerk position because it was part-time.

Mr. Church stated that was probably part of the reason. He further stated that in the second posting of the position, Human Resources made the minimum requirements more lenient in hopes that would have helped.

Commissioner Crenshaw asked if the position needed to be part-time or if full-time could work.

Mr. Church stated that for now he was considering the possibility making the position temporary and/or hiring students as a solution.

Commissioner Schafer asked Mr. Church to define indigent.

Mr. Church stated that the cut off was 140% of federal poverty guidelines, as published by DHHS. He further stated that he told the attorneys doing first appearance that if someone is living alone or is a non-contributing member of household and is receiving public benefits, that the conversation did not have to go further than that because those people are indigent.

Commissioner Schafer asked if debt obligations were also considered.

Mr. Church stated that debt obligations were considered in addition to contributions to and from a household. He further stated that he created a chart for the 140% guidelines.

Commissioner Schafer stated that it would be interesting to see the chart Mr. Church created.

Mr. Church stated that he could bring it to a Committee meeting or email it to the members of the Committee.

Commissioner Schafer asked who makes the determination that someone is indigent.

Mr. Church stated that his office made a recommendation to a judge that a person is indigent or partially indigent. He further stated that the goal is to help the court staff make sure that call gets made consistently across the County.

Chairperson Koenig stated that sometimes judges made decisions based on the assistance a defendant already received but sometimes it was not as clear.

Chairperson Koenig asked Mr. Church what has been the most challenging and if there was anything the Committer could help with.

Mr. Church stated that he was grateful that for opportunity that Commissioners had taken the bull by the horns, making a genuine effort to right-size the indigent defense program on the front end. He further stated that his only battle might be with the State, to keep their buy-in where they said it would be.

Chairperson Koenig stated that the Committee's door was always open.

Commissioner Slaughter stated that he was concerned about a lack of diversity in the hires that had been made so far. He further stated that he had spoken with Mr. Church about ways to make the Public Defenders Office more diverse.

Mr. Church stated that he did keep diversity in mind during the hiring process and that he reached out to every specialty bar association he could find. He further stated that he was most disappointed in the lack of gender diversity that they wound up with.

Chairperson Koenig asked for gender numbers.

Mr. Church stated that the office was about three-quarters men.

Chairperson Koenig asked Mr. Church what his plan was to change that.

Mr. Church state that that he thought there was a stigma where gender issues are built into litigation.

Chairperson Koenig asked Mr. Church if he reached out to Human Resources.

Mr. Church stated that he spoke with Sue Graham about it and that it would partly be a function of how he rank ordered people and a second part would be including both men and women on the screening panel to increase sensitivity to the issue.

Chairperson Koenig stated that when hiring this many people at once it was not unlikely that some might not work out.

Mr. Church stated that he told his new hires he had three expectations: to see clients early and often, to be known by our ethics and to try cases. He further stated that he was a big believer in jury trials.

Discussion.

Mr. Church stated that he would address conflict cases in two ways. He stated that the first way was giving everyone a separate attorney in cases with multiple defendants and the second way was considering an attorney manager to deal with clients who distrust the Public Defenders Office.

Discussion.

Chairperson Koenig asked how it was going with first appearances.

Mr. Church stated that it required a lot more man power than he had expected and that he anticipated he would have four or five attorneys doing just first appearances.

Chairperson Koenig asked Mr. Church to look at what issues/questions came up repeatedly and consider drafting a sheet of basic information that defendants received so they felt confident about what to expect.

Mr. Church stated that he planned to do a short video for the website to explain the process and that he had a script half written.

Commissioner Crenshaw left the room at 6:34 p.m.

Commissioner Schafer asked what percentage of defendants are indigent.

Mr. Church stated that that depends on the Court and that it varies very widely.

Commissioner Schafer asked Mr. Church for his opinion on court consolidation.

Mr. Church stated that was not his call.

Commissioner Crenshaw returned at 6:36 p.m.

2. 9-1-1 Center
 - b. Public Safety Radio System Update Public radio update

Barb Davidson, ENP Interim Director gave an update on the Public Safety Radio System.

Chairperson Koenig asked for clarification on unbundling.

Ms. Davidson stated that they would request in writing that Motorola unbundle the equipment and installation from the plan. She further stated that unbundling will save an estimated \$300,000 to \$500,000.

