

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 SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, OCTOBER 31, 2019 AT 6:00 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [October 10, 2019 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. 55th District Court
 - a. Update on Sobriety Court and Mental Health Court (*Presentation*)
 - b. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program ([SCAO-MMHCGP](#)), Continue a Probation Officer Position, and Authorize Subcontracts
 - c. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan Drug Court Grant Program ([SCAO-MDCGP](#)) and Authorize Subcontracts
2. Sheriff's Office
 - a. Resolution to Approve Purchase of Training from [Policeone.Com Academy](#) for Ingham County Sheriff's Office Staff
 - b. Resolution to Continue Records Management Software Support from [Central Square Technologies](#)
 - c. Resolution to Accept Grant Funds and Donations for the Ingham County Sheriff's Office [Victim Advocate Unit](#) on an Ongoing Basis
 - d. Resolution to Purchase Three New Tasers and Associated Equipment for the Sheriff's Office from [Axon Enterprise, Inc.](#)
3. 30th Circuit Court – Circuit Court Clerk's Office [Reorganization](#) (*Discussion*)
4. 9-1-1 Center Dispatch – Resolution to Authorize Purchase of Computer Aided Dispatch ([CAD](#)) Computers

5. Law & Courts Committee
 - a. Timing of [Special Millage](#) for Continuing Comprehensive Emergency Telephone Services (*Discussion*)
 - b. Discussion of Attorney/Client Communication dated October 15, 2019 (*Closed Session*)

Announcements
Public Comment
Adjournment

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

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

LAW & COURTS COMMITTEE
October 10, 2019
Draft Minutes

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

Members Absent: Polsdofer.

Others Present: Andy Bouck, Scott LeRoy, Ericanne Spence, Terri Thornberry, Anne Scott, Darin Southworth, Teri Morton, Liz Noel, and others.

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

Approval of the September 26, 2019 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE MINUTES OF THE SEPTEMBER 26, 2019 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

Additions to the Agenda

None.

Limited Public Comment

Scott LeRoy, 30th Circuit Court Deputy Court Administrator, provided a memorandum and information to the Committee on a grant application the Court intended to submit to leverage Title IV funds. He stated that County policy requested that departments present information to a Board of Commissioners' Committee before applying for a grant.

Mr. LeRoy stated that because of the Michigan Indigent Defense Commission (MIDC), the number of court-appointed attorneys in the County had decreased from 68 to 29, which was why attorney recruitment was listed as a proposed way to maximize grant award.

Commissioner Crenshaw asked since the grant was due on October 15, 2019, if the application was already prepared to submit.

Mr. LeRoy stated that the application had been prepared.

Commissioner Crenshaw asked if the grant application needed approval from the Board of Commissioners.

Mr. LeRoy stated the application did not require approval from the Board of Commissioners, but he was before the Committee as part of the County policy on grant applications.

Commissioner Slaughter asked Mr. LeRoy to explain how recruitment worked for the attorney mentorship program. He further asked for an update on the movement of the Raise the Age bill in the Michigan Legislature.

Mr. LeRoy stated that he had heard that the Raise the Age bill had passed today and was on the Governor's desk for signature, but he was not sure which version of the bill had passed. He further stated that he had spoken to his group's lobbyist, last week, and the lobbyist had stated that the bill would pass, but since he had not seen the version of the bill that had passed, he would come back to the Committee to speak about it at another time.

Mr. LeRoy stated that currently there was zero recruitment for court appointed attorneys, and usually attorneys were simply approached after and asked to join the program after representing someone. He further stated that the idea of a signing bonus for new court appointed attorneys and payment of attorneys who recruited and mentored attorneys through their first year was creative and the Department of Health and Human Services was looking for initiatives such as this.

Mr. LeRoy stated that with this vulnerable population, it was important to build a list of court appointed attorneys and provide quality training, to begin to create early permanency for the subjects.

Commissioner Slaughter asked if there had been any discussion with MIDC to expand their reach to the abuse and neglect cases.

Mr. Leroy stated he was not aware of any conversations regarding an expansion of MIDC cases.

Chairperson Koenig asked what the impact of having less attorneys on the court appointed list was, and if cases were falling behind.

Mr. LeRoy stated that the decrease in attorneys had not reached a critical stage, but rather served as a double-edged sword because now the attorneys on the court appointed list could make a living off of the cases, rather than getting one every six to eight weeks. He further stated that he did not want the attorneys to experience burnout, however, so he would like to bring four or five new attorneys on every year.

Discussion.

Chairperson Koenig asked what the reward to bring on new attorneys would be.

Mr. LeRoy stated that the initial amount that had been proposed was between \$4,000 and \$5,000. He further stated that this would also cover the fact that the attorney would be mentoring the new attorney for a year, where they would need to attend court and review filings.

Chairperson Koenig asked if the Court had clear requirements set out to receive the bonus.

Mr. LeRoy stated there were no requirements yet, but if the grant was received, then requirements would likely be brought before the Committee for review.

Discussion.

Commissioner Schafer thanked Mr. LeRoy for his efforts.

Mr. LeRoy stated this grant application was also supported by the Chief Judge.

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

2. Controller's Office – Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming for 2020 as Authorized by the Justice Millage

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

THE MOTION TO APPROVE THE ITEM ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

1. Community Mental Health – Medication Assisted Treatment (*Presentation by Ericanne Spence*)

Ericanne Spence, Community Mental Health Substance Abuse Services Administration Program Director, presented to the Board of Commissioners on Medication-Assisted Treatment (MAT).

Chairperson Koenig asked when naltrexone, or Vivitrol, came into use.

Ms. Spence stated that Vivitrol had been in use for about 10 years, and it had first been used to treat alcoholism.

Commissioner Schafer stated he had mentioned he wanted to know about the treatment of alcoholism at a previous Committee meeting. He asked what treatment there was for methamphetamine addiction.

Ms. Spence stated MAT for alcoholism was difficult because the focus was currently on opiate addiction, but addiction to alcohol was should be important because it was so prevalent in society. She further stated that she thought methamphetamine would be the next epidemic, and MAT was also difficult for it because there was no approved drug that would prevent a methamphetamine user from getting high like the treatments for opiate addiction did.

Ms. Spence stated there was currently no protocol for methamphetamine treatments, but one needed to be found. She further stated that antidepressants sometimes helped methamphetamine users with their dopamine deficiency, but it was not a current treatment protocol and would not stop the user from getting high off of methamphetamine.

Ms. Spence continued presenting to the Committee about MAT. She stated that in Ingham County alone, she estimated that 1,000 people were enrolled in the three local methadone clinics.

Commissioner Slaughter asked Ms. Spence to remind the Committee what wraparound programs there were once the person was released and what services they were directed to.

Ms. Spence provided an overview of the programs and services available that allowed people to receive the help they needed, especially as they were leaving jail or treatment facilities. She stated that there was a lot that was being done in the County and there was the potential to grow, especially since the passage of the Criminal Justice Millage, and she planned to also ask Prepaid Inpatient Health Plan (PIHP) for more funding.

Commissioner Slaughter stated he was interested in the enrollment and drop-off numbers after release in the MAT program.

Ms. Spence stated she would send the numbers to Teri Morton, Deputy Controller.

Chairperson Koenig asked if providers had thought about telephone reminder systems for treatments. She stated that she heard that with court appearances, it had been found that it was not that people did not want to appear in court, but rather that they had forgotten about it.

