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VICE-CHAIRPERSON  
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LAW & COURTS COMMITTEE  
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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, SEPTEMBER 26, 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 [September 12, 2019 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. [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
2. [Circuit Court](#)
  - a. Resolution to Accept the FY 2020 [Swift and Sure Sanctions](#) Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position and Enter into Subcontracts
  - b. Resolution to Accept the FY 2020 Michigan [Mental Health Court](#) Program Grant, Continue the Grant Funded Three-Quarter Time Mental Health Court-Court Services Coordinator Position and the Full-Time Mental Health Court-Case Coordination Specialist Position, and Enter into Subcontracts
3. [Probate Court](#) – Resolution to Authorize Conversion of the Part-Time [Deputy Probate Register III](#) Position to Full-Time
4. [Community Corrections](#) – Resolution to Authorize Notice to [Sentinel Offender Services, LLC](#) that Justice Millage Funds Have Been Allocated and are Available to Continue Electronic Monitoring Services for Indigent Users through September 30, 2019
5. [55<sup>th</sup> District Court](#) – Resolution to Authorize the [Reorganization](#) of the 55<sup>th</sup> District Court
6. [Law & Courts Committee](#) – Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Permit Keeping [Ducks](#) in Non-Agricultural Areas (*Discussion*)
7. [Controller's Office](#) – Resolution Authorizing [Adjustments](#) to the 2019 Ingham County Budget

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](http://www.ingham.org).

LAW & COURTS COMMITTEE  
September 12, 2019  
Draft Minutes

Members Present: Koenig (arrived at 6:01 p.m.), Celentino, Crenshaw, Polsdofer, Schafer, Slaughter (arrived at 6:04 p.m.), and Trubac.

Members Absent: None.

Others Present: Honorable Thomas P. Boyd, Major Darin Southworth, Linda Vail, Chas Koop, Ericanne Spence, Kelli Zurek, Da'Neese Wells, Rick Terrill, Dale Copedge, Teri Morton, Beth Foster, and others.

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

Chairperson Koenig arrived at 6:01 p.m.

Approval of the August 29, 2019 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. POLSDOFER, TO APPROVE THE MINUTES OF THE AUGUST 29, 2019 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

Additions to the Agenda

Additional Information –

4. Community Corrections
  - b. Memorandum of Performance for RFP No. 13-19 Electronic Monitoring Services

Limited Public Comment

None.

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

1. Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2019 Local JAG Grant
2. Circuit Court – Resolution to Approve the Purchase of Additional Digital Storage from Avalon

3. Homeland Security & Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2020
4. Community Corrections
  - a. Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2019-2020 Fiscal Year
  - b. Resolution to Authorize Ending the Current Contract with Sentinel Offender Services and Enter into a New Contract with JSG Monitoring to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement
9. Board Referrals
  - a. Resolution from the Charlevoix County Board of Commissioners Regarding the Trial Court Funding Commission Interim Report
  - b. Resolution 19-89C from the Huron County Board of Commissioners Regarding the Trial Court Funding Commission Interim Report

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

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

5. 55<sup>th</sup> District Court – 2019 Reorganization Plan (*Discussion*)

Hon. Thomas P. Boyd, 55<sup>th</sup> District Court Judge, gave a presentation on the 2019 Reorganization Plan.

Commissioner Slaughter arrived at 6:04 p.m.

Judge Boyd continued the presentation on the 2019 Reorganization Plan.

Commissioner Crenshaw asked if, with the reclassification, the incumbents would have to reapply.

Judge Boyd stated that two of the four position just had added responsibilities to existing positions and that the two Chief Clerk positons did not have incumbents. He further stated that he anticipated people from the clerk pool would apply for the Chief Clerk positions.

Commissioner Slaughter asked how many clerks each clerk would oversee.

Judge Boyd stated that that would be 2.5 in civil, 2 in traffic, and 3 in criminal and clarified that they would not actually oversee other clerks but would have the ability to assign work. He further stated that that would aid in cross training.

Chairperson Koenig stated that she saw that the UAW responded in support but that she did not see a response from ICEA.

Judge Boyd stated that he did not think that ICEA was thrilled, but that this was a position that was created temporarily out of economic necessity and was never intended to be permanent.

Chairperson Koenig asked if there was no response from ICEA.

Judge Boyd stated that as far as he knew there was no response. He thanked the Committee.

6. Facilities Department – Justice Complex Update (*Discussion*)

Rick Terrill, Facilities Director, gave an update on the Justice Complex (*handout*).

Commissioner Slaughter asked what programming workshop meant.

Mr. Terrill stated that during the preliminary design phase they looked at what you do and how you do it and what works well and what does not.

Mr. Terrill continued the update on the Justice Complex.

Chairperson Koenig asked if he could be more specific about the geotechnical services.

Mr. Terrill stated that a professional consultant would be hired to come in and take a look at the civil aspects to see if the land was buildable.

Chairperson Koenig stated that that might have been nice to know a couple years ago.

Mr. Terrill stated that the animal shelter was just demolished and now it was easier to get soil samples. He further stated that these things happened in stages and that the next step was to determine what was in the ground.

Discussion.

Commissioner Schafer asked if the design team followed people around to see what their responsibilities were.

Mr. Terrill stated that it was very intense and that they were very involved, especially at the jail. He further stated that they interviewed everyone from the top down and bottom up, so everyone was included in the process.

Mr. Terrill stated that next week the design team would visit more locations to look at what best practices from a corrections and law enforcement standpoint that the Sheriff's Department would like to incorporate into the design.

Discussion.

Chairperson Koenig asked if IT had been brought in on this.

Mr. Terrill stated that they had been.

Commissioner Celentino asked about the goals and objectives under the BKV approach.

Mr. Terrill stated that BKV spent a lot of time on mission statement, goals, and objective to make sure they had a clear understanding of the direction that Ingham County wanted to go.

Commissioner Celentino asked if he saw any issues from the geotechnical services.

Mr. Terrill stated that he did not anticipate anything that could not be handled.

Commissioner Slaughter asked what the deadline was for changes to the design.

Mr. Terrill stated that there was a very aggressive schedule with construction scheduled to commence in May 2020 and substantial completion in May 2022.

Chairperson Koenig asked if Mr. Terrill could send the design schedule to the Committee by email. She further stated that the Commissioners would want to be more engaged along the way and would need more information.

Discussion.

Mr. Terrill stated that the Building Authority had the jurisdiction and that whatever they provided to them he would gladly also provide to the Commissioners.

Discussion.

Mr. Terrill stated that he could send out a more detailed report to the Committee.

Commissioner Schafer thanked Mr. Terrill.

7. Health Department – Building Bridges between Jails and Community Grant Update (Medication Assisted Treatment Best Practices) (*Discussion*)

Linda Vail, Health Officer, introduced Major Darin Southworth, Corrections Major, Chas Koop, Assistant Prosecutor, Ericanne Spence, CEI Community Mental Health Director, Kelli Zurek, Corrections Health Administrator, and Da'Neese Wells, 55<sup>th</sup> District Court Chief Probation Officer, and gave an update on the Building Bridges between Jails and Community Grant.

Ms. Wells continued the update on the Building Bridges between Jails and Community Grant.

Commissioner Celentino asked about people who enter the jail with a chronic illness, like rheumatoid arthritis for example, where they were on a narcotic for pain and had become addicted, if the treatment was to try to replace the narcotic with another substance that still helped manage the pain.

Ms. Zurek stated that they did have other options to help people like that.

Discussion.

Ms. Vail stated that it was difficult to find a path for people with various low level use if there were no avenues in the community to send them.

Commissioner Schafer asked how providers were screened because occasionally there were stories that some providers were beholden to prescription drug companies and pushed certain narcotics over others.

Ms. Vail stated that prescribing was monitored, especially when it came to narcotics.

Commissioner Schafer asked if that was a thing of the past then.

Ms. Vail stated that she would not necessarily say that it never happens but that most doctors prescribe correctly.

Discussion.

Commissioner Slaughter asked what the reaction had been from Lansing Police Department about the initiative.

Major Southworth stated that he would be surprised if they knew about it yet and but that they would most certainly see a benefit in fewer overdoses in the community.

Ms. Vail stated that philosophically everyone was on the same page as far as the opioid crisis not being something that would be solved simply by throwing people in jail.

Commissioner Schafer asked if the treatment also treated alcoholism.

Ms. Spence stated that there were options to treat people who also had alcoholism or other addictions and that even though this grant focused on opioid use she could never imagine those other addicition issues being ignored.

Ms. Vail stated that even though the process was focused on opioids, it was more comprehensive and holistic in that it took into consideration that there were substance abuse disorders other than opioid abuse.

Ms. Spence stated that there was a wonderful video she would like to share with the Committee that did a great job of explaining the neurochemistry of the brain in opioid users and why folks acted the way they did when they were using.

Chairperson Koenig stated that at the pleasure of the committee she would like to invite the team to come back and talk more about medication assisted treatment. **She asked staff to put that on a future agenda.**

Chairperson Koenig asked if anyone else in Michigan was doing this.