Ms. Davidson continued the update.

Chairperson Koenig asked what Motorola was going to be testing the equipment against.

Ms. Davidson stated that they were not going to test the equipment against anything, which was a problem, and that it needed to be tested against the core that would be operating it or they would not accept the equipment. She further stated they insisted on customer-witnessed testing, so they would be present when it was done.

Discussion.

Chairperson Koenig asked who they were asking for a list of areas with coverage issues.

Ms. Davidson stated that they were asking for the list from their public safety partners, police and fire.

Chairperson Koenig asked Ms. Davidson for a timeline.

Ms. Davidson stated that they expected structurals back on the towers in the next two to three weeks. She further stated that she could not give an exact date on was the MPSCS would give them the frequencies.

Discussion.

Chairperson Koenig asked what would happen once they had the frequencies.

Ms. Davidson stated that once they had the frequencies they would be able to determine exactly how much equipment to hang on the towers and plans and timelines would be put into place to make sure the towers were structurally sound.

Chairperson Koenig asked when that would be.

Ms. Davidson stated that she was not sure and speculated it could possibly be six months.

Commissioner Schafer asked if the frequency determines the payload.

Ms. Davidson stated that it did.

Discussion.

Chairperson Koenig asked what would happen once the towers are all set.

Ms. Davidson stated that they would take shipment on the equipment and test it. She further stated that she would love to be in the testing phase with end users in 2020 and take full delivery in Spring of 2021.

Ms. Davidson stated that training for end users on the new system would be closer to when it was going live.

Chairperson Koenig asked Ms. Davidson if there was any way the Commissioners could help.

Ms. Davidson stated there was not.

Chairperson Koenig thanked Ms. Davidson.

3. Controller's Office – Ingham County Strategic Plan Update (*Discussion*)

Commissioner Celentino left the room at 6:51 p.m.

Teri Morton, Deputy Controller, gave an overview of the summary and key implementation tasks listed in the meeting agenda. She further stated that they were looking at what was relevant to the Law and Courts Committee.

Commissioner Crenshaw stated that the Sheriff sent some suggestions to be incorporated as updates, which were distributed as a handout during the meeting

Ms. Morton stated that the Sheriff identified the strategies and goals and she felt they could just put into the update section. She asked if the Committee felt that was appropriate.

Chairperson Koenig stated that as long as everyone agreed, that was acceptable.

Commissioner Celentino returned at 6:53 p.m.

Commissioner Crenshaw stated that he had no objections to what the Sheriff submitted.

Commissioner Schafer stated that to be candid he did not think that the minimal level of law enforcement response should remain at the current level through 2020. He further stated that with all the issues we are currently facing with opioids and mental health, it is usually police officers who respond first.

Commissioner Crenshaw stated that under Goal E, Strategy 1, A, he thought that section needed to be updated to reflect that the new shelter will be opened and supported by millage fund.

Discussion.

Ms. Morton asked if Commissioner Crenshaw wanted to include the update and shade it as finished.

Commissioner Crenshaw stated that he wanted to shade letter “A” it as completed and then add something underneath that says the shelter is open and continue to support with millage because eventually the millage would need to be renewed.

Discussion.

Ms. Morton stated that she would draft some language regarding the new Shelter being open and supported by the millage and send it out to the Committee members to see if it sounded right to them.

Commissioner Slaughter stated that he had been working with Ms. Morton to move the County towards a cashless bail system. He read the following suggested language for adding cashless bail to the Strategic Plan, under, Goal A, Service to Residents, Strategy 2, as Task F:

“Endeavor to reform Ingham County’s cash bail system to ensure those housed in pre-trial confinement are detained only when they pose a danger to society or are a flight risk, no due to financial inability.”

Commissioner Schafer stated that he was not opposed, but would like feedback from judges.

Discussion.

Chairperson Koenig asked Ms. Morton to send the cashless bail language to the judges for their opinions.

Discussion.

Commissioner Crenshaw asked, in reference to Goal E., Strategy 3, Letter c., if anyone had spoken with the Sheriff since the Raise the Age Legislation had passed.

Discussion.

Chairperson Koenig stated that the trajectory of the Bill right now is that it will be passed and asked Commissioner Crenshaw what he wanted to include.