Ms. Spence stated that Community Mental Health had a reminder system now, but she was not sure if Substance Abuse Services had a system in place yet. She further stated that she was aware that text messages were more successful than phone calls.

Discussion.

3. 9-1-1 Center Dispatch – Resolution to Authorize Leases for the Necessary Communication Towers for the MPSC/Ingham County Radio Communications System Project

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

Commissioner Schafer asked since the land for the nine communication towers was to be leased, what would happen if a land owner wanted to cancel the lease.

Terri Thornberry, 911 Center Director, stated she was not sure what would happen if a land owner decided to cancel a lease.

Commissioner Schafer asked how much land was used for each tower.

Ms. Thornberry stated she did not have exact measurements, but it was not much land.

Commissioner Schafer stated he had recalled complaints about dead spots for 911 communication in large, heavy buildings and there had been a previous request sent to each unit of government to require Bi-Directional Amplifiers (BDAs) in the building codes for new buildings. He asked if there were still buildings that had dead spots, and if there were building requirements for new buildings to have BDAs.

Ms. Thornberry stated that a recommendation could be made, but the County did not have control over a private building.

Discussion.

Undersheriff Andy Bouck, Sheriff's Office, stated that some new buildings would need BDAs, like the Justice Complex, but he was unsure if it was in building codes to require BDAs. He further stated that communications systems and signal penetration rates have improved over time.

Commissioner Schafer stated he would like to issue a statement to all governmental units stressing the importance of BDAs in buildings.

Chairperson Koenig stated research should be done before a statement was made, to determine if it was already required in the building codes.

Commissioner Celentino stated that he recalled a letter was sent years ago, to encourage the requirement of BDAs in their building code for new construction.

Discussion.

Chairperson Koenig stated this would be added as an agenda item for a future meeting, once it was determined what had sent previously about BDA requirements and if it was in building code.

Commissioner Celentino asked if all property owners that the land would be leased from had been contacted.

Ms. Thornberry stated all property owners had been sent a letter and spoken to.

Commissioner Celentino asked if any property owner had concerns.

Ms. Thornberry stated she was not aware of any concerns, and any communication went through the County Attorney.

Discussion.

Ms. Thornberry stated it was in the property owner's interest to have the tower on their property, as they would receive more revenue from cell phone companies who wanted to be on the tower as well.

THE RESOLUTION TITLE WAS AMENDED AS FOLLOWS:

RESOLUTION TO AUTHORIZE LEASES FOR THE NECESSARY COMMUNICATION TOWERS FOR THE MPSCS/INGHAM COUNTY RADIO COMMUNICATIONS SYSTEM PROJECT

This was considered a friendly amendment

Ms. Thornberry provided an update regarding the radio project and when the new equipment would be ordered.

Commissioner Slaughter asked Ms. Thornberry for an update on any outreach she was doing to partners like the Lansing Police Department.

Ms. Thornberry stated she has not had much time to dedicate outside of the 911 Center, as she had been busy with the radio project and the noise mitigation project in Dispatch. She further stated that she attended all 911 Advisory Board meetings and had met with Lansing Police Chief Daryl Green, and communicated via email to others frequently.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

Chairperson Koenig left at 6:42 p.m.

At this point in the meeting, Vice Chairperson Slaughter took over chairing the meeting.

4. Sheriff's Office/Health Department – Resolution to Authorize an Agreement with Michigan State University Department of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CELENTINO, TO REMOVE THE RESOLUTION FROM THE TABLE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Polsdofer.

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

Commissioner Crenshaw stated that the previous contract with Michigan State University Department of Psychiatry had expired on October 31, 2018. He asked why the resolution was referencing a renewal of an expired contract, when he assumed this would actually be a new contract.

Anne Scott, Ingham Community Health Centers Executive Director and Deputy Health Officer, stated that the intention had been that the agreement would be continued for 2019. She further stated that it was called a renewal because the intent was for the services to be continuous.

Commissioner Crenshaw asked if the County Attorneys had reviewed the resolution.

Ms. Morton stated the County Attorneys would review the resolution before the Board of Commissioners meeting. She further stated that she thought the contract would not mention a renewal and just agree to enter into a contract.

Commissioner Crenshaw asked if there was an explanation as to how the contract had been overlooked in 2018 but was still paid out.

Major Darin Southworth, Sheriff's Office, stated that he recalled Sheriff Scott Wriggelsworth had emailed him earlier August or September of 2018 to remind him of the expiration of the contract on November 1, 2018, at which time it fell completely off his radar. He further stated that he had prepared a new resolution and cover letter on September 4, 2018 to take to the Board of Commissioners, and had spoken with MSU at that time about a nominal increase in compensation per hour.

Major Southworth stated that discussions about privatization of the Jail Medical services were happening around this same time, and the vendors involved all incorporated mental health care into their services so he lost sight of the MSU contract.

Ms. Scott stated that Resolution #19-090 authorized the reorganization of the Jail Medical services and incorporated psychiatric services into the Health Department budget. She further stated that after a conversation was had about psychiatric services in April 2019, she was under the impression that she needed to write a resolution to transfer the services to the Health Department, but the Finance Office had told her since it was all in the General Fund and Resolution #19-090 authorized the transfer, another resolution was not necessary.

Ms. Scott stated that she had continued to have bimonthly calls with MSU to review all contracts between the County and MSU, and every time she had spoken with a contractor, they had stated they were in process with that contract. She further stated it was when she went to prepare the resolution for 2019, that she realized there was not one for 2018.

Ms. Scott stated that usually the contractor would also catch there was no contract in place but that had not happened. She further stated it was a combination of several things that had not happened for the contract to be dropped.

Commissioner Crenshaw asked where the bills were being submitted for payment during this time.

Undersheriff Bouck stated that he was under the same assumption as Ms. Scott, that the contract would be transferred from the Sheriff's Office to the Health Department without a stoppage of service. He further stated that there was no stoppage of service because he had the 2017 contract

in Munis, from which he would process the bills and he was under the impression that it was a continuation of the service.

Undersheriff Bouck stated it was human error, but he believed it was not done with bad will or intent.

Commissioner Crenshaw stated he appreciated them owning up to what had happened with the contract. He further stated that it was a huge issue, that the County had been paying out money without a contract and Munis had not caught it.

Commissioner Crenshaw asked how much had been paid so far on the contract.

Ms. Scott stated that some bills would come in with the charges for a Nurse Practitioner from MSU and they were all mixed together. She further stated that the maximum amount on the contract was \$60,000 per year, and the maximum amount of services was eight hours per week.

Commissioner Crenshaw asked if the amount in 2019 had exceeded the 2017 amount.

Major Southworth stated he would be surprised if the 2019 amount was even half of the 2017 amount.

Discussion.

Commissioner Schafer stated he was surprised that Community Mental Health did not want to provide services to the jail.

Ms. Scott stated there was a serious shortage of psychiatrists in the area, including at MSU. She further stated that MSU had to take a psychiatrist from the Ingham Community Health Centers this past summer to cover patients in the hospital.

Commissioner Schafer asked if a psychiatrist was supervising other psychiatrists under this contract.

Ms. Scott stated a senior psychiatrist would supervise psychiatric residents.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Polsdofer.

5. Sheriff's Office – Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent Up to 50 Beds to the Michigan Department of Corrections

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

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

Discussion.