Ms. Spence state that the Eaton County Sheriff's Department received a grant for medication assisted treatment about a year ago and Oakland County was also doing some medication assisted treatment.

Discussion.

Chairperson Koenig asked who the gold standard was.

Ms. Vail stated that Maricopa County in Arizona they figured a way to make there jail an opioid treatment provider and that that was one of the site visits that they were considering. She further stated that the state of California as a whole also had great programs in place.

Chairperson Koenig stated that they should think about doing a public relations piece because it was good for the public to know.

Ms. Wells stated that that was part of the long term plan, to create public awareness of the program and hopefully, in turn, reduce fear for people thinking about turning themselves in on warrants and possibly also curb the level of resistance from people being taken into custody.

Chairperson Koenig asked Major Southworth if the Sheriff's Department handed something out warning of the high risk of overdose for people exiting the jail.

Major Southworth stated that they identified high risk folks at release and gave them a resource packet.

Ms. Spence stated that a year ago the CEI received money to do a jail reentry program which enables them to follow high risk people for 6 months post release.

Commissioner Slaughter asked if the all of this work surrounding opioid addiction treatment would factor into the new jail design.

Major Southworth stated that the new jail design would seamless accommodate the treatment plans.

Chairperson Koenig thanked everyone.

8. Law & Courts Committee – Update on District Court Consolidation (*Discussion*)

Commissioner Crenshaw gave an update on a meeting he attended regarding draft three of the District Court Consolidation. He stated that it was more of an administrative consolidation.

Discussion.

Judge Boyd stated that Commissioners may have seen the data from the Michigan Supreme Court indicating that Ingham County only needed seven judges, but that if it was divided into the new districts there would always be a need for eight judges. He further stated that a judge cost the State \$150,000 and that all of the things that go with the judge would cost the County \$350,000, which they would be locked into paying for, that they did not need, only because of this arrangement.

Chairperson Koenig stated that that was per year.

Judge Boyd stated that that was per year and that the public would know that.

Commissioner Celentino asked about Lansing Township becoming part of the Lansing District.

Commissioner Crenshaw stated that all of Lansing Township would fall within the jurisdiction of the Lansing District.

Commissioner Celentino stated that he thought he recalled having a discussion about it being easier for people in Groesbeck to go to East Lansing

Judge Boyd stated that if you had a consolidated court you could make that type of judgement but under this you could not. He further stated that one of the main goals of court consolidation was to eliminate people having to go to Mason in cases where it was ridiculously inconvenient.

Judge Boyd stated that this administrative consolidation would fix those issues but would permanently bake in other inefficiencies.

Discussion.

Dale Copedge, Lansing NAACP President, stated that the NAACP had a number of concerns about maintaining diversity, such as the effect on electing people of color, and jury pools. He further stated that the NAACP sent several letters, including one to the Board of Commissioners, regarding their position, and that Judge Boyd was one of only three people who responded.

Mr. Copedge stated that the NAACP was cautious because something might have good intentions now but down the road someone else could make it harder for people of color. He further stated that the NAACP was against consolidation and they had put that position out there.

Mr. Copedge stated that he has seen time and time again talk of saving money without giving people any numbers to look at. He further summarized the NAACP's opposition to the court consolidation.

Discussion.

Commissioner Celentino asked about the letter Mr. Copedge sent to the Board of Commissioners.

Commissioner Crenshaw stated that the letter was an open letter, sent in April, that was referred to the Law and Courts Committee.

Commissioner Celentino stated that he was not placing blame on anyone, but they all missed it and needed to go back and address the letter from the Lansing Chapter of the NAACP.

Discussion.

Chairperson Koenig stated that this topic would be discussed again in the future. She further stated that she would send Mr. Copedge everything she had on the topic.

Discussion.

Chairperson Koenig stated that she appreciated the input from everyone.

#### Announcements

Commissioner Crenshaw stated that he had a question about Agenda Item 4b.

Discussion.

Teri Morton, Deputy Controller, stated that she would send more detailed information from Mary Sabaj and if that did not address Commissioner Crenshaw's concerns that he could call Ms. Sabaj.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:27 p.m.

**SEPTEMBER 26, 2019 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

1. *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*

This resolution will authorize the renewal of an agreement with the Michigan Department of Corrections to rent up to 50 jail beds as needed, at a cost of \$35.00 per day per bed, effective October 1, 2019 through September 30, 2020. Estimated revenue is \$447,125, and is anticipated in the 2020 budget.

- 2a. *Circuit Court – Resolution to Accept the FY 2020 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position and Enter into Subcontracts*

This resolution would authorize the continuation of the three-quarter time Swift and Sure Sanctions Probation Program (SSSPP) Case Management Coordinator position for the Swift and Sure Sanctions Probation Program Grant which begins on October 1, 2019 and ends on September 30, 2020. It will also authorize entering into subcontracts for the same grant with defense attorneys; Wellness, Inx; NorthWest Initiative – ARRO; Cristo-Rey; CEI-CMH; Freedom Through Counseling; RISE Recovery Community; A.D.A.M.; and Sentinel, (collectively not to exceed \$169,694) once the award has been granted. The total grant request is \$252,000. The Court has not yet received notification from the State Court Administrative Office (SCAO) of the amount of the grant award, but anticipates continuation of the program.

See memo for details.

- 2b. *Circuit Court – Resolution to Accept the FY 2020 Michigan Mental Health Court Program Grant, Continue the Grant Funded Three-Quarter Time Mental Health Court-Court Services Coordinator Position and the Full-Time Mental Health Court-Case Coordination Specialist Position, and Enter into Subcontracts*

This resolution would authorize continuation of the Mental Health Court (MHC) Court Services Coordinator position for the Michigan Mental Health Grant Program – Operational Grant. Once the award has been granted, the addition of an MHC Case Coordination Specialist will also be authorized. This resolution will also approve entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed \$135,399); drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed \$69,355). The total amount of the grant request is \$338,300, and the grant period is October 1, 2019 through September 30, 2020. The Court has not yet received notification from the State Court Administrative Office, but anticipates continuation of the program.

See memo for details.

3. Probate Court – Resolution to Authorize Conversion of the Part-Time Deputy Probate Register III Position to Full-Time

This resolution will approve converting the part-time Deputy Probate Register III to full-time effective the first pay period after the adoption of this Resolution. The 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020 and this recommendation has been approved by the Law and Courts and Finance Committees as part of the budget process. The Probate Court has demonstrated an immediate need for this additional staffing and the necessary funding of \$5,032 is available within the 2019 contingency account.

See memo for details.

4. Community Corrections – Resolution to Authorize Notice to Sentinel Offender Services, LLC that Justice Millage Funds Have Been Allocated and are Available to Continue Electronic Monitoring Services for Indigent Users through September 30, 2019

The current contract with Sentinel Offender Services provides electronic monitoring services for indigent users. Although it is anticipated that this contract will be terminated as of December 31, 2019, the FY 2018-2019 General Fund allocation of \$50,000 is nearly exhausted. Supplemental funding is available from the Justice Millage as authorized in Resolution #19-267 to continue these services through the end of the fiscal year. This resolution will authorize providing written notice to Sentinel that funds in the amount of \$10,000 have been allocated and are available to ensure continued services through the current contract through September 30, 2019. The FY2019-2020 General Fund allocation will fund services through the current Sentinel contract from October 1, 2019 through December 31, 2019.

See memo for details.

5. 55th District Court – Resolution to Authorize the Reorganization of the 55<sup>th</sup> District Court

The vacancy of the Court Services Supervisor at the 55<sup>th</sup> District Court prompted the court to review the operational needs and organization structure of the court. This reorganization plan will eliminate the Court Services Supervisor position and two District Court Clerk positions, and create two Chief Clerk positions. The managerial duties of the Court Services Supervisor position will be assumed by the District Court Administrator and some administrative duties of the Court Services Supervisor position will be assumed by the Administrative Services Coordinator. The District Court Administrator position will be reclassified from MCF 13 to MCF 16 and the Administrative Services Coordinator position will be reclassified from UAW H to UAW J. The net change from this reorganization will be a reduction of 1.0 FTE and a long-term cost savings of \$37,621.

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

See memo for details.

7. Controller's Office – Resolution Authorizing Adjustments to the 2019 Ingham County Budget

This resolution will authorize adjustments to the Ingham County budget for the third quarter of 2019. The quarterly budget amendment process is necessary to make adjustments to the adopted budget, usually as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

See memo for details.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$326,950.

**DISCUSSION ITEM:**

6. *Law and Courts Committee – Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Permit Keeping Ducks in Non-Agricultural Areas*

A draft resolution for discussion is included. The resolution proposes to adopt an ordinance amending the Ingham County Animal Control Ordinance to permit keeping ducks in non-agricultural areas, applying the same rules for the keeping of chickens to the keeping of ducks, and allowing for up to a combined five chicken hens or ducks.