Commissioner Crenshaw stated that he would like it to include something to the effect of, “once it is signed into law the sheriff and the juvenile division will have to figure out how to manage the new caseload.”

Discussion.

Commissioner Schafer stated that he still objected to Sheriff's Office staffing remaining at 2020 levels.

MOVED BY COMM. SCHAFER TO STRIKE THE SECTION REGARDING MINIMAL LAW ENFORCEMENT RESPONSE REMAINING AT THE CURRENT LEVEL THROUGH 2020 FROM THE STRATEGIC PLAN.

THE MOTION DIED DUE TO LACK OF SUPPORT.

Commissioner Schafer stated that he would vote against the Strategic Plan.

Discussion.

Ms. Morton asked for clarification if the Committee wanted the cashless bail judicial feedback report prepared for the next round of meetings.

Chairperson Koenig stated that, if there were judicial responses by the next Committee meeting, that the Committee should discuss them then.

Ms. Morton asked, in regards to the key implementation task, if she should add the task now and then the Committee could decide on and fill out the lead responsibilities and timelines later.

Chairperson Koenig stated she agreed with adding the task now and filling in the rest later.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:14 p.m.

**MAY 30, 2019 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

- 1a. Community Corrections – Resolution to Authorize a Contract with Northwest Initiative for Day Reporting Services and Sentinel, Inc. for Electronic Monitoring Services as Authorized by the Justice Millage*

This resolution will authorize entering into contracts with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000 and with Sentinel, Inc. in an amount not to exceed \$20,000 for the period from the date of a fully executed contract through December 31, 2019. Resolution #18-497 approved Justice Millage funds in the amount of \$100,600 for Community Corrections programs, including \$52,000 for Day Reporting and \$20,000 to supplement the current general fund allocation (\$50,000) for Electronic Monitoring Services for indigent users. Without these funds, Day Reporting will only be available with State Community Corrections grant funding which imposes strict eligibility limitations and on a client pay basis which limits or precludes access. Electronic Monitoring services for eligible indigent users will be reduced or terminated if the annual general fund allocation is exhausted prior to the end of the year.

Day Reporting will provide services on a fee for service bases for an estimated 40-50 participants, services to include a needs assessment, individual plan for success, progress reports, fundamental needs services and other indicated services. Electronic Monitoring services will be provided for an estimated 7-9 additional participants based on the current contract fee schedule ranging from \$4.65 to \$14.00 per day.

See memo for details.

- 1b. Community Corrections – Resolution to Authorize Submission of a Grant Application and Enter into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Enter into Program Subcontracts for FY 2019-2020*

This resolution will authorize the annual submission of a grant application and a contract with the Michigan Department of Corrections for FY 2019-2020. The application request will provide funding in the amount of \$291,562, covering partial administration costs and all PA511 treatment and service programs for adult felony probationers. Residential services are also available and valued at \$552,244. Funding requests include Day Reporting, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

See memo for details.

DISCUSSION ITEMS:

- 2. Sheriff's Office – Corrections Staffing Assessment*
- 3. Law and Courts Committee – Judicial Feedback on Action Plan Update – Add New Key Implementation Task: Cash Bail System Reform*

Related information will be distributed upon availability, at or before the committee meeting.

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Mary Sabaj, CCAB Manager
DATE: May 20, 2019
SUBJECT: Resolution Authorizing Entering a Contract with Northwest Initiative for Day Reporting and Sentinel, Inc. for Electronic Monitoring Services as Authorized by the Justice Millage
For the meeting agendas of May 30 and June 5

BACKGROUND

Resolution #18-497 adopted by the Board of Commissioners on November 27, 2018 approved Justice Millage funds in the amount of \$100,600 for Community Corrections programs, including \$52,000 for Day Reporting and \$20,000 to supplement the current general fund allocation (\$50,000) for Electronic Monitoring Services for indigent users.

ALTERNATIVES

Without these funds, Day Reporting will only be available with State Community Corrections grant funding which imposes strict eligibility limitations and on a client pay basis which limits or precludes access. Electronic Monitoring services for eligible indigent users will be reduced or terminated if the annual general fund allocation is exhausted prior to the end of the FY.