Commissioner Celentino stated he had voted against reconsidering the resolution because it was back before the Committee after the motion to approve the resolution had failed at the previous Committee meeting. He further stated that he understood that the Finance Committee wanted the Law & Courts Committee to act on the resolution first, but the Law & Courts Committee had already voted against approval of the resolution, so he was confused as to why it had been brought back.

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

Undersheriff Bouck introduced the resolution. He stated that the Intensive Detention Reentry Program (IDRP) contract with the Michigan Department of Corrections (MDOC) was separate from the County Jail Reimbursement Program (CJRP) that had been vetoed by the Governor.

Undersheriff Bouck stated that this contract was a standalone contract with the State to house MDOC inmates, for up to 50 beds, for \$35 per day per inmate. He further stated Ingham County was one of the few counties that housed IDRP inmates for the State and the Sheriff would like to renew the contract for 2020 as his Office was relying on the revenue and housing the MDOC inmates was not a burden on the jail.

Commissioner Celentino stated he recalled when Wayne County had pulled out of a contract with the County and the County had lost expected revenue for that year. He asked if the Undersheriff had confidence in this MDOC contract.

Undersheriff Bouck stated he was confident in this current contract that he was asking to renew. He further stated that the Sheriff's Office currently had good relationships within MDOC.

Commissioner Celentino asked if the \$14.5 million budget cut for CJRP had any effect on this contract.

Undersheriff Bouck stated CJRP had no effect on this contract. He further stated that the jail did house some CJRP inmates as well, but that was a reimbursement program through the State and not a contract.

Commissioner Celentino asked if the County had a contract with any other county.

Undersheriff Bouck stated the County had no contracts with other counties.

Commissioner Crenshaw asked how many current inmates in the jail were from IDRP.

Undersheriff Bouck stated he believed there were 31 IDRP inmates today.

Commissioner Crenshaw asked how many current inmates in the jail were from CJRP.

Major Southworth stated it was a complex eligibility for CJRP, as it usually applied to straddle cell beds where an offender was likely to go to prison, but the judge decided to send them to county jail instead. He further stated that there were three tiers of CJRP inmates that the County could bill for.

Discussion.

Major Southworth stated if the CJRP was cut from the budget, he thought it was likely that sheriffs would ask judges to send offenders to MDOC facilities rather than county jails.

Discussion.

Major Southworth stated that he thought there was not a lot of consideration by the judges on who would pay for the lodging when they sentenced an offender. He further stated that more of the consideration was based on the offender's story and an intent to keep them closer to their own community.

Commissioner Celentino asked if the contract with MDOC would continue once the new jail was built.

Undersheriff Bouck stated he would like to have a conversation with MDOC about when a good time to get out of the contract would be. He further stated that the Sheriff was aware of the intent to get out of the contract, and the new jail would be built to suit the County's own needs, not those of MDOC.

Discussion.

Commissioner Crenshaw stated he was not a fan of the contract. He further stated he hoped that in 2021, the Sheriff did not use the MDOC revenue as guaranteed revenue, but rather as extra possible revenue coming in because he recalled what had happened a few years ago when Wayne County pulled out of a contract and the County had been expecting the revenue.

Vice Chairperson Slaughter asked if Undersheriff Bouck was sure the MDOC contract was not affected by cuts to the State budget.

Undersheriff Bouck read from an email from Douglas J. Clark, IDRP Program Supervisor, where he stated he had not seen anything to suggest the County's IDRP beds would be at risk.

Discussion

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Polsdofer.

6. Law & Courts Committee – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

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

Commissioner Celentino stated he saw that the millage expired at the end of 2019. He asked if that was why the millage renewal would be on the March 2020 Presidential Primary ballot.

Ms. Morton stated the election date for the millage was based on a previous Board Leadership meeting where it was suggested that all millage renewals be placed on the March 2020 ballot.

Discussion.

Commissioner Crenshaw stated he recalled at the Board Leadership meeting that the committees were to discuss their respective millages and then make a recommendation about which ballot to place each millage on. He further stated that he thought the Committee should have had a discussion about the 911 Millage and when the other millages would be on the ballot in 2020 first, before approving this resolution.

Commissioner Crenshaw stated he was hearing from the community that many were not ready to support so many millages or renewals at once, especially if there was an increase in the Health Millage.

Commissioner Celentino stated the Board of Commissioners had until December 17, 2019 to approve the millage language if it was to be placed on the March 10, 2020 ballot, so the Committee had time to discuss it. He further stated he did not know if he would support having all millages on the same ballot.

Discussion.

Commissioner Schafer stated that of all of the County millages, he thought the 911 Millage was the most important. He further stated that public safety was a critical service that needed to be provided to the community, and he supported moving forward with approving the millage language.

Discussion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO TABLE THE RESOLUTION UNTIL THE OCTOBER 31, 2019 LAW & COURTS COMMITTEE MEETING.

Ms. Morton asked if the resolution should be on the October 31, 2019 agenda as a discussion item.

Commissioner Celentino stated it should be on the October 31, 2019 Committee agenda as a discussion item.

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

7. Board Referrals
 - a. Resolution from the Iosco County Board of Commissioners Regarding the Trial Court Funding Commission Interim Report

Commissioner Crenshaw asked that going forward, the Committee liaison person from the Controller's Office acknowledge receipt of the referral and state it was under consideration by the Committee. He further asked that the Controller's Office copy the Board of Commissioners on the communication.

7. Board Referrals
 - b. Resolution 21-2019 from the Antrim County Board of Commissioners Regarding the Trial Court Funding Commission Interim Report

Announcements

Commissioner Celentino stated that he still had questions from the discussion about amending the Animal Control Ordinance to allow ducks before it came before the Committee again. He stated he would like more information from the Animal Control Director and if she would have confidence in that policy.

Commissioner Celentino stated he would also like staff to call other animal control departments who had similar policies and ask if they needed more staff, funding or resources to accommodate ducks. He further stated he was also under the impression that municipalities could write their own ordinance to this effect.

Ms. Morton stated the Controller's Office had a meeting with the County Attorneys yesterday and Peter Cohl, County Attorney, was putting together information on the subject. She further stated that the question was whether it was legal for the County to have the prohibition of livestock in the ordinance at all.

Commissioner Celentino stated it sounded like a zoning issue for municipalities instead.

Ms. Morton stated the County Attorney might have a forthcoming recommendation about what the County should do.

Commissioner Celentino stated he would still like to see answers to his questions.

Discussion.

Ms. Morton stated if the livestock prohibition was determined to not be legal, then the Board of Commissioners could give some time before the section of the ordinance was amended to give municipalities time to come up with their own ordinances if they chose to.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:32 p.m.

**OCTOBER 31, 2019 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1b. 55th District Court – Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Authorize Subcontracts

This resolution will authorize a grant award in the amount \$369,000 from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

The grant funding supports one full-time probation officer assigned to the program, which is included in the 2020 budget.

The resolution will also authorize up to \$98,730 in Ingham County In-Kind funding and acknowledge \$27,828 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$495,558. This resolution also recognizes a \$4,500 allocation of Ingham County In-Kind funding to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

Subcontracts would also be authorized as follows:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,296
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$290,534.

See memo for details.

1c. 55th District Court – Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Authorize Subcontracts

This resolution will authorize the acceptance of \$132,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO). The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. Both positions are included in the 2020 budget.

The resolution will also authorize \$152,994 in Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$284,994. This resolution also recognizes a \$9,600 allocation of Ingham County In-Kind funding to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

The resolution will also authorize subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$16,000
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

See memo for details.