Two experts have been invited to address the implications to the animals and people of Ingham County should the proposed ordinance amendment be adopted. These individuals are:

- Dr. James Sikarskie, DVM, MS, DACZM, MSU Zoo and Wildlife Veterinarian (retired)
- Matthew Lyson, Michigan Duck Rescue and Sanctuary

**Agenda Item 1**

**TO:** Law & Courts Committee  
and Finance Committee

**FROM:** Undersheriff Andrew R. Bouck

**DATE:** September 16, 2019

**RE: 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**

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to renew a Contact with the Michigan Department of Corrections (MDOC) at the sum of \$35.00 per day, per Violator to house up to fifty (50) MDOC Violators for the period of October 1, 2019 to September 30, 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, the Ingham County Sheriff's Office Jail has an established design, which includes 394 County beds and 50 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds would be used to offset the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff's Office is requesting the agreement with the Michigan Department of Corrections be renewed for one additional one year period to rent up to 50 beds as needed at a cost of \$35.00 per day, per bed, effective October 1, 2019 through September 30, 2020, for Michigan Department of Corrections Violators; and

WHEREAS, the revenue to be received from the renting of up to 50 beds, which is anticipated to be \$447,125.00, would be recognized in the 2019-2020 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of one additional one year Agreement with the Michigan Department of Corrections to rent up to 50 of the jail beds as needed, at a cost of \$35.00 per day per bed, effective October 1, 2019 through September 30, 2020 for the Michigan Department of Corrections.

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.

TO: Law & Courts and Finance Committees  
FROM: Janice M. Dooley  
DATE: September 10, 2019  
RE: Swift and Sure Sanctions Probation Program  
2019-2020 Operational Grant Award

The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

The 30<sup>th</sup> Circuit Court has submitted a grant requesting \$252,000 from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP). The award is for the grant period of October 1, 2019 through September 30, 2020. We have not yet received notification from the SCAO of the amount of our grant award, but anticipate continuation of the program.

Through the enclosed Resolution, we are requesting that the Board of Commissioners continue the three-quarter time SSSPP Case Management Coordinator beginning October 1, 2019, and authorize entering into subcontracts with program vendors once the award has been granted.

Once the grant award is received, an amendment to this resolution will be submitted requesting that the Board accept the awarded grant amount; make any necessary adjustments to the 2019 and 2020 budget and position allocation lists; and sign any necessary contract/subcontracts consistent with the Resolution.

cc: Hon. Laura Baird  
Hon. Clinton Canady  
Hon. Joyce Draganchuk  
Hon. Richard J. Garcia  
Michael Cheltenham  
Carol Siemon  
George M. Strander

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE FY 2020 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME SSSPP CASE MANAGEMENT COORDINATOR POSITION AND ENTER INTO SUBCONTRACTS**

WHEREAS, the 30<sup>th</sup> Circuit Court has submitted a grant request in the amount of \$252,000 from the State Court Administrative Office (SCAO) for the fiscal year of October 1, 2019 through September 30, 2020 to continue the Swift and Sure Sanctions Probation Program (SSSPP) Grant; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that continuation of the program will be supported; and

WHEREAS, the primary goal of the SSSPP is to increase compliance with probation terms by imposing certain, swift and consistent sanctions for probation violations which is consistent with Ingham County's long term objective of providing appropriate sanctions for adult offenders; and

WHEREAS, \$77,333 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time SSSPP Case Management Coordinator position; and

WHEREAS, continuing the SSSPP Case Management Coordinator position initially referenced in Resolution 13-390 will assist the Circuit Court in achieving the goals and objectives stated above; and

WHEREAS, the 2020 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney; substance abuse evaluations to be provided by Wellness, Inx.; day reporting services to be provided by NorthWest Initiative - ARRO; drug treatment, mental health treatment, anger management, domestic violence counseling services and transitional housing to be provided by Cristo-Rey, CEI-CMH, Freedom Through Counseling, and RISE Recovery Community; drug testing services to be provided by A.D.A.M.; and electronic monitoring services to be provided by Sentinel, (collectively not to exceed \$169,694); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2020 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that as of October 1, 2019, the Ingham County Board of Commissioners authorizes continuation of the three-quarter time SSSPP Case Management Coordinator position for the Swift and Sure Sanctions Probation Program Grant which begins on October 1, 2019 and ends on September 30, 2020, and, authorizes entering into subcontracts for the same grant with defense attorneys; Wellness, Inx; North West Initiative - ARRO; Cristo-Rey; CEI-CMH; Freedom Through Counseling; RISE Recovery Community; A.D.A.M.; and Sentinel, (collectively not to exceed \$169,694) once the award has been granted.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2019 and 2020 budgets and position allocation lists consistent with this resolution.

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 and Finance Committees**

**FROM: Janice Dooley**

**DATE: September 10, 2019**

**RE: Michigan Mental Health Court Grant  
Program 2019-2020 Operational Grant Award**

The goals of the Felony Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle.

The 30<sup>th</sup> Circuit Court has submitted a grant requesting \$388,300 from the State Court Administrative Office (SCAO) to continue the Felony Michigan Mental Health Court Grant Program - Operational Grant for the grant period of October 1, 2019 through September 30, 2020. We have not yet received notification from the SCAO of the amount of our grant award, but anticipate continuation of the program.

Through the enclosed Resolution, we are seeking to secure the Board of Commissioners' approval to continue the three-quarter time Mental Health Court - Court Services Coordinator position and a full-time Mental Health Court - Case Coordinator Specialist position as of October 1, 2019, and authorize entering into subcontracts with program vendors once the award has been granted.

Once the grant award is received, an amendment to this resolution will be submitted requesting that the Board accept the awarded grant amount; make any necessary adjustments to the 2019 and 2020 budget and position allocation lists; and sign any necessary contracts/subcontracts consistent with the Resolution.

cc: Hon. Laura Baird  
Hon. Joyce Draganchuk  
Hon. Richard J. Garcia  
Hon. James S. Jamo  
Michael Cheltenham  
Carol Siemon  
George Strander

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE FY 2020 MICHIGAN MENTAL HEALTH COURT PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME MENTAL HEALTH COURT-COURT SERVICES COORDINATOR POSITION AND THE FULL-TIME MENTAL HEALTH COURT-CASE COORDINATION SPECIALIST POSITION, AND ENTER INTO SUBCONTRACTS**

WHEREAS, the 30th Circuit Court has submitted a grant request in the amount of \$388,300 to the State Court Administrative Office (SCAO) for continuation of the Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2019 through September 30, 2020; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that continuation of the program will be supported; and

WHEREAS, the goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle; and

WHEREAS, the grant application requested \$88,452 for the continuation of a three-quarter time Mental Health Court - Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PR005 and \$86,126 for the addition of a full-time Mental Health Court - Case Coordination Specialist (MHC Case Coordination Specialist) position, ICEA PR005; and

WHEREAS, continuation of the positions of the MHC Court Services Coordinator and the MHC Case Coordination Specialist would provide continuity of service and necessary treatment and ancillary services coordination; and

WHEREAS, the 2020 SCAO Michigan Mental Health Court Operational Grant provides for grant implementation services and participant treatment and services as follows: mental health treatment services to be provided by CMHA/CEI (not to exceed \$135,399); and drug testing services to be provided by AD.AM.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative - ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed \$79,675); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2020 Felony Michigan Mental Health Court Operational Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that as of October 1, 2019, Ingham County Board of Commissioners authorizes continuation of the MHC Court Services Coordinator position and the MHC Case Coordination Specialist position for the Michigan Mental Health Grant Program - Operational Grant which has a grant period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that once the award has been granted, the Ingham County Board of Commissioners approves and authorizes entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed \$135,399); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative - ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed \$79,675).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2019- 2020 budget and position allocation lists consistent with this resolution.

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.

## Agenda Item 3

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

**FROM:** Morgan E. Cole, Probate Court Administrator/Register

**DATE:** September 17, 2019

**SUBJECT:** Deputy Probate Register III Part-Time Position to Full-Time Position  
For the meeting agenda of September 26, October 1, and October 2

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### **BACKGROUND**

The Probate Court is unable to perform its statutory duties with 5.5 FTEs, which includes the Probate Court Administrator/Register. Position #148014, Deputy Probate Register III, is classified as a part-time position. The 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020. Due to the imperative need, the Probate Court desires to request this staffing increase to begin immediately.

### **ALTERNATIVES**

Increase of comp time and over time compensation. Decrease in staff morale and potential employee turnover due to increased work load. Other options would be to pay mandatory over-time or hire temporary staff. However, temporary staff would require substantial training which would burden existing staff. Further, mandatory over-time on existing staff would create potential animosity and exhaustion as we still have 14 weeks until the end of the year.

### **FINANCIAL IMPACT**

The financial cost will be \$5,032.00 for the remainder of 2019, with the funding to come from 2019 contingency account. Granting this request, will reduce the number of hours to be paid for comp time/over time for our current full-time employees.