FINANCIAL IMPACT

All FY 2019 program expenditures will be covered by Justice Millage funding approved for this purpose. Day Reporting will provide services on a fee for service bases for an est. 40-50 participants, services to include a needs assessment, individual plan for success, progress reports, fundamental needs services and other indicated services. Electronic Monitoring services will be provided for an estimated 7-9 additional participants based on the current contract fee schedule ranging from \$4.65 to \$14.00 per day.

STRATEGIC PLANNING IMPACT

This Resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County, specifically section A 2. (e) of the Action Plan – Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.

OTHER CONSIDERATIONS

Day Reporting addresses fundamental needs and provides onsite evidence based curricula designed to decrease recidivism. Electronic Monitoring provides monitoring and tracking allowing supervision and programming in the community freeing up jail beds. Pursuant to Resolution #18-528 a report will be submitted in July to “provide information about achievements and effectiveness” of these programs.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support millage funded Day Reporting and Electronic Monitoring programming in FY 2019.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH NORTHWEST INITIATIVE FOR DAY REPORTING SERVICES AND SENTINEL, INC. FOR ELECTRONIC MONITORING SERVICES AS AUTHORIZED BY THE JUSTICE MILLAGE

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

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

WHEREAS, on November 27, 2018 the Board of Commissioners adopted a Resolution 18-497 that included \$100,600 to fund community based programs, including \$52,000 for Day Reporting and \$20,000 which will supplement the current general fund allocation (\$50,000) for Electronic Monitoring services; and

WHEREAS, current vendors Northwest Initiative and Sentinel, Inc. are willing and prepared to provide program services to the County through a Justice Millage funded contract through December 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000 and with Sentinel, Inc. in an amount not to exceed \$20,000 for the period from the date of a fully executed contract through December 31, 2019.

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

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

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

Agenda Item 1b

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Mary Sabaj, CCAB Manager
DATE: May 17, 2019
SUBJECT: Resolution Authorizing Submission of Grant Application and Entering MDOC Contract and Program Subcontracts
For the meeting agendas of May 30 and June 5

BACKGROUND

Community Corrections submits an annual grant application that covers partial administrative costs and all of the PA511 State funded community based programs for adult felony probationers. The funding request for FY2019-2020 includes Day Reporting, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

ALTERNATIVES

Without these funds, programming will only be available on a client pay basis which will limit or preclude access to much needed treatment and services.

FINANCIAL IMPACT

The FY 2019-2020 Application request will provide funding in the amount of \$291,562, covering partial administration costs and all PA511 treatment and service programs for adult felony probationers. Residential services are also available and valued at \$552,244.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County, specifically section A 2. (e) of the Action Plan – Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.

OTHER CONSIDERATIONS

The FY 2019-2020 Community Corrections Comprehensive Plan and annual Application are designed to result in the efficient use of State and local corrections resources by providing safe program alternatives to incarceration and by effectively addressing barriers to offender success. This saves jail beds and improves successful outcomes for participants, enabling them to become productive members of the community who are able to take responsibility for themselves and their families, as well as meet their court ordered obligations.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support Community Corrections administration and programming for FY2019-2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2019-2020

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the State Community Corrections Advisory Board approved the Funding Application and Plan for FY 2019-2020; and

WHEREAS, the FY 2019-2020 Application provides for the following CCAB Plans and Services programming: Relapse Prevention and Recovery (\$67,898) to be provided by CEI CMH; Gatekeeper services (\$4,069) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups (\$26,082) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$12,000) to be provided by Prevention and Training Services; Opioid Specific Program services (\$55,000) to be provided by Tri County Community Adjudication Program; Day Reporting services (\$40,274) to be provided by Northwest Initiative – ARRO; and, Electronic Monitoring Services for Pretrial defendants (\$10,134) to be provided by Sentinel, Inc., for a subcontracted program total of \$215,457 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, the FY 2019-2020 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$291,562 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, Ingham County is also provided with availability of a projected average daily population of 30 residential beds and with M.D.O.C. in the amount of \$531,075 and 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169 contracting directly with residential providers rather than with local jurisdictions for a projected total value of \$552,244; and

WHEREAS, pursuant to the FY 2019-2020 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2019-2020 in the amount of \$291,562 in CCAB Plans and Services and Administration funds for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2019 through September 30, 2020 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$26,082; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed \$12,000; with Tri County Community Adjudication Program for the cost of Opioid Specific Program services not to exceed \$55,000; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$67,898; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$40,274; and with Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed \$10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