2a. Sheriff's Office – Resolution to Approve Purchase of Training from PoliceOne.Com Academy for Ingham County Sheriff's Office Staff

This resolution will approve the continuation of online training from PoliceOne Academy Training. The Sheriff's Office has been using the PoliceOne Academy Online Application to train all staff since 2016. Training includes Interactive Videos Courses and Course quizzes for Accreditation and Management Workflows for Accountability. The training cost will be paid from Booking Fees and Act 302 Training Fund revenue in the amount of \$6,480.

2b. Sheriff's Office – Resolution to Continue Records Management Software Support from Central Square Technologies

This resolution will authorize entering into a contract with Central Square Technologies (formerly known as TriTech Software Systems) for limited software support for the time period of January 1 through December 31, 2020 for a cost not to exceed 7,506.66 (1 RMS Server License for \$6,789.00 and 2 RMS User Licenses for \$717.66). Funds for this contract are included in the 2020 budget for the IT LOFT Fund.

See memo for details.

2c. Sheriff's Office – Resolution to Accept Grant Funds and Donations for the Ingham County Sheriff's Office Victim Advocate Unit on an Ongoing Basis

This resolution will authorize the Ingham County Sheriff's Office to accept up to \$6,000 of grant funds and donations annually on behalf of the Victim Advocate Unit. These funds will be used for the operation of the Victim Advocate Unit on an ongoing basis.

The Sheriff's Victim Advocate Unit provides short term crisis intervention to Ingham County residents who have experienced a traumatic event. The Unit is comprised solely of volunteers who are on call 24 hours a day, 7 days a week, and rely on grants and donations as their only means to purchase uniforms and equipment.

See memo for details.

2d. Sheriff's Office – Resolution to Purchase Three New Tasers and Associated Equipment for the Sheriff's Office From Axon Enterprise, Inc.

This resolution will authorize the purchase of three Tasers and associated equipment and training from AXON Enterprise, Inc. for a total not to exceed \$11,693.00, funded from the Jail Commissary fund. Ingham County recognizes AXON Enterprise, Inc. as a sole source vendor for this equipment and training.

4. 9-1-1 Center Dispatch – Resolution to Authorize Purchase of Computer Aided Dispatch (CAD) Computers

This resolution will authorize the purchase of 18 workstations in the 9-1-1 Center, each equipped with a computer for the computer aided dispatch (CAD) software. Twelve of the 18 CAD computers are scheduled for CIP replacement this year by IT. A need to improve the build and performance of the CAD PC's to better meet the needs of our CAD software has been identified. The cost difference between the 2019 capital budget for 12 standard office computers and the updated CAD computer specs, and the cost to replace the other six (6) CAD computers this year instead of replacing them in the near future, is \$21,263.91 and is available within the 9-1-1 Emergency Services fund balance. The total cost of the 18 workstation is \$32,463.11.

See memo for details.

PRESENTATIONS/DISCUSSION ITEMS:

1a. 55th District Court – Update on Sobriety Court and Mental Health Court

3. 30th Circuit Court – Circuit Court Clerk's Office Reorganization

Circuit Court Administrator George Strander will be present to discuss a reorganization proposal of some Deputy Court Clerk positions. The Reorganization Procedure Policy requires that Departments submit a discussion document that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.

Due to the long period of time the affected positions have been vacant, and given that no job descriptions are being altered, Mr. Strander will be requesting that the procedure be expedited, and that a resolution be recommended by the Law and Courts Committee to be taken through the rest of the committee process during the current round of meetings.

5a. Law & Courts Committee –Timing of Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

5b. Law & Courts Committee – Attorney/Client Communication dated October 15, 2019. (Closed Session)

Agenda Item 1b

To: Ingham County Law & Courts and Finance Committees
From: Da'Neese Wells
Date: 10/22/19
Subject: Mental Health Court Resolution for Fiscal Year 2020

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept \$369,000 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism, and enhancing public safety.

The grant funding supports one full-time probation officer assigned to the program. This position has already been approved in the 2020 Ingham County budget.

The resolution also authorizes up to \$98,730 in Ingham County In-Kind funding and acknowledges \$27,828 in CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$495,558.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

Lastly, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500,
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,296,
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$290,534 (\$210,337 grant funding, \$52,369 Ingham County In-Kind Funding, and \$27,828 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding).

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM (SCAO-MMHCGP), CONTINUE A PROBATION OFFICER POSITION, AND AUTHORIZE SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety and more efficient public sector spending; and

WHEREAS, the 55th District Court has received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$369,000 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-Michigan Mental Health Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed \$495,558 to include SCAO/MMHCGP grant funds in the amount of \$369,000, Ingham County In-Kind matching funds not to exceed \$98,730 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed \$27,828 for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, that grant funded Mental Health Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,296
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$290,534 (\$210,337 grant funding, \$52,369 Ingham County In-Kind Funding, and \$27,828 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding).

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 and 2020 55th District Court budget and Position Allocation List.

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

To: Ingham County Law & Courts and Finance Committees
From: Da'Neese Wells
Date: 10/22/19
Subject: Sobriety Court Resolution for Fiscal Year 2020

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept \$132,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We've found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2020 Ingham County budget.

The resolution also authorizes \$152,994 in Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$284,994.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$9,600 to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

Lastly, the resolution authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$16,000
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND AUTHORIZE SUBCONTRACTS

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

WHEREAS, continuation of the Sobriety Court will require continuing to employ two probation officers to provide staffing for the program; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO - Michigan Drug Court Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$132,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups and individuals to the Ingham County 55th District Court Sobriety Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for any future possible donations to the 55th District Court Sobriety Court Program and authorizes the program to accept any future possible donation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$284,994 to include SCAO/MDCGP grant funds in the amount of \$132,000 and Ingham County In-Kind matching funds of \$152,994 with no local hard cash matching funds, all of which are required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$9,600 to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

BE IT FURTHER RESOLVED, that grant-funded Sobriety Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$16,000
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 and 2020 55th District Court budget and Position Allocation List.

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

Agenda Item 2a

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: October 3, 2019

RE: **RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM
POLICEONE.COM ACADEMY FOR INGHAM COUNTY SHERIFF'S
OFFICE STAFF**

This resolution is requesting the Ingham County Sheriff's Office be allowed to continue online training from PoliceOne Academy Training for the 2020 Calendar year.

The Sheriff's Office has been using the PoliceOne Academy Online Application to train all staff since 2016. The online training consists of Interactive Video Courses, Course quizzes for Accreditation, and Management Workflows for Accountability. The Sheriff's Office is requesting the training cost be paid from 302 Funds and Booking Fees in the amount of \$6,480.00 for the contractual year of 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM POLICEONE.COM ACADEMY
FOR INGHAM COUNTY SHERIFF'S OFFICE STAFF**

WHEREAS, Ingham County has been using PoliceOne Academy.com since 2016 to provide online training to the Ingham County Sheriff's staff; and

WHEREAS, ongoing training is an important part of ensuring the Sheriff's Office staff are best able to serve our citizens; and

WHEREAS, a subscription for a year of training will be \$6,480.00 and available to the Ingham County Sheriff's Office staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize the purchase of training from PoliceOne Academy in the amount of \$6,480.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 2020 Sheriff's Office budgets from 302 Training Funds #28532000-960000 (\$3,240.00) and Booking Fees/Training Fund #26336201-960000 (\$3,240.00).