### **OTHER CONSIDERATIONS**

UAW supports this recommendation. The Controller's Office was consulted and supports using funds from the contingency account for this request.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support that the Ingham County Board of Commissioners approves converting position #148014, Deputy Probate Register III, from part-time to full-time.

**Agenda Item 3**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONVERSION OF DEPUTY PROBATE REGISTER III  
POSITION TO FULL-TIME**

WHEREAS, position #148014, Deputy Probate Register III (UAW/E), is classified as a part-time position; and

WHEREAS, the 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020; and

WHEREAS, this recommendation has been approved by the Law and Courts Committee on August 29, 2019 and by the Finance Committee on September 11, 2019; and

WHEREAS, the Probate Court has demonstrated an immediate need for this additional staffing in order to meet its statutorily required duties; and

WHEREAS, the Probate Court wishes to request this staffing increase to begin immediately, at a cost of \$5,032 for the remainder of 2019, with funding to come from the 2019 contingency account; and

WHEREAS, the UAW is in support of the request for this staffing increase to begin immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting position #148014, Deputy Probate Register III, from part-time to full-time.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution, to be funded from the 2019 contingency account.

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 and Courts and Finance Committees  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** September 18, 2019  
**SUBJECT:** Resolution to Authorize Notice to Sentinel Offender Services, LLC that Justice Millage Funds Have Been Allocated and Are Available to Continue Electronic Monitoring Services for Indigent Users through September 30, 2019  
For the meeting agendas of September 26 and October 2

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### **BACKGROUND**

The current contract with Sentinel Offender Services provides electronic monitoring services for indigent users for an initial term of one (1) year (January 1, 2018 through December 31, 2018), followed by two automatic renewal periods of one year each, with the entire term of the contract not to extend beyond December 31, 2020. Although it is anticipated that this contract will be terminated as of December 31, 2019, the FY 2018-2019 General Fund allocation of \$50,000 is nearly exhausted. This Resolution authorizes providing written notice to Sentinel that funds in the amount of \$10,000 have been allocated and are available to ensure continued services through the current contract through September 30, 2019.

### **ALTERNATIVES**

Without these additional funds, electronic monitoring indigent user funding will only be available with State grant funding that imposes very strict and limited eligibility criteria and on a client pay basis. This will limit or preclude access to this much needed service.

### **FINANCIAL IMPACT**

The \$10,000 to supplement the General Fund allocation for FY 2018-2019 (through September 30, 2019) will come from the Justice Millage as authorized in Resolution # 19-267. The FY2019-2020 General Fund allocation will fund services through the current Sentinel contract from October 1, 2019 through December 31, 2019.

### **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**

Electronic monitoring allows appropriate offenders to be monitored in the community, saving jail resources and allowing them to participate in other community-based treatment and services programming, as well as to maintain employment and meet other personal and family obligations.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE NOTICE TO SENTINEL OFFENDER SERVICES, LLC THAT JUSTICE MILLAGE FUNDS HAVE BEEN ALLOCATED AND ARE AVAILABLE TO CONTINUE ELECTRONIC MONITORING SERVICES FOR INDIGENT USERS THROUGH SEPTEMBER 30, 2019**

WHEREAS, in Resolution #17- 469 the Board of Commissioners authorized entering a contract with Sentinel Offender Services to provide electronic monitoring services for indigent users for an amount not to exceed \$50,000 for an initial period of one (1) year performance period effective January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed beyond December 31, 2020; and

WHEREAS, this contract provides that upon exhaustion of the budgeted funds during any given year, Sentinel is required to cease performing services for the remainder of the year, unless or until the County notifies Sentinel in writing that additional funding is available to continue services for indigent users; and

WHEREAS, on November 27, 2018 the Board of Commissioners adopted Resolution # 19-267 that included an amount up to \$20,000 to supplement the current general fund allocation of \$50,000 for Electronic Monitoring services for indigent users; and

WHEREAS, the FY 2018-2019 (October 1, 2018 – September 30, 2019) County General Fund allocation of \$50,000 is nearly exhausted; and

WHEREAS, additional electronic monitoring funds are needed to ensure that services continue through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes providing written notice to Sentinel that additional funds in an amount not to exceed \$10,000 are available through September 30, 2019.

BE IT FURTHER RESOLVED, that funds to supplement the FY 2018-2019 General Fund allocation 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.

TO: Law & Courts Committee

FROM: Michael J. Dillon, Court Administrator

DATE: September 12, 2019

SUBJECT: 2019 Reorganization Plan

**INTRODUCTION:**

In response to the retirement of Ms. Pamela Pfeifer, Court Services Supervisor (CSS) and a reduction in case filings, the court proposes not to fill the CSS position and reorganize the court. The reorganization plan calls for the elimination of one FTE (CSS position) and the spreading of the CSS's duties among existing employees. The reorganization plan will save the County (\$37,621) in wages & benefits.

**HISTORY:**

Before 2009, the court had three chief clerk positions. The chief clerk position was considered a lead clerk position with the primary responsibility of managing the day-to-day operations of one of three divisions of the court: criminal division, civil division, and traffic division. Also, the positions provided administrative support to the court administrator. In 2009, during the beginning of the economic downturn, the court eliminated one of the chief clerk positions

In 2013, at the request of the County, the court submitted a budget reduction plan that included a reorganization. The reorganization plan resulted in a savings of \$64,325. The plan eliminated two chief clerk positions and created a Court Services Supervisor (CSS) position. The CSS assumed the duties and responsibilities of the two chief clerk positions, which included managing the day-to-day operations of the three court divisions. The CSS also had the authority to hire, fire, and discipline employees under the direct supervision of the CSS. In retrospect, the reorganization plan helped the County with its goal of costs savings. However, the plan came with some functional deficiencies.

**NEED FOR REORGANIZATION PLAN**

Our reorganization plan in 2013 was designed to reduce costs while maximizing the personnel resources available at the time. Shortly after the plan was implemented it became clear that the plan had its limitations. Having one employee perform the work of two employees created operational deficiencies. What was once the work of three employees in 2008 was now the work of one employee. The CSS was responsible for day-to-day operations of three court divisions.

Ms. Pfeifer's retirement allows the administration of the court to once again split the day-to-day functioning of the court divisions between two employees. Reinstating the chief clerk positions will allow the chief clerks to assign and monitor work, train staff, and troubleshoot operational problems and issues. The court administrator will assume the higher-level management functions of the CSS position and will have direct supervision of the two chief clerks.

The administrative services coordinator will also assume some of the higher-level administrative functions of the CSS position.

Due to a reduction in case filings, the administration of the court is confident that although the court is eliminating one FTE position, the delivery of services in the clerical office will not be negatively impacted.

## **2019 REORGANIZATION PLAN**

This reorganization plan calls for the following:

- Eliminate the Court Services Supervisor position (ICEA Court Pro)
- Eliminate two Court Clerk positions (UAW Tops)
- Create/Reestablish two Chief Clerk positions (UAW Tops)
- Managerial and administrative duties assumed by Court Administrator
- Administrative duties assumed by Administrative Services Coordinator

## **FINANCIAL IMPACT**

The plan eliminates one (1) FTE from the court's budget and results in a savings of \$37,621.

The financial data was provided by Ingham County's Budget Office (see 2019 Reorganization Plan – Financial Impact). Wages and fringes were calculated using the highest pay grade for the effected positions.

## **HUMAN RESOURCES ANALYSIS OF REORGANIZATION**

The Ingham County Human Resources Department conducted an analysis of the reorganization. (see August 13, 2019 memorandum) As a result of the analysis, district court job descriptions were updated, and a determination was made regarding compensation for the following positions:

District Court Administrator - MC 16

Administrative Services Coordinator – UAW J

District Court Chief Clerk – UAW G

2019 Reorganization – Financial Impact

**CURRENT ORGANIZATION**

<b>Position #</b>	<b>Job Title</b>	<b>Unit</b>	<b>Wage/Fringes</b>
137008	Court Services Supervisor	ICEA Pro 6-5	\$ 98,829
137007	Administrative Services Coordinator	UAW H-5	\$ 88,096
137003	Court Administrator	M&C 13-5	\$ 146,716
TBD	Court Clerk	UAW D-5	\$ 73,073
TBD	Court Clerk	UAW D-5	\$ 73,073
			\$ 479,787

**REORGANIZATION**

<b>Position #</b>	<b>Job Title</b>	<b>Unit</b>	<b>Wage/Fringes</b>
	<b>Court Services Supervisor - eliminated</b>		\$ -
137007	ASC	UAW J-5	\$ 94,409
137003	CA	M&C 16	\$ 181,151
137006	Chief Clerk	UAW G-5	\$ 83,303
137008	Chief Clerk	UAW G-5	\$ 83,303
			\$ 442,166
<b>Cost Savings</b>			<b>\$ 37,621</b>

TBD - Two current court clerks will be appointed to two chief clerk positions. The two court clerk positions will be eliminated. The new chief clerks will assume position numbers 137006 & 137008.