TO: Law & Courts Committee

FROM: Darin J. Southworth, Major – Corrections Administrator

SUBJECT: Corrections Facility Staffing Assessment

DATE: May 20, 2020

SUMMARY

After more than a year of employment with the ICSO as the Corrections Administrator, learning and monitoring the operation, including resource allocation and staffing demands, I facilitated two additional measures to assess needs. As a result of a collective review, I am requesting the addition of eight (8) full time Corrections Deputies, with the ability to promote two (2) additional Sergeants from the growth of eight staff. Total, first year cost of approximately: \$971,546.00.

ASSESSMENT RESOURCES

- Major Southworth's experience facilitating the completion of two prior resource/staffing studies
- Visits/Job shadow of other County Jail (MI and IN) throughout 2018 early 2019 for new jail build and new position (Southworth) purposes that exposed us to processes/staffing
- Michigan Department of Corrections (MDOC) staff study
- ICSO Corrections Division Resource Allocation Review Project results
- Collaboration with senior staff regarding CBA and scheduling history as well as assistance assessing/projecting overtime and other tangible staffing demands

CURRENT STAFFING

The ICSO Corrections Division is presently staffed as follows:

- Two Clerks / Administrative Assistants
- Five part time Lobby Control Deputies
- 62 Full time sworn Deputies, three Lieutenants, and six Sergeants
 - Five specialty assignments (Training Unit, Education Security, Inmate Services Coordinator, Inmate Worker Coordinator, Medical Security (each deemed relevant for efficient pursuit of our Mission. These are eight hour shift employees)
 - 18 assigned to Receiving (Day & Night Shifts), 12.25 hour shifts employees
 - 39 assigned to Housing (Day & Night Shifts), 12.25 hour employees
- Monday – Friday 0730 -1530 Staffing minimum is 16
- Weekend, Holiday and Nightshift minimum is 11.5
- 33 Deputies assigned to Day Shift, 29 Deputies assigned to Night Shift
- One Lieutenant and three Sergeants assigned to each shift, plus one Lieutenant assigned to Receiving (day time)

OPERATIONAL REALITY & DEFICIENCY OBSERVATIONS

2018: Bookings: 7,755

2018: Court appearances: 10,857 court transports

2018: 2,187 Jail incident reports created and documented

2018: 30% of arrests are released within 24 hours. (Lots of in and out traffic)

2018: 7,524 medical screening questionnaires completed

2018: 29,122 internal inmate movements, (change in room assignments)

2018: 20,638 scheduled video inmate visits

Since October of 2017: 10,203 classifications completed

We are not sufficiently staffed to cover all shifts, overtime free, in light of our training demands, vacation/personal/comp/sick/military/leaves of absence, FMLA, and extra duty assignments (i.e. Dive Team, Honor Guard, and Recruiting).

- Training hours have decreased each of the last three years, from ~52 to ~37/deputy
- This has been done to accommodate the identified minimum staffing
- MSCTC requires 20 hours min /Deputy/year.

Deputy to inmate ratio is roughly 1:27 M-F 8-4p, 1:38 on Nights and Weekends, 1:62 if factoring only housing deputies to inmates

Unstructured scheduling has a significant impact on calculating precise staffing shortfalls. This prevents patterns, thus becomes less predictable.

- This model has cost savings benefits as staff can be adjusted to accommodate scheduling needs more flexibly than a structured schedule

Offsite medical: 3900 hours were spent in 2018, down from prior years consistent with population decline

- At 1713 on duty hours per employee (MDOC's figure based on data we produced), 3900 is equivalent to 2.27 FTE
- A stable Jail Medical Section should reduce these hours but 2019 projections = 3500
- Half of these hours demanded overtime compensation due to no surplus regular staff
- Nearly 100% of the OT included "CodeRed" bonus pay (\$50.00 per response)
- We are now required to relieve our own people while guarding inmates at medical facilities