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

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

Agenda Item 2b

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: October 17, 2019

RE: **RESOLUTION TO CONTINUE RECORDS MANAGEMENT SOFTWARE
SUPPORT FROM CENTRAL SQUARE TECHNOLOGIES**

This resolution is requesting the Ingham County Sheriff's Office, be allowed to continue limited software support with Central Square Technologies formerly known as Trittech Software Systems.

The Sheriff's Office has been using Trittech Software Systems since January 2011 which is now Central Square Technologies. The limited software support agreement allows the continued support of Central Square Technologies to maintain software should the system have application issues. The Sheriff's Office is requesting the limited software support agreement be paid from the IT LOFT fund in the amount of \$7,506.66.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTINUE RECORDS MANAGEMENT
SOFTWARE SUPPORT FROM CENTRAL SQUARE TECHNOLOGIES**

WHEREAS, the Ingham County Sheriff's Office and Central Square Technologies, formerly TriTech Software Systems, entered into a software license agreement in January of 2011 for the license and support of certain VisionAIR software applications, and added the VisionAIR Records Management Systems (RMS); and

WHEREAS, the Ingham County Sheriff's Office wishes to continue limited software support with Central Square Technologies for their records management system; and

WHEREAS, the limited software support will include assistance in accessing the Central Square Technologies RMS database during the agreed time frame; and

WHEREAS, the continued software support agreement time frame would be a period of twelve (12) months beginning January 1, 2020; and

WHEREAS, the Ingham County Sheriff's Office at the end of the twelve months of software support will review the need to continue another period of time of software support with Central Square Technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Central Square Technologies for limited software support for the time period of twelve months beginning January 1, 2020 for the cost not to exceed \$7,506.66 (1 RMS Server License for \$6,789.00 and 2 RMS User Licenses for \$717.66 given a grand total of \$7,506.66).

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the IT LOFT Fund.

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

Agenda Item 2c

TO: Law & Courts and Finance Committees

FROM: Lieutenant Danielle Patrick, Ingham County Sheriff's Office

DATE: October 1st 2019

RE: RESOLUTION TO ACCEPT GRANT FUNDS AND DONATIONS FOR THE INGHAM COUNTY SHERIFF'S OFFICE VICTIM ADVOCATE UNIT ON AN ONGOING BASIS

The Ingham County Sheriff's Office Victim Advocate Unit is an all-volunteer unit that provides services to Ingham County residents who have experienced a traumatic event. The Victim Advocate Unit is comprised solely of volunteers who are on call 24 hours a day, 7 days a week.

The Victim Advocate Unit relies on grants and donations as their only means to purchase uniforms and equipment. The Victim Advocate Unit shall use grant funds and donations received for the sole purpose of the operation of the Victim Advocate Unit.

The Ingham County Sheriff's Office requests to accept grant funds and donations not to exceed \$6,000 annually on behalf of the Victim Advocate Unit to be used for the operation of the Victim Advocate Unit.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS AND DONATIONS FOR THE
INGHAM COUNTY SHERIFF'S OFFICE VICTIM ADVOCATE UNIT
ON AN ONGOING BASIS**

WHEREAS, the Ingham County Sheriff's Office has a Victim Advocate Unit; and

WHEREAS, the function of the Victim Advocate Unit is to provide short term crisis intervention to Ingham County residents who have experienced a traumatic event., and the Victim Advocates act as liaisons for victims and their families by assisting them in finding the resources they need to help them through difficult times; and

WHEREAS, the Victim Advocate Unit is comprised solely of volunteers who are on call 24 hours a day, 7 days a week, and rely on grants and donations as their only means to purchase uniforms and equipment; and

WHEREAS, the Victim Advocate Unit shall use grant funds and donations received for the sole purpose of the operation of the Victim Advocate Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to accept up to \$6,000 of grant funds and donations annually on behalf of the Victim Advocate Unit.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to accept these grant funds and donations which shall be used for the operation of the Victim Advocate Unit on an ongoing basis.

BE IT FURTHER RESOLVED, that all funds received on behalf of the Victim Advocate Unit be placed into the appropriate account and that the Controller/Administrator is authorized to make the necessary budget adjustments to the Ingham County Sheriff's Office budget.

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

Agenda Item 2d

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: October 23, 2019

RE: **RESOLUTION TO PURCHASE THREE NEW TASERS AND
ASSOCIATED EQUIPMENT FOR THE SHERIFF'S OFFICE FROM
AXON ENTERPRISE, INC.**

This resolution is for the approval to purchase three (3) Tasers and associated equipment from Taser International.

The Sheriff's Office is required annually by AXON (Taser International) to train all staff who utilize AXON equipment in the performance of their duties. AXON is a sole source vendor and all equipment must be purchased through them exclusively. The Sheriff's Office is requesting the use of existing budgetary funding from 59530110-726010 to purchase required equipment with a cost of \$11, 693.00.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE THREE NEW TASERS AND ASSOCIATED EQUIPMENT
FOR THE SHERIFF'S OFFICE FROM AXON ENTERPRISE, INC.**

WHEREAS, the Ingham County Sheriff's Office is responsible for police patrols and correctional security for Ingham County; and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA), the County insurance carrier, fully supports their clients obtaining Tasers as a tool to maintain safe and secure operations in daily police patrols and corrections operations; and

WHEREAS, Deputies properly equipped and trained with functional, up to date Tasers have greatly limited use of force complaints, deadly force situations and legal issues since the initial release of these police tools; and

WHEREAS, the Sheriff's Office has determined the need to purchase three (3) new Tasers and associated Taser equipment, to supply our Field Services & Correctional divisions; and

WHEREAS, the purchase order also includes needed batteries and cartridges for certification training; and

WHEREAS, AXON Enterprise, Inc. is a sole source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed \$11,693.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase three (3) Tasers and associated equipment and training from AXON Enterprise, Inc. for a total not to exceed \$11,693.00 from the following Sheriff's Office Account: 59530110-726010.

BE IT FURTHER RESOLVED, that Ingham County recognizes AXON Enterprise, Inc. as a sole source vendor for this equipment and training.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 Sheriff's Office budget.

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

Agenda Item 3

TO: Law & Courts Committee

FROM: George M. Strander
Court Administrator, 30th Circuit Court

DATE: October 23, 2019

RE: Reorganization of Circuit Court Clerk's Office

Since April 16, 2019, Circuit Court case filings in General Trial Criminal and Civil areas in addition to those in Domestic Relations have been maintained in paperless form through the use of imaging. Since going "paperless" in the above described areas the need to pull and reshel physical files has decreased while the timely and accurate docketing and scanning of filings has become more important. This change in operational needs in the Clerk's Office necessitates an alteration in the distribution of positions.

The Deputy Clerk I position focuses historically on the pulling and re-shelving of files, and is also tied in with answering the main telephone line of the Court as well as processing daily mail. As the need for the former has reduced these positions have taken on certain additional tasks (e.g., copying and processing of case transfers to Court of Appeals) to assist others in the office. We currently have two full-time and two half-time Deputy Clerk I positions – one full-time position and one half-time position have been vacant for some time (three weeks and a month-and-a-half, respectively) partly in contemplation of this requested reorganization.

The Clerk's Office currently has fewer Deputy Clerk II positions – devoted to assisting the public at the counter – than in the past. This relative reduction in counter support requires several in the Deputy Clerk III position to be intermittently assigned to counter duty, thus taking them away from their main duties.