## Agenda Item 5

TO: Michael Dillon, District Court Administrator

FROM: Beth Bliesener, Human Resources Specialist  
Joan Clous, Human Resources Specialist

DATE: August 13, 2019

RE: Memo of Analysis for Re-organization

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Human Resources can confirm the following information regarding the re-organization for District Court:

1. Human Resources has updated the job description District Court Administrator, position number 137003, to reflect the duties the position requires and has been performing. After analysis the position will be compensated at MC 16.
2. Human Resources has updated the job description Administrative Services Coordinator, position number 137007, to reflect the duties the position requires and has been performing. After analysis the position will be compensated at UAW J.
3. District Court will bring back a previously eliminated position, position number 137006 Chief District Court Clerk. Human Resources has updated the job description Chief District Court Clerk to reflect the duties the position will be required to perform. The position remains a UAW G.
4. Lastly, District Court will be converting position number 137008 from Court Services Supervisor ICEA Court Professional back to a Chief District Court Clerk, UAW G. District Court is looking to return to their former structure of two chief clerks.

Human Resources has sent the ICEA Court Professional and UAW notices regarding the above positions. The UAW supports the changes, I have attached the UAW response. I have also attached all the job descriptions.

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed re-organization. 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 (887-4375).*

**From:** [Prehn, Bradley](#)  
**To:** [Bliesener, Elisabeth](#)  
**Subject:** Re: District Court Job Descriptions / Re-organization  
**Date:** Monday, August 05, 2019 8:38:14 AM

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Beth,

The UAW is in support of the of the Administrative Services Coordinator being placed at a J pay grade and the Chief District Court Clerk being placed at a G pay grade.

Thank you,

Brad Prehn  
UAW Chairperson

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**From:** Bliesener, Elisabeth  
**Sent:** Monday, August 5, 2019 7:26 AM  
**To:** Prehn, Bradley  
**Subject:** District Court Job Descriptions / Re-organization

Brad,  
District Court is considering doing a re-organization which involves updating the job descriptions Administrative Services Coordinator and bringing back an eliminated job description – Chief District Court Clerk. We have updated both job descriptions, I have attached the Track Changes job descriptions so you can see what we have changed. I have also attached the clean copies for your records as well.

We have updated the Administrative Services Coordinator and that resulted in a re-classification from UAW H to a UAW J

We have also updated the Chief District Court Clerk, we did change the points but the position remained a UAW G

Brad let me know if you have any questions and if the UAW supports the two updated job descriptions and the placements.

Thanks,  
Beth

Beth Bliesener  
Ingham County  
Human Resources Department

Human Resources Specialist  
517-887-4375

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**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT**

**General Summary:**

Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator. Serves as jury clerk, performing administrative, clerical, and supportive tasks related to the jury management of the court.

**Essential Functions:**

1. ~~With the assistance of the Financial Services Staff,~~ Oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, ~~purchase orders~~ and financial reports.
2. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
3. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
4. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
5. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
6. Assists in the maintenance of the Court's website. Adds, deletes, and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employees.
7. Provides clerical and secretarial support to the staff. Performs typing, proofreading, and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail, and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures, and other departmental documents.
8. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
9. Processes, monitors, and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents, and special projects. Researches, collects and compiles information for the State Court Administrative Office and other agencies.
10. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

11. Serves as jury clerk, responding to inquiries regarding jury service and procedures. Prepares jury list and conducts jury orientation. Processes jury reimbursement checks. Prepares jury report for court administration and the State Court Administrative Office.
12. Trains court clerks with financial procedures and assist in training court clerks using the courts case management system.
13. Assists court clerks with problem solving case management issues.
14. May serve as a back-up Court Recorder.

### **Other Functions:**

Performs other duties as assigned.

Must adhere to departmental standards in regard to HIPAA and other privacy issues.

~~During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.~~

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

### **Employment Qualifications:**

**Education:** A minimum of a High School graduation or equivalent and two years of education or training from a college, technical, or business school. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

**Experience:** A minimum of 5 years of experience in a Court or related setting.

### **Other Requirements:**

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history check.

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

### **Working Conditions:**

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

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, stooping/crouching, squatting, kneeling, crawling, handling and pinching.

- This position's physical requirements require regular stamina in twisting, bending, lifting, carry, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

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***December 2012***  
July 2019  
UAW J

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT**

**General Summary:**

Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator. Serves as jury clerk, performing administrative, clerical, and supportive tasks related to the jury management of the court.

**Essential Functions:**

15. Oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, and financial reports.
16. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
17. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
18. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
19. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
20. Assists in the maintenance of the Court's website. Adds, deletes, and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employees.
21. Provides clerical and secretarial support to the staff. Performs typing, proofreading, and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures, and other departmental documents.
22. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
23. Processes, monitors, and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents, and special projects. Researches, collects, and compiles information for the State Court Administrative Office and other agencies.
24. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

25. Serves as jury clerk, responding to inquiries regarding jury service and procedures. Prepares jury list and conducts jury orientation. Processes jury reimbursement checks. Prepares jury report for court administration and the State Court Administrative Office.

26. Trains court clerks with financial procedures and assist in training court clerks using the courts case management system.

27. Assists court clerks with problem solving case management issues.

28. May serve as a back-up Court Recorder.

**Other Functions:**

Performs other duties as assigned.

Must adhere to departmental standards in regard privacy issues.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** A minimum of a High School graduation or equivalent and two years of education or training from a college, technical or business school. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

**Experience:** A minimum of 5 years of experience in a Court or related setting.

**Other Requirements:**

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history check.

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

**Working Conditions:**

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements require regular stamina in twisting, bending, lifting, carry, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**July 2019**  
**UAW J**

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHIEF DISTRICT COURT CLERK**

**General Summary:**

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

**Essential Functions:**

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact person for procedural questions and provides input on new procedures.
3. Assigns, redistributes, and reviews the work of Court Clerks.
4. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
5. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
6. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
7. Performs complex case and record processing functions of the division.
8. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
9. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.
10. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
11. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
12. Serves as a liaison with the Court's case management system vendor for system related issues.
13. May design and revise forms used by the court.
14. Manages the inventory of office supplies, furnishings, and equipment.

15. May serve as a back-up jury clerk.
16. Performs all functions of a court clerk.
17. Serves as back-up Court Recorder.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** A minimum of a High School graduation or equivalent and two years of education or training from a college, technical or business school.

**Experience:** A minimum of one year experience in a court setting.

**Other Requirements:**

- Required to be certified as an Electronic Operator within one year of employment in this job.
- 

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

**Working Conditions:**

3. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
5. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands or fingers.

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***UAW G  
July 2019***

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHIEF DISTRICT COURT CLERK**

**General Summary :**

Under the supervision of the District Court Administrator, serves as a lead district court clerk in a District Court location. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, ~~and criminal~~, and probation cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. ~~Employees in the position may be designated as the chief civil, criminal or traffic clerk.~~ This position serves as a lead worker to the District Court Clerks.

**Essential Functions :**

1. ~~Serves as a lead worker to District Court Clerks, includes training new employees in clerical, computer and minor accounting tasks, assigning and redistributing work, and reviewing work assignments. Serves as primary contact person for procedural questions and provides input on new procedures. Ensures the even flow of work through the assigned division and ensures the proper maintenance and processing case records from initiation to disposition.~~
2. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
3. Serves as primary contact person for procedural questions and provides input on new procedures.
4. Assigns, redistributes, and reviews the work of Court Clerks
5. Assists Deputy Clerks by dealing with ~~the more~~ difficult or belligerent individuals.
6. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
7. Ensures the proper maintenance and processing of case records from initiation to disposition and postjudgment actions.
8. Performs ~~some of the more~~ complex case and record processing functions of the division.

**CHIEF DISTRICT COURT CLERK (1/11/99)**

**Page 2**

9. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
- ~~10. Receipts and processes payments for tickets, court costs, civil filing fees, bonds, and garnishments, enters information to computer and ensures that the proper case file is credited.~~
- ~~11. Schedules hearings.~~
- ~~12. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in the file and obtaining driving or criminal record as necessary.~~
- ~~13. Opens and processes a variety of civil matters including general civil, small claims and landlord/tenant cases and garnishments. Includes inputting data and generating forms, correspondence and legal documents, filing papers, collecting fees and ensuring case scheduling and the service of process.~~
- ~~14. Opens civil infraction cases, schedules hearing dates, enters to computer and notices defendant and law enforcement agencies.~~
- ~~15. Reviews traffic abstract worksheets to check for errors on identification information, offense date, type of violation, and other data. Makes corrections and releases. Manually prepares criminal abstracts of conviction not processed by the computer.~~
- ~~16. Reviews legal documents such as writs of garnishment and restitution, stipulations, orders and briefs, petitions for installment payments and others for timeliness, completeness and compliance with the court rules. Processes and enters judgments on civil cases that are adjudicated.~~
- ~~17. Suspends drivers licenses for failure to appear. Prints worksheets for overdue tickets, checks for errors, bond that need to be processes, and other necessary follow up, and releases.~~
- ~~18. Enters case file information, traffic tickets, case event information, adjournments, dispositions, civil judgment and other information to computer system.~~
- ~~19. Schedules court proceedings in cooperation with the Prosecutor's office and attorney's offices and notices court hearings and post judgment proceedings. Enters information on hearings to the computer.~~
20. Opens and distributes mail, immediately processing payments.