Overtime Impact

- More than \$420K in Overtime spent the past two FY, equivalent to nearly four FTEs
- 24/7/365 service has no luxury to close down at times due to staffing or other issues
- There will always be a need for overtime to compensate staff for extra planned and unplanned duty
- \$420K in Overtime is profound and a poor way to administer a division, simply to fulfill a minimum identified standard
- In 2012, we had 70 corrections staff which meant that there were 15/shift staff members that off duty and available to come in for overtime, where now the pool is only 11/shift

- Routinely using mass messaging system (Everbridge) to supplement staffing
 - That in itself makes employees numb, thinking about and accommodating work on off time
 - Numerous examples of unanswered requests and Sergeants/Lieutenants from Corrections and LE coming in at highest dollar
- Employees, more often than not, are required to work a full shift on their scheduled half shift day
 - 12.25 hour shifts are demanding, not getting sufficient down time (due to extra duty) can have unhealthy impacts on employees

We have a young work force that will predictably be growing their families = FMLA use

We have three employees who are still active with the military who have both predictable and unpredictable commitments that must be honored in protecting our country

All new deputies must attend a state mandated, one month (160 hour) Corrections Academy unless they have a certificate, within the first 12-15 months of hire

Vacation requests have been denied regularly to accommodate minimum staffing demands

No breaks: we currently have no consistent plan or ability to give deputies a break during their 12.25 hour shift

- MDOC inspectors made note of how poor it is to under attend our staff for breaks regardless of staffing

We are now asked to participate in Jail alternative programs i.e. District and Circuit mental health courts, saving jail bed days and county costs, but different demands placed on Jail staff

- Specialty courts are receiving federal, state and local funding – none of which is funds Sheriff's Office demands
- We had to discontinue transport of inmates to treatment centers due to a lack of available staff to do so

Inmate Worker Coordinator and Inmate Services Coordinator are routinely the first positions called upon to fill in mandatory position gaps (sick calls) and off site medical runs

- This practice mitigates overtime
- Additional Security Deputies (as recommended by MDOC) would allow these positions to more regularly and efficiently fulfill the services they have been created to do

With the addition of staff it is projected that we will proportionately reduce overtime costs

Command:

- Need clearer lines between Sergeant and Lieutenant
- Need three true middle managers
- Growing two sergeants gets us much closer to 2 sups on duty at any given hour
- This division would require six (6) command officers for both Day and Night Shifts to truly observe two command on duty per shift

- A Sgt. / Lt. can pitch in for Hospital Guard, Security, etc. before calling in OT
- Span of control
 - Best models recommend not more than 4-8 employees per supervisor
 - Current staffing on any given M-F finds us at the high range of this ration 1:7 or 1:8 during the day and 1:6 for night shift. These numbers include the shift lieutenant (middle manager) fulfilling first line supervisory functions. On weekends and holidays, we routinely operate at a 1:11 or 1:12 ratio. The purpose of this is to maximize resources during the busiest times while reducing costs on holidays which tend to be more manageable with only one supervisor.
 - Our 16/11.5 staff per shift produce a great deal of reports, dailies, situations that require supervisor attention
 - There is plenty of work for two supervisors on duty per shift

MDOC STAFFING ANALYSIS

MDOC recommended growth of six (6) positions. They recommend ensuring that each shift has the following in addition to our current minimum staffing which is essentially 11.5/shift, not including the specialty positions:

- All five specialty positions be dedicated to their duties and less use as utility
- Classification Officer on Duty 24/7/365 (we only staff 24 of 48 weekend hours)
- Two additional Security Deputies for Day Shift (bringing day shift min to 13.5)
- One additional Security Deputy for Night Shift (bringing night shift min to 12.5)

The security positions recommended by MDOC aren't as easy as adding only three staff to our allocation. To grow the minimum staffing complement any given shift, we need a minimum of 2.25 FTEs for each desired position staffed. Each of those positions currently work 12.25 hour shifts. Security alone would equate to growth of 6.75 FTEs.

STAFFING PROPOSAL & CALCULATIONS

Eight (8) additional employees: Six (6) added to line deputy compliment growing from 62-68. Two (2) promoted to Sergeant, growing our Sergeant complement from six (6) to eight (8).

Four Special Assignment Deputies (Training Deputy excluded as absence covered by certified personnel of that unit), should be left to their duties but can relieve one another without having to add staff to cover their time away.

Classification needs to be staffed full time requiring an additional .7 FTE that we could fulfill with growth of staff.