Deputy Clerk III positions focus on docketing, scanning, and courtroom support. As we have gone paperless a premium has been placed on timely and accurate docketing and scanning. There have been occasions since April 16 when a judge has not had access in a timely manner to scanned pleadings; we need additional resources to ensure this does not happen in the future.

We are asking for approval to convert the 1.5 FTE of Deputy Clerk I to a full-time Deputy Clerk III and half-time Deputy Clerk II. The .5 FTE of Deputy Clerk I that is currently filled will at some point be vacant; at that time we feel it would make sense to fold it into the newly established half-time Deputy Clerk II position to make a full-time counter clerk. At this time having one full-time Deputy Clerk I, given the additional Deputy Clerk III and II positions, would seem to be adequate and would more closely reflect the work needs of the office.

The Circuit Court has the ability to absorb the additional expenses of this reorganization in the 2020 budget year. We will work with the Controller's Office to address ongoing funding for this reorganization as part of the budget process in subsequent years.

The relevant union – UAW – supports the reorganization, and the County Clerk has no objection to the reorganization.

Given the long period of time the affected positions have been vacant, and given that no job descriptions are being altered, I am hoping that the Committee would consider waiving the requirement to discuss the measure first and then vote on the measure only at a subsequent meeting.

Agenda Item 3

TO: George Strander, Court Administrator
FROM: Joan Clous, Human Resource Specialist
DATE: October 9, 2019
RE: Memo for Conversion of Full-time Deputy Clerk I and Part-time Deputy Clerk I positions

Per your request, Human Resources has provided the analysis necessary to convert the following positions

Position Number 130030 Deputy Clerk I (Full-time) UAW C (\$30,997.99 - \$36,894.48) will convert to a Full-time Deputy Clerk III UAW E (\$35,215.15 - \$41,945.39).

Position Number 130059 Deputy Clerk I (Part-time) UAW C (\$30,997.99 - \$36,894.48) will convert to a Part-time Deputy Clerk II UAW D (\$33,048.96 - \$39,344.00).

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

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

From: [Strander, George](#)
To: [Morton, Teri](#); [Prettenhofer, Rachel](#)
Subject: FW: Position Conversion
Date: Wednesday, October 23, 2019 3:36:07 PM

FYI

From: Clous, Joan
Sent: Friday, October 11, 2019 8:07 AM
To: Strander, George
Subject: FW: Position Conversion

From: Prehn, Bradley
Sent: Friday, October 11, 2019 7:28 AM
To: Clous, Joan
Subject: Re: Position Conversion

Joan,

I was thinking about something else when I wrote e-mail. I'm okay with the position conversion.

Thanks,

Brad

From: Clous, Joan
Sent: Thursday, October 10, 2019 3:25:01 PM
To: Prehn, Bradley; Carter, Teresa
Subject: RE: Position Conversion

Brad,

There is no new JD, they are using the current one, just taking current positions and converting them to higher level positions.

Joan

From: Prehn, Bradley
Sent: Thursday, October 10, 2019 12:41 PM
To: Clous, Joan; Carter, Teresa

Subject: Re: Position Conversion

Joan,

I will need to see a new job description so they can be pointed out.

Thank you,

Brad

From: Clous, Joan

Sent: Wednesday, October 9, 2019 8:53 AM

To: Prehn, Bradley; Carter, Teresa

Subject: Position Conversion

Good morning,

The Circuit Court is requesting the conversion of a full-time Deputy Clerk 1 and a part-time Deputy Clerk 1 into a full-time Deputy Clerk 3 and a part-time Deputy Clerk 2. Please see attached. Let me know if you have any questions.

Thanks,

Joan

Joan Clous SHRM-CP

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

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CLERK I - CIRCUIT COURT

General Summary:

Under the supervision of the Clerical Services Supervisor, performs a variety of clerical support tasks such as serving as switchboard operator, file clerk, mail processor, and related capacities. Assists attorneys, parties and others by responding to telephone inquiries, using the computer system to look up information as necessary. Checks and files papers for court cases and maintains the file shelves. Opens and processes incoming and outgoing mail for the Court.

Essential Functions:

1. Serves as switchboard operator and responds to inquiries on the telephone, provides information on court procedures, schedule, and performs computer inquiries to look up specific case information for attorneys and others, and directs others to the proper court, individual or office.
2. Processes outgoing postal mail, includes weighing mail and applying postage. Processes courier mail, includes sorting, boxing, and labeling mail to be delivered to various county locations.
3. Opens, reviews, and sorts incoming mail related to circuit court matters, determining action needed, making notes on documents needing special attention, and distributing for processing. Returns mail that is incomplete, unsigned, or sent to the wrong agency.
4. Places papers to be filed in numerical order and file in court files after verifying the name and number on the file. Checks defendant's name and case number on computer where information on the file does not match.
5. Reshelf court files in proper order. Conducts file searches for files or papers that are misfiled or missing.
6. Conducts record searches and compiles and releases data from records in response to inquiries received by telephone and by mail.
7. Prepares true copies of court documents, includes comparing copies with the original pleading signed by the judge, writing dates on all copies, stamping judge's name, court clerk's name, and "true copy" on all copies.
8. May assist in processing prisoner litigation cases, includes reviewing cases for completeness, sending documentation back to prisoner with instructions as necessary, categorizing the complaints, preparing orders as necessary, and forwarding complete prisoner litigation cases to judges for signature.
9. May back up and assist with receiving and filing legal papers, receipting fees, and responding to inquiries at the counter
10. Performs a variety of related support tasks such as typing notices and correspondence, boxing files for storage, copying documents, ordering office supplies, and related tasks.

Other Functions:

- Performs other duties as assigned.
- May retrieve court records from storage vault, includes locating and moving boxes of stored files.

(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: High school graduation or equivalent.

Experience: Six months of office experience, preferably in a court, law office or other legal setting, that provided familiarity with data entry and filing systems.

Other Requirements:

(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.)

Physical Requirements:

- Uses step ladder to access files.
- Ability to lift and carry files and other materials weighing up to 25 lbs.
- Regularly kneels, bends and reaches to retrieve and replace files.
- Prolonged periods of sitting to perform data entry.
- Prolonged periods of standing to make copies and performs other functions.

(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.)

Working Conditions:

- Works in office conditions.

***DEPUTY CLERK I – CIRCUIT COURT UAW C
11/98***

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CLERK II - CIRCUIT COURT

General Summary:

Under the supervision of the Clerical Services Supervisor, performs a variety of functions related to the processing of Circuit Court cases. Assists attorneys, parties, and others by providing counter assistance and responding to telephone inquiries. Opens Circuit Court cases, enters information to the computer, and receives and receipts legal documents and fees. May serve as jury clerk, includes ordering juries, handling requests for excusals and postponements, preparing "No Show" and "Show Cause" letters, preparing checks for jurors' per diem and mileage, and various other functions related to jury coordination.