### **CHIEF DISTRICT COURT CLERK (1/11/99)**

#### **Page 3**

- ~~21. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.~~
- ~~22. Processes garnishments, motions to set aside garnishments and motions for installment payments.~~
- ~~23. Prints and mails computer generated notices.~~

- ~~24. Closes criminal cases by collecting fines and costs, distributing disposition as appropriate, submitting abstract of conviction to Secretary of State on driving offenses and running a register of action.~~
- ~~25. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfer to other courts.~~
- ~~26. Assists Financial Coordinator by writing bond checks; may assist in daily bank deposit or cash outs as needed.~~
- ~~27. Assists Magistrates with fines, costs, PACC codes, bond amounts, and sentencing.~~
- ~~28. Operates SOS/LEIN terminal.~~
- ~~29. Assists and backs up other court staff.~~
- ~~30. May serve as back-up Court Recorder for a location of the Court, includes operating electronic recording equipment, maintaining logs of proceedings with times, case numbers, nature of the proceedings and defendant identification.~~
31. May serve as back-up jury clerk.
32. Performs all functions of a court clerk.
33. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
34. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
35. Serves as a liaison with the Court's case management system vendor for system related issues.
36. May design and revise forms used by the court.

#### **CHIEF DISTRICT COURT CLERK (1/11/99)**

##### **Page 4**

37. Manages the inventory of office supplies, furnishings and equipment.
38. Performs other duties the court may assign as needed.
39. Serves as back-up Court Recorder.

#### **Other Functions**

None listed.

*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:** A minimum of two years of education or training from a college, technical or business school. High school graduation or equivalent, prefer advanced coursework in data processing, accounting or related area.

**Experience:** One year of experience in a court setting, ~~Three years of experience preferably in a court or law office providing knowledge of the processing of district court cases.~~

**Other Requirements:** ~~May be~~ Required to be certified as a Electronic Operator within one year ~~18 months~~ of employment in this job.

*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** *[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]:*

Ability to access various files throughout the court.

Ability to operate cash register, copying machine, and other office equipment.

Ability to enter and access information to the computer.

Ability to access all areas of the court.

Ability to lift and transport files and other materials weighing up to 20 lbs.

### **Working Conditions:**

Works in office conditions.

Regular contact with persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.

UAW-G

1/11/99

**INGHAM COUNTY  
JOB DESCRIPTION**

**DISTRICT COURT ADMINISTRATOR**

**General Summary:**

Under the general direction of the Chief District Judge, the District Court Administrator has responsibility for oversight of the administrative aspects of the District Court for the following divisions: Civil, Collections, Criminal, Probations, and Traffic. These responsibilities include but are not limited to preparing and monitoring the general fund budget and providing consultation to the Chief Probation Officer with preparing and monitoring Sobriety Court and Mental Health Court budgets; short and long range planning leading to policy development and implementation for the District Court; oversight of the hiring, training and supervision of the clerical, professional and managerial staff of the District Court; maintaining knowledge in all areas of the law and rules of the court encompassing the broad range of jurisdiction of the District Court. The Court Administrator participates in collective bargaining negotiation and implementation. The Court Administrator is a liaison to other courts, court appointed counsel, Board of Commissioners, general public, Ingham County Sheriff's Office, and other law enforcement agencies as appropriate. The Court Administrator acts as coordinator of automation and records management matters. The Court Administrator is responsible for the physical needs of the court, including long-term record retention and the court facility. The position serves as Clerk of the Court, pursuant to MCL 600.8281.

**Essential Functions:**

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and case flow management, develops long and short range plans, and prepares and monitors annual budget as well as providing consultation in preparing and monitoring Sobriety Court and Mental Health Court budgets.
2. Serves as external and internal liaison to and for the Court making regular contacts with, and presentation to county offices, legislative bodies, court agencies, criminal justices agencies, media, Bar Association groups, State Offices, and the general public.
3. Supervises court personnel, and participates in recruitment, hiring, orientation, training, and staff assignments.
4. Coordinates and serves as a liaison for the court in policy and administrative matters.
5. Performs a variety of managerial functions in relation to automation and records management matters.
6. Represents the Court as "Employer" in collective bargaining negotiations with unions and implements the resultant agreement.
7. Performs troubleshooting and problem resolution functions as required.
8. Responsible for the physical needs of the court, including long-term record retention and facilities.

9. Responsible for designing, implementing, and administering the court's social media accounts.
10. Serves as Clerk of the Court responsible for care and custody of court records and performs other such duties which may be prescribed by court rule.
11. Performs other duties as directed and/or delegated by the Chief Judge and Chief Judge Pro Tem.

**Other Functions:**

1. None Listed.

**Employment Qualifications:**

**Education:** Must have a Master's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration is highly desired.

**Experience:** Five (5) years continuous and progressively more responsible and related work experience required.

**Other Requirements:**

- None

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

**Working Conditions:**

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

**Physical Requirements:**

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

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**July 2019**  
**MCF-16**

**INGHAM COUNTY  
JOB DESCRIPTION**

**DISTRICT COURT ADMINISTRATOR**

**General Summary:**

Under the general direction of the Chief District Judge, the District Court Administrator has responsibility for oversight of the administrative aspects of the District Court for the following divisions: Civil, Collections, Criminal, Probations, and Traffic. These responsibilities include but are not limited to preparing and monitoring the general fund budget and providing consultation to the Chief Probation Officer with preparing and monitoring Sobriety Court and Mental Health Court budgets; short and long range planning leading to policy development and implementation for the District Court; oversight of the hiring, training and supervision of the clerical, professional and managerial staff of the District Court; maintaining knowledge in all areas of the law and rules of the court encompassing the broad range of jurisdiction of the District Court. ~~The policy research and development, production of reports and statistical analysis, developing long and short range plans, systemizing the court case flow and budget preparation and monitoring. The Administrator serves as external and internal liaison to and for the court and has responsibility for the supervision of court personnel in Civil, Traffic, Criminal and Probation. He/she coordinates and acts as liaison for the court in all policy. The Court Administrator participates provides input on behalf of the Court in collective bargaining negotiation and implementation. The Court Administrator is a liaison to other courts, court appointed counsel, Board of Commissioners, general public, Ingham County Sheriff's Office, and other law enforcement agencies as appropriate. The Court Administrator acts as coordinator of automation and records management matters. The Court Administrator is responsible for the physical needs of the court, including long-term record retention and the court facility. The position serves as Clerk of the Court, pursuant to MCL 600.8281. serves in a managerial capacity in relation to court appointed attorneys, jurors, automation and records management matters, and is under the general direction of the Chief Judge.~~

**Essential Functions:**

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and case flow management, develops long and short range plans, and prepares and monitors annual budget as well as providing consultation in preparing and monitoring Sobriety Court and Mental Health Court budgets. ~~annual report for the funding unit.~~
2. Serves as external and internal liaison to and for the Court making regular contacts with, and presentation to county offices, legislative bodies, court agencies, criminal justices agencies, media, Bar Association groups, State Offices, and the general public. ~~Being cognizant of the Court's financial needs, prepares and monitors the annual budget, gaining approval for fund expenditures, approving vouchers, and overseeing the maintenance of financial records. Administers annual and monthly budget updates. Assess and devise necessary report forms including the analysis and reporting of statistical information utilizing various computer programs.~~
3. Supervises court personnel, and participates in recruitment, hiring, orientation, training, and staff assignments. ~~Serves as external and internal liaison to and for the court making regular contacts with, and presentation to: county offices, legislative bodies, court agencies, criminal justice agencies, media, bar association groups, and the general public.~~