COSTS (salary & benefits):

Six (6) full time deputies @ \$104,116ea =	\$624,696 first year
Two (2) sergeants @ \$173,425ea =	\$346,850 first year
Total:	\$971,546

***See Staffing Calculations Spreadsheet**

Resource Allocation Review Project: The results of this project are not fully complete. We anticipate a recommendation of additional staff, however, the principal directive was to evaluate our processes, structure, positions, schedules and movement to ensure we are operating as efficiently as possible with existing resources. We will certainly evaluate all recommendations and incorporate better practices to maximize efficiency.

ALTERNATIVE REQUEST (if primary proposal is unacceptable)

Two (2) booking and corrections records clerks, 8-4p and 4-midnight shifts, M-F

Five (5) deputies

One Sergeant, working a swing shift, primarily assigned to Receiving

When clerks are working Receiving, assigned staff can work security, provide breaks, etc.

When clerks are off, receiving staff will fulfill records/data entry as they do now and weekends would be staffed heavier with deputies.

COST:

Two (2) Clerks @	\$69,951ea =	\$139,902
Five (5) Deputies @	\$104,116ea =	\$520,580
One (1) Sergeant @	\$173,425 =	\$173,425
Total:		\$833,907

BENEFITS to STAFF GROWTH

- Morale improvement
- Improved work conditions foster a healthier employee
- Less regularly occurring staffing crisis management
- Improved efficiency by being better suited to contend emergent needs with on duty staff
- Improved span of control which fosters better quality control and employee attendance
- Improved inmate management through increased program facilitation and kite responses
- Employees truly rest while away from work, less bothered by messages to fill overtime or short leave time to work planned additional shifts

This concludes the Staffing Assessment.



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

GRETCHEN WHITMER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

April 3, 2019

Sheriff Scott Wriggelsworth
Ingham County Sheriff's Office
630 N. Cedar St.
Mason, MI 48854

RE: MDOC Staffing Analysis

Dear Sheriff Wriggelsworth,

We received your signed letter requesting a staffing analysis be completed at the Ingham County Jail. The Michigan Department of Corrections, County Jail Services Unit has spent numerous hours observing the day-to-day operations over several days and on both shifts.

A Staffing Analysis of the Ingham County Jail was conducted by Larry Abraham and Ron Trachet, Regulation Agents with the Michigan Department of Corrections, County Jail Services Unit on March 26 – 29, 2019. Deputies work 12-hour shifts. Many factors are considered when preparing a staffing analysis. Some of these factors include, but are not limited to, the design of the jail, the number of ancillary duties the corrections staff must perform, average daily jail population, the number of bookings/releases per year, inmate visitation, and classes/programs for the inmates.

Background

- The Ingham County Jail was constructed in 1964 with a rated design capacity of 240 beds.
- Renovations in 1982 increased the rated design capacity to 328 beds.
- Double-bunking increased the rated design capacity to 575 beds.
- Renovations in 2004 increased the rated design capacity to its present 665 beds.
- ** Currently 4 of the 10 Posts are closed.

Informational

The average daily population for 2018 was 415 inmates. There were 8,093 inmates booked in and 8,316 inmates released for calendar year 2018. On average it takes 25 minutes to book an inmate in and 10 minutes to release an inmate. This equates to 3,372 labor hours to book inmates and 1,386 labor hours to release inmates

for Calendar year 2018. The most current census from 2010 indicates that Ingham County has 280,850 residents.

Programs

The Ingham County Jail offers a wide variety of classes and programs to the inmate population. These include GED, Connections in Corrections, Inmate Initiatives, Chronic Pain Path, CMH/CATS Future Programs, Seeking Safety, Michigan Works, Alcoholics Anonymous, Narcotics Anonymous, Employment Skills, Restorative Justice, Anger Management, Parenting and Breakout.

Staffing Assignments

Deputies are scheduled on 12 hour shifts with 1 short shift per pay period for a total of 80 hours. The shifts are 0700-1900 hours for the day shift and 1900-0700 for the night shift. Deputies pick their days to work on a monthly basis.