Essential Functions:

1. Responds to inquiries at the counter and on the telephone, provides information on court procedures, researches case activity for attorneys and others, and directs people to the proper court, individual or office. Receives legal documentation for filing, reviews documentation for appropriate signatures, format, and residency. Refers questionable documents to supervisor.
2. Opens criminal, civil, and domestic relations cases. Enters information on cases to the computer. Records plaintiff, defendant, addresses, attorneys, and other case information.
3. Enters data to computer from documents filed by attorneys, prosecutor or Friend of the Court. Receives and receipts to correct case number payments for fees.
4. Sets-up and types a variety of materials such as correspondence, forms, reports, and other documents.
5. Conducts record searches and compiles and releases data from records in response to inquiries.
6. Prepares true copies of court documents, includes comparing copies with the original pleading signed by the judge, hand writing dates on all copies, stamping judge's name, court clerk's name, and "true copy" on all copies.
7. Opens, reviews, and sorts incoming mail related to Circuit Court matters, determines action needed, makes notes on documents needing special attention, and distributes for processing.
8. Processes prisoner litigation cases from all over the State, includes reviewing cases for completeness, sending documentation back to prisoner with instructions as necessary, categorizing the complaints, preparing orders as necessary, and forwarding complete prisoner litigation cases to judges for signature.
9. May serve as jury clerk, includes answering inquiries of jurors regarding jury service and related procedures; responding to requests from prospective jurors to be excused or to serve at a particular time; prepares and prints list of eligible jurors; conducts juror orientation; preparation of per diem and mileage checks, includes preparing payroll sheet, printing checks and balancing jury checking account; prepares "No Show" letters and "Show Cause" orders for non-appearance of jurors. Prepares telephone message daily instructing jurors on whether or not to report to court.

Other Functions:

May retrieve court records from storage vault, includes locating and moving boxes of stored files.

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: High school graduation or equivalent.

Experience: One year of office experience, preferably in a court, law office or other legal setting, and providing familiarity with data entry and filing systems.

Other Requirements:

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.

Physical Requirements

Ability to access files which may require use of a step ladder.

Ability to lift and carry files and other materials weighing up to 25 lbs.

Regularly kneels, bends and reaches to retrieve and replace files.

Prolonged periods of sitting to perform data entry.

Prolonged periods of standing while at the counter.

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

Working Conditions:

Works in office conditions

**UAW-D
(11/19/98)**

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CLERK III - CIRCUIT COURT

General Summary:

Under the supervision of the Clerical Services Supervisor, serves as courtroom clerk, includes attending court proceedings to record court actions on case notes and to prepare commitments, orders and other documents. Draws and swears jury panels and provides related courtroom assistance to the Judge. Performs entry of all pleading for cases of assigned Judge. Regularly performs all of the duties of a Deputy Clerk, including opening cases and entering case information to the computer, assisting attorneys, parties and others, and performs some of the more complex and responsible tasks.

Essential Functions:

1. Serves as courtroom clerk and attends arraignments, jury selection, verdict taking, FOC show causes, sentencing, probation violations and other matters as assigned. Records court actions on case notes in order to enter to system in office to generate commitments, orders, and other documents necessary as a result of court action. Prepares judgments of sentencing for Judge's signature.
2. As courtroom clerk, draws and swears in juries for trial, keeps records on panels for payment, takes and records jury verdicts, and provides related assistance to the Judge.
3. Performs some of the more complex data entry functions of the office, including entry of all pleadings for assigned Judge.
4. Responds to inquiries at the counter and on the telephone, provides information on court procedures, researches case activity for attorneys and others, and directs people to the proper court, individual or office. Receives legal documentation for filing, reviews documentation for appropriate signatures, format, and residency. Refers questionable documents to supervisor.
5. Opens criminal, civil, and domestic relations cases. Enters information on cases to the computer. Records plaintiff, defendant, addresses, attorneys, and other case information. Perform other functions described for a Deputy Clerk II as necessary.
6. Makes corrections or amendments to case or defendant information while in court and then enters to system.
7. Inputs data, indexes, updates, maintains, corrects errors, and verifies data on the docket information system.
8. Processes judgments of sentence, including certifying commitment papers, reviewing file and ensuring all charges have been disposed of, entering information to computer, and closing cases with entry of final disposition, notification to arresting agency, and receipting fines and costs.

9. Monitors cases for lack of progress and lack of process, includes maintaining list of all open cases and reporting all cases for lack of progress to judge.
10. Closes files, ensuring that summary sheet is complete and that processing is completed as required by the type of case, includes ensuring judgment fee is paid, judgment entered, or processing dismissals and judgments on civil matters or processing necessary actions on criminal matters. Makes certified copies as necessary and closes file.
11. Reviews cases to determine if an abstract should be prepared for the Secretary of State for licensing sanctions and prepares such abstracts within specified time limits.
12. Processes change of venues and removals to other courts. Prepares and sends files to the Court of Appeals and the Supreme Court and to other counties when a change of venue is filed, includes comparing docket entries with the pleadings to ensure that all pleadings are in the files.
13. Conducts record searches and compiles and releases data from records in response to inquiries.
14. Prepares true copies of court documents, includes comparing copies with the original pleading signed by the judge, hand writing dates and any changes to the wording of the order made by the judge on all copies, stamping judge's name, court clerk's name, and "true copy" on all copies.
15. Gathers, maintains, and reports statistical information to administration for preparation of quarterly and year end reports submitted to the State Court Administrator's Office.

Other Functions:

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: High school graduation or equivalent, prefer some additional coursework related to court administration, criminal justice, data processing and related areas.

Experience: Two years of experience as a deputy court clerk or equivalent experience in a court, law office or other legal setting.

Other Requirements:

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.

Physical Requirements:

Uses step ladder to access files.

Ability to lift and carry file boxes and docket books weighing up to 25 lbs.

Regularly kneels, bends and reaches to retrieve and replace files

Prolonged periods of sitting to perform data entry.

Prolonged periods of standing.

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

Working Conditions:

Works in office conditions.

**UAW-E
1/11/99**

	Step 1	Step 5
Deputy Clerk III	35,919	42,784
1000 FICA	2,748	3,273
2700 DENTAL	936	936
2710 VISION	135	135
2720 PHP MED	15,449	15,449
7101 MERS 0101	5,517	6,572
8810 RSKCLERICA	11	13
8846 LIABILITGE	490	584
8940 DISABIL 30	47	56
8951 UNEMPLYMT	180	214
8952 RTEE CHG B	3,585	3,585
8953 SEPARATE	629	749
8955 RET/HLTH/T	1,616	1,925
8960 CARES (EAP	33	33
8966 LIFE 30K	86	86
	67,380	76,393

	Step 1	Step 5
Deputy Clerk II	33,710	40,131
1000 FICA	2,579	3,070
2700 DENTAL	936	936
2710 VISION	135	135
2720 PHP MED	15,449	15,449
7101 MERS 0101	5,178	6,164
8810 RSKCLERICA	10	12
8846 LIABILITGE	460	548
8940 DISABIL 30	44	52
8951 UNEMPLYMT	169	201
8952 RTEE CHG B	3,585	3,585
8953 SEPARATE	590	702
8955 RET/HLTH/T	1,517	1,806
8960 CARES (EAP	33	33
8966 LIFE 30K	86	86
	64,480	72,910

	Step 1	Step 5
Deputy Clerk I	31,618	37,632
1000 FICA	2,419	2,879

2700 DENTAL	936	936
2710 VISION	135	135
2720 PHP MED	15,449	15,449
7101 MERS 0101	4,857	5,780
8810 RSKCLERICA	9	11
8846 LIABILITGE	431	513
8940 DISABIL 30	41	49
8951 UNEMPLYMT	158	188
8952 RTEE CHG B	3,585	3,585
8953 SEPARATE	553	659
8955 RET/HLTH/T	1,423	1,693
8960 CARES (EAP	33	33
8966 LIFE 30K	86	86
	61,734	69,629