4. Coordinates and serves as a liaison for the court in policy and administrative matters. ~~Supervises court personnel including Probation Department. Responsible for recruitment, interviewing, hiring, orientation, training, disciplining, and performance review. Responsible for grievance procedures and may be involved in contract negotiations.~~
5. Performs a variety of managerial functions in relations to automation and records managements matters. ~~Prepares and revises job descriptions, reviews classification standards, maintains personnel records and leave approval.~~
6. Represents the Court as “Employer” in collective bargaining negotiations with unions and implements the resultant agreement. ~~Keeps abreast of Federal and State laws, County policies and collective bargaining agreements applicable to hiring, performance evaluation and discipline.~~
7. Performs troubleshooting and problem resolution functions as required. ~~Performs a variety of managerial functions in relation to court appointed attorneys, jurors, automation and records management matters.~~
8. Responsible for the physical needs of the court, including long-term record retention and facilities. ~~Represents the Court in collective bargaining negotiations with unions and implements the resultant agreement. Coordinates with other county employees, department heads, and outside agency representatives as needed.~~
9. Responsible for designing, implementing, and administering the court’s social media accounts. ~~Responsible for building maintenance, office equipment maintenance/selection, and resource management. Makes recommendations to improve and maintain the court facility.~~
10. ~~Serves as Clerk of the Court responsible for care and custody of court records and performs other such duties which may be prescribed by court rule. Performs any and all other duties as directed and/or delegated by the Chief Judge and District Court Bench.~~
11. Performs other duties as directed and/or delegated by the Chief Judge and Chief Judge Pro Tem. ~~Oversees and administers the court’s automation program. Typical duties include: training personnel; writing and analyzing reports; working with staff to design forms, improve screens, and to understand court procedures and processing; troubleshooting CPU and printers; contacting and resolving problems with software vendor.~~
2. ~~Develops internal policies and procedures regarding fiscal management, new employee orientation, translators, process servers, court/building security, and safety. Investigates complaints involving court appointed process servers.~~
3. ~~Serves as liaison for the court with the MIS Department. Submits work orders for network and hardware problems. Determines the automation needs of court staff and assists in the ordering of new computer equipment.~~
4. ~~Maintains a knowledge of MI Court Rules and MI laws as applicable to court administration (records management, filings, fiscal control).~~

**Other Functions:**

5. None Listed.

## **Employment Qualifications:**

**Education:** Must have a Master's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration is highly desired.

**Experience:** Five (5) years continuous and progressively more responsible and related work experience required. Three (3) years of training and experience in a court setting desired.

## **Other Requirements:**

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

## **Working Conditions:**

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

## **Physical Requirements:**

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

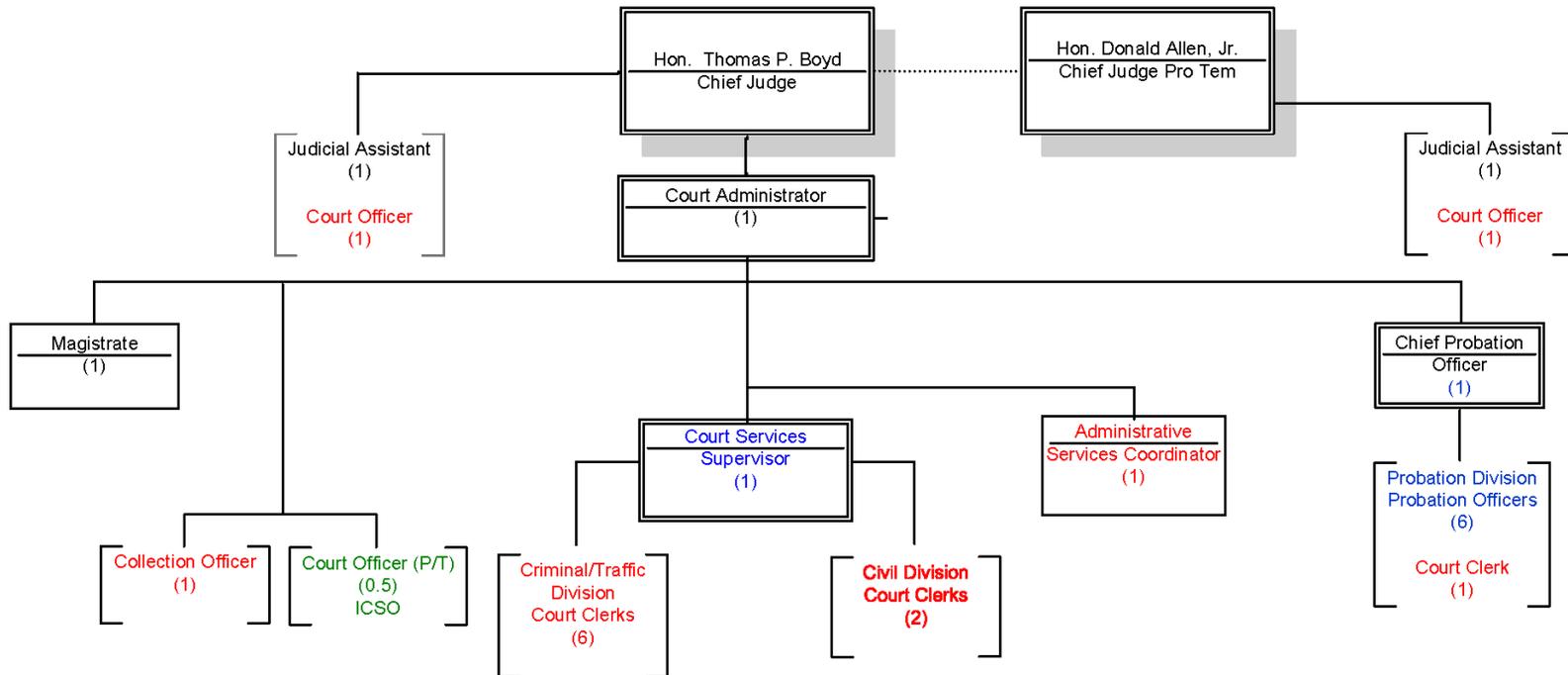
*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**July 2019**

**November, 1999**  
**MC - 16**

# 55th Judicial District Court

(27 FTE - current)



**NOTES:**

Red: UAW

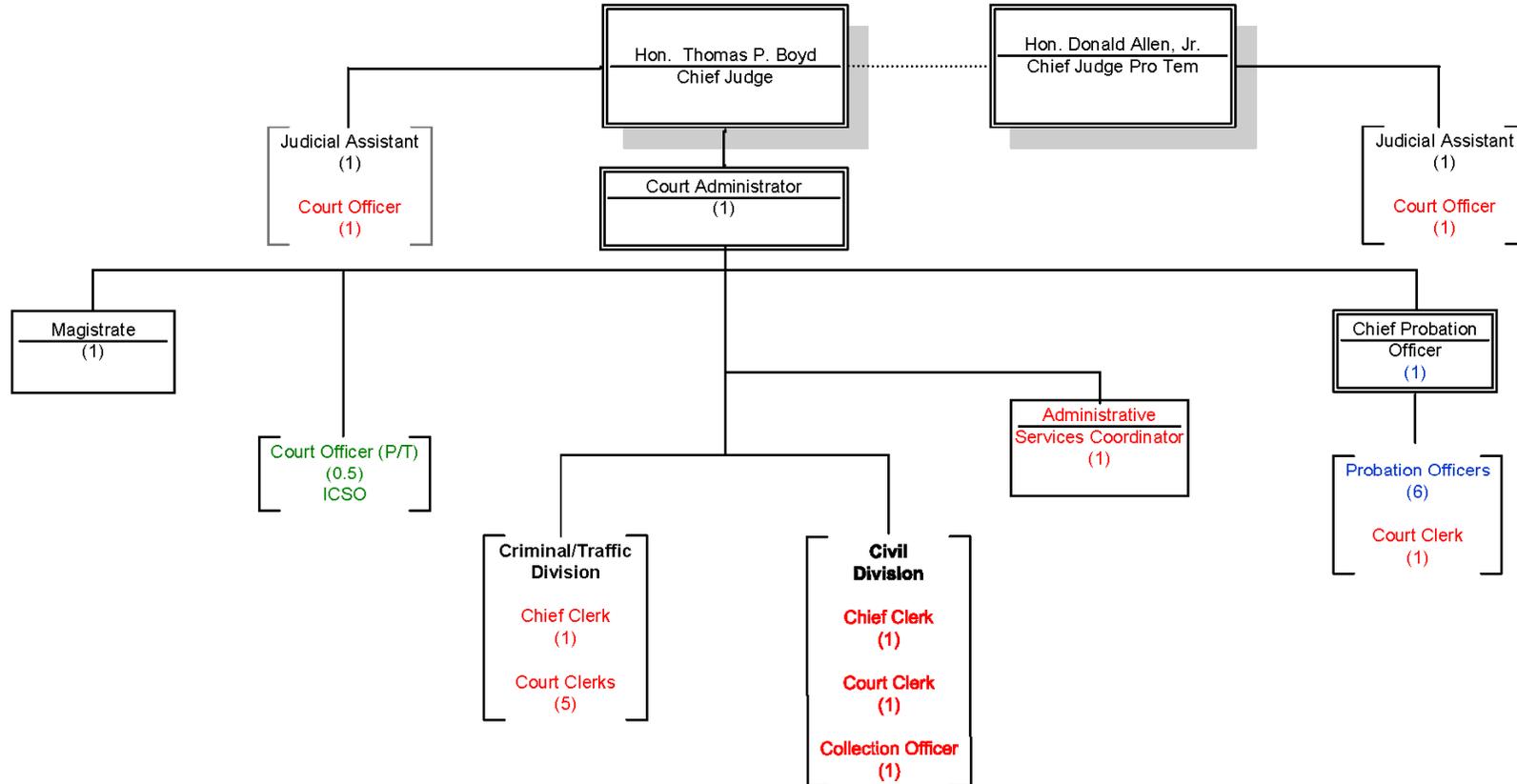
Blue: ICEA – Court Professionals

Black: Nonunion

Green: ICSO contractual employee

# 55th Judicial District Court

## (26 FTE - proposed)



**NOTES:**

**Red: UAW**

**Blue: ICEA – Court Professionals**

**Black: Nonunion**

**Green: ICSO contractual employee**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF  
THE 55<sup>th</sup> DISTRICT COURT**