Booking/Receiving

This is a critical area. The officers assigned to this post control and monitor the movement of all incoming/outgoing inmates. Deputies are responsible for a wide variety of duties at this post including booking the inmates, performing the health screens, securing property, transfer and management of inmate conference sessions, video arraignments, meal pass, answering phones for overflow, processing inmates through the body scanner, observing several inmates that are housed in the booking area, completing hourly cell checks upstairs on the medical inmates, monitoring inmates via camera, fingerprinting of inmates, releasing inmates and handling medical /emergency situations when they arise. This is an extremely busy environment with very critical duties, therefore the **minimum** staffing levels for this post is three Deputies at all times.

Classification

The classification position is currently assigned a variety of duties other than the actual classification of inmates. These duties include daily cell searches, escorting outside groups on tours of the facility and assisting booking with a variety of tasks. A good classification process which includes regular reviews and re-classification when necessary is vital to the successful operation of a jail. There are currently four Deputies assigned to the classification position. The **minimum** staffing level for this position is four Deputies.

Specialty Positions

There are four positions in this category, and they are Medical Deputy, Education Deputy, Inmate Services Coordinator, and Inmate Worker Coordinator. Each position has a variety of duties they perform and are a necessary part of the daily operation. The **minimum** staffing level for these positions is four Deputies.

Housing Posts

The Ingham County Jail currently has 6 posts that are operational while 4 posts are closed. The Deputies at these posts are responsible for a wide variety of tasks including meal pass, medication pass, hourly cell checks, constant monitoring of inmates and handling a large number of issues with the inmates in general. The **minimum** staffing level for these posts is one Deputy per post at all times.

Security Deputies

The Security Deputy position has a wide variety of responsibilities that include escorting inmates throughout the facility, perimeter security checks, inmate fingerprints, taking inmate pictures, searching inmates, dressing out inmates, processing inmates through the body scanner etc. One task that the Security Deputy should be performing but is currently not due to staffing levels is relieving other Deputies so they can

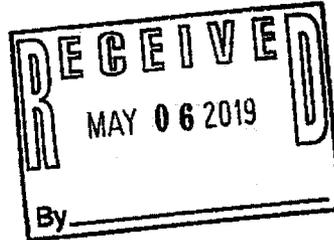


National Association for the Advancement of Colored People

Lansing Branch

April 30, 2019

Ingham County Board of Commissioners
341 S. Jefferson Street
Mason, MI 48854



Hon. Madams and Sirs:

RE: Consolidation of all Ingham County District Courts.

This communication is to express the Lansing Branch NAACP's thoughts and concerns about pending decisions that if approved by multiple jurisdictions located within Ingham County would have the potential to jeopardize diversity on our court benches, and also the ability to have diverse jury pools made of the peers of those subject to court matters. The discussions that I am referencing are those deliberating to consolidate all Ingham County District Courts. The driving factor is the attempt to share allocated resources to reduce cost. We concur on the idea of cost efficiencies, but not when the saving measure(s) will come at the expense of losing elected representation for people of color, and the inability for an individual to have a trial with jury pools with the makeup of their peers and the that lack of diversity

It is our understanding that there are upcoming conversations among several Ingham County government agencies that will soon reconvene on the topic of district court consolidation; therefore we want to express our concerns and position on this matter. Let it be known that the Lansing Branch NAACP is opposed to the idea of district court consolidation in Ingham County, which includes similar proposals under consideration in neighboring counties within our service area. Our opposition is based upon the possibility that any approval drafted on this concept will hinder progress in a diverse representation in our various communities, while diminishing the ability for a fair trial for people of color. Elected officials throughout Ingham County who are in support of this measure rest the idea that they can develop procedures and policies to assure diversity and inclusion, and their intent will be preserved, or prevail under test. However, past practices have demonstrated that the interpretation of any passed legislation can differ from election cycle to election cycle, as can the use of funding by any future elected class. Nevertheless we ask that these concerns be considered during your discussions.

Sincerely,

Dulles D. Copedge, President
Lansing Branch NAACP

cc Hon. Curtis Hertel, MI Senate
Hon. Andy Schor, Mayor
Hon. Mark Meadows, Mayor of East Lansing
Hon. Thomas Boyd, Judge 55TH District Court, Ingham County
Hon. Carol Siemon, Ingham County Prosecutor
Lansing City Council Members
East Lansing City Council Members

Membership Is Power! No Membership, No Power! Join the NAACP Today!