DRAFT FOR DISCUSSION

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE THE CIRCUIT COURT CLERK'S OFFICE

WHEREAS, since April 16, 2019, Circuit Court case filings in General Trial Criminal and Civil areas in addition to those in Domestic Relations have been maintained in paperless form through the use of imaging; and

WHEREAS, since going "paperless" in the above described areas the need to pull and reshel physical files has decreased while the importance of docketing and scanning has increased; and

WHEREAS, one of the main duties of the Deputy Clerk I position is to pull and reshel physical files; and

WHEREAS, one of the main duties of the Deputy Clerk III position is to docket and scan filings; and

WHEREAS, over the years the Circuit Court Clerk's Office has lost Deputy Clerk II positions that are devoted to assisting people at the counter; and

WHEREAS, for some time now it has been necessary to put a Deputy Clerk III at the counter to assist with the workload there, thereby taking the Deputy Clerk III away from her or his docketing and scanning duties; and

WHEREAS, the Circuit Court Clerk's Office has a total of 3 FTE at the level of Deputy Clerk I, and 1.5 FTE of this total has been vacant for some time; and

WHEREAS, of the 1.5 FTE Deputy Clerk I that is currently filled, 1 FTE is devoted to, among other things, answering the main line of the Circuit Court and processing the daily mail, while .5 FTE is devoted to some level of pulling files and re-shelving but also assists with other general tasks in the office that need to be done; and

WHEREAS, when the remaining .5 FTE Deputy Clerk I becomes vacant it would be reasonable to fold that position into the new .5 FTE of Deputy Clerk II to make 1 FTE Deputy Clerk II; and

WHEREAS, were the currently vacant 1.5 FTE Deputy Clerk I to be converted to 1 FTE Deputy Clerk III and .5 FTE Deputy Clerk II, positions would be realigned in the Circuit Court Clerk's Office to reflect the current work needs of the office; and

WHEREAS, the Human Resources Department has reviewed job descriptions for accuracy and is recommending the reorganization as detailed here; and

WHEREAS, the UAW has reviewed and is in support of the proposed changes; and

WHEREAS, the long-term cost of this reorganization would be \$10,044, including the later conversion of the currently filled half-time Deputy Clerk I position to Deputy Clerk II; and

WHEREAS, should the above reorganization be approved, the additional cost to the Circuit Court in the 2020 budget would be \$7,019 (\$1,373 based on changing .5 FTE Deputy Clerk I to .5 FTE Deputy Clerk II at Step 1, and \$5,646 based on changing 1 FTE Deputy Clerk I to 1 FTE Deputy Clerk III at Step 1), an amount the Circuit Court is willing and able to absorb within its operating budget; and

WHEREAS, the Circuit Court will work with the Controller's Office to address ongoing funding for this reorganization as part of the budget process.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize the reorganization of the Circuit Court Clerk's Office by converting the currently vacant full-time Deputy Clerk I (Position Number 130030, UAW/C), to a full-time Deputy Clerk III (UAW/E) and the currently vacant part-time Deputy Clerk I (130059, UAW/C) to a part-time Deputy Clerk II (UAW/D).

BE IT FURTHER RESOLVED, that when the remaining part-time Deputy Clerk I (Position Number 130060, UAW/C) becomes vacant that position, at the discretion of the Circuit Court, will be combined with the part-time Deputy Clerk II (Position Number 130059) to make a full-time Deputy Clerk II.

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

Agenda Item 4

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Terri Thornberry, 9-1-1 Director
DATE: October 22, 2019
SUBJECT: Purchase of CAD computer replacements
For the meeting agendas of *October 31st and November 6th, 2019*

BACKGROUND

There are 18 workstation positions in the 9-1-1 Center, each equipped with a computer for our computer aided dispatch (CAD) software. Twelve of the 18 CAD computers are scheduled for CIP replacement this year by IT. We have identified a need to improve the build and performance of the CAD PC's to better meet the needs of our CAD software and our dispatchers and the work they do. We worked with Ingham County IT and a consultant from Central Square (our CAD vendor) to arrive at a specification for the build of these computers. This resolution seeks approval to purchase 18 new CAD computers. The cost reflects a difference between what the IT CIP budgeted for 12 standard office computers and our CAD computer specs, and the cost to replace the other six (6) CAD computers this year instead of replacing them in the near future (scheduled anyway). In addition to improved performance, ensuring that all 18 computers are the same will eliminate points of failure and make it easier for our staff and IT to maintain and trouble shoot problems.

ALTERNATIVES

Only replace the 12 PC's on this year's CIP replacement list, but we would still need approval for the cost difference between a standard office computer and what our CAD computer build needs to be (\$10,103.68). This would also leave us with a mix of computers on different operating systems and versions.

FINANCIAL IMPACT

Quote for 18 computers	\$31,954.32
Video cables needed	508.79
Less current CIP balance from IT	<u>(\$11,199.20)</u>
Cost to purchase:	\$21,263.91

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the purchase of all 18 CAD computers.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE OF COMPUTER AIDED DISPATCH (CAD)
COMPUTERS**

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

WHEREAS, the replacement of computers is necessary and scheduled through a capital improvement program; and

WHEREAS, the 9-1-1 Center has consulted with both Ingham County IT and their CAD vendor, Central Square to enhance the performance of their CAD computers and replace all 18 of them this year instead of the 12 scheduled to be replaced by IT at a budgeted cost of \$11,199.20; and

WHEREAS, the cost to replace all 18 CAD computers and necessary cabling to install them is \$32,463.11; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund the difference between the budgeted amount and the requested amount from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of 18 CAD computers and necessary cabling at a total cost of \$32,463.11.

BE IT FURTHER RESOLVED THAT, up to \$22,000.00 be allocated from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of 18 CAD computer replacements above the 2019 budgeted cost of \$11,199.20.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

Agenda Item 5a

TO: Board of Commissioners Law & Courts Committee
FROM: Teri Morton, Deputy Controller
DATE: October 22, 2019
SUBJECT: Discussion Regarding Timing of Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)
For the meeting agenda of October 31

Ingham County has established and maintained financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years and the millage funds were approved by the electorate to operate countywide 9-1-1 emergency telephone and dispatch services since 1988. Authorization for the most recent millage renewal expires on December 31, 2019.

The next available countywide election is scheduled to be held on March 10, 2020. In order to be included on the March 2020 ballot, language would need to be approved to the County Clerk by December 17, 2019. The last Board of Commissioners meeting to meet that deadline would be December 10, 2019.

Other countywide election dates for 2020 are the August 4 Primary Election (with a certification deadline of May 12) and the November 3 General Election (with a certification deadline of August 11). As of now, there is no countywide elections scheduled for the May 5 Special Election, but that deadline is not until February 11.

Other millages up for renewal in 2020 include Special Transportation, Potter Park Zoo, Trails and Parks, and Health Care Services. The Health Care Services Millage is being discussed by the Health Care Services Millage Subcommittee of the Human Services Committee, and is expected to be reworded and so will not be considered a renewal. Also under consideration are new special millages for Senior Services and Roadways.

Once the Law and Courts committee selects the timing for the Emergency Telephone Services (9-1-1 Services) millage renewal, a resolution will be presented to the Law and Courts and Finance Committees.