WHEREAS, the vacancy of the Court Services Supervisor at the 55<sup>th</sup> District Court prompted the court to review the operational needs of the court as they relate to the organization structure of the court; and

WHEREAS, in 2013, the court eliminated two chief clerks positions and created the Court Services Supervisor position as the result of the County's request to submit a budget reduction scenario; and

WHEREAS, the Court believes that to meet the operational needs of the Court, the Court is best served by reinstating the organizational structure that existed prior to 2013; and

WHEREAS, the reorganization eliminates the Court Services Supervisor position and two District Court Clerk positions and recreates the two Chief Clerk positions that were abolished in 2013; and

WHEREAS, the reorganization eliminates one Full-Time Equivalent (FTE) and the Budget Office has calculated a savings of \$37,621; and

WHEREAS, the managerial duties of the Court Services Supervisor position will be assumed by the District Court Administrator and some administrative duties of the District Court Services Supervisor position will be assumed by the Administrative Services Coordinator; and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of the positions involved, approved new job descriptions, and submitted a Memo of Analysis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the 55<sup>th</sup> District Court.

BE IT FURTHER RESOLVED, that the Court Services Supervisor position (137008) and two District Court Clerk positions are eliminated (position numbers to be determined).

BE IT FURTHER RESOLVED, that two Chief Clerk positions (137006 & 137008) are created as UAW TOPS G positions (\$39,344.00 - \$46,910.11).

BE IT FURTHER RESOLVED, that the District Court Administrator position (137003) be reclassified from MCF 13 (\$78,740.77 - \$94,510.67) to MCF 16 (\$98,934.65 - \$118,750.44).

BE IT FURTHER RESOLVED, that the Administrative Services Coordinator position (137007) be reclassified from UAW H (\$41,625.46 - \$49,653.67) to UAW J (\$46,568.63 - \$55,599.70).

BE IT FURTHER RESOLVED, that the reorganization shall be effective immediately.

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 6

**TO:** Law and Courts Committee  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** September 18, 2019  
**SUBJECT:** Discussion Regarding Proposal to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Permit Keeping Ducks in Non-Agricultural Areas

For the meeting agenda of September 26

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Attached is a draft resolution for discussion which proposes to adopt an ordinance amending the Ingham County Animal Control Ordinance to permit keeping ducks in non-agricultural areas.

In 2009, the Board of Commissioners passed a resolution to adopt an ordinance amending the Ingham County Animal Control Ordinance to permit keeping chickens in non-agricultural areas. This resolution was reaffirmed earlier this year.

The current ordinance permits the keeping of up to five chicken hens on one- or two-family residential properties, under certain conditions, unless otherwise prohibited or regulated by local ordinances or private land use restrictions

The proposed amendment would apply the same rules for the keeping of chickens to the keeping of ducks, and allow for up to a combined five chicken hens or ducks.

The County Attorney's office has advised that a public hearing is not necessary to amend the ordinance.

In order to provide educational information, two experts have been invited to make brief presentations and answer questions on the implications to the animals and people of Ingham County should the proposed ordinance amendment be adopted. These individuals are:

- Dr. James Sikarskie, DVM, MS, DACZM, MSU Zoo and Wildlife Veterinarian (retired)
- Matthew Lyson, Michigan Duck Rescue and Sanctuary

Please let me know if you would like any additional information.

*DRAFT FOR DISCUSSION*

Introduced by the Law and Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO PERMIT KEEPING DUCKS IN NON-AGRICULTURAL AREAS**

WHEREAS, the Ingham County Animal Control Ordinance was adopted by the Board of Commissioners on September 18, 1972, and has subsequently been amended; and

WHEREAS, under the Ordinance, as amended, livestock and poultry are generally prohibited from non-agricultural areas within the County, with an exception for the keeping of chickens under certain conditions; and

WHEREAS, County residents have requested an Ordinance amendment allowing for the keeping of a limited number of ducks on residential land in urban areas.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall adopt the Ordinance Amending the Ingham County Animal Control Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution, expressly permitting the keeping of up to a combined five chicken hens or ducks on one- or two-family residential properties, under certain conditions, unless otherwise prohibited or regulated by local ordinances or private land use restrictions.

BE IT FURTHER RESOLVED, that an updated version of the Ingham County Animal Control Ordinance, as amended, will be compiled and published in hard copy and on the County's website.

BE IT FURTHER RESOLVED, that the amended Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL  
ORDINANCE TO PERMIT KEEPING DUCKS IN NON-AGRICULTURAL AREAS**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend the Ingham County Animal Control Ordinance to permit the keeping of ducks in non-agricultural areas of the County.

**THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:**

**Section 1. Purpose and Authority.** Deeming it advisable in the interest of the citizens of Ingham County, as authorized by Act 339 of 1919, as amended, being Section 287.261 *et seq.*, of the Michigan Compiled Laws, the County of Ingham, Michigan, adopts this Ordinance amending the Ingham County Animal Control Ordinance.

**Section 2. Amendment.** Article VIII of the Ingham County Animal Control Ordinance, entitled Prohibition of Livestock or Poultry in Non-Agricultural Areas, is amended to read as follows:

- (a) No livestock or poultry shall be owned, kept, possessed, harbored or kept charge of within the boundaries of any non-agricultural area within Ingham County except as such places are provided for shipping said livestock or poultry.
- (b) Notwithstanding paragraph (a), and unless expressly prohibited or regulated by a city, village or township ordinance, or private property restriction, chickens and ducks may be owned, kept, possessed, harbored, and kept charge of within the boundaries of any non-agricultural area within Ingham County, under the following conditions:
  - (i) No more than a combined total of five (5) chicken hens or ducks may be kept on any one- or two-family residential property, and no roosters shall be allowed;
  - (ii) Chickens and ducks must be kept in an enclosure so constructed or repaired as to keep the chickens and ducks confined on the owner's property, and to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
  - (iii) A covered enclosure or fenced enclosure shall not be located closer than 10 feet from the property line of any adjacent property, nor closer than 30 feet from any residential structure on an adjacent property, unless the adjacent property owner consents in writing;

- (iv) All feed and other items associated with the keeping of chickens and ducks that are likely to attract or to become infested with or infected by rats, mice, or other rodents, shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them.
- (v) No person shall slaughter any chickens or ducks.

**Section 3. Repeal.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed

**Section 4. Savings Clause.** This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

**Section 5. Effective Date.** This Ordinance Amending the Ingham County Animal Control Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Barb Byrum, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and published in a newspaper of general circulation in the County on \_\_\_\_\_.

\_\_\_\_\_  
Barb Byrum, Ingham County Clerk

\_\_\_\_\_  
Bryan Crenshaw, Chairperson  
Ingham County Board of Commissioners

## Agenda Item 7

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: September 18, 2019

RE: Third Quarter 2019 Budget Adjustments, Contingency Fund Update and Quarterly Statement

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2019. The total increase to the General Fund is \$0.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

There are no adjustments to the general fund this quarter.

The Road Department is requesting \$125,000 from fund balance to purchase 3 or 4, depending on cost, new pickup trucks to replace old, and retired units.

The Animal Shelter Debt Fund is in need of \$1,212,700 for revenue and expense for the payment of the bond for the shelter. The Animal Control Millage will need use of fund balance to transfer the \$1,212,700 to the Animal Shelter Debt Fund.

The Justice Millage is requesting moving \$5,710 attrition funds from personnel line to building repair and maintenance line to address some security needs in the Pretrial Services Office.

The Public Defender is requesting moving \$200,000 from contractual services line to leasehold improvements for actual expenses in accounts different from the adopted budget.

The 55<sup>th</sup> District Court is requesting an additional \$880 from fund balance to cover overages spent on a work station project in the Machine and Equipment Revolving fund.

Attached is an update of contingency fund spending so far this year. The current contingency amount is \$326,950. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

The 3<sup>rd</sup> quarter general fund budget to actual year to date report will be presented to the Commissioners after the completion of the quarter. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

**2019 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R18-467: Additional Community Agency Funding	(8,550)
R19-262: Unity in the Community Event	(2,500)
R19-293: Cost Allocation Plan MGT	(12,000)
<b>Current Contingency Amount</b>	<b>\$326,950</b>

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2019 Budget on October 23, 2018 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2019 BUDGET 09/17/19</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
201	Road	26,654,654	125,000	26,779,654
205	Animal Control Millage	429,319	1,212,700	1,642,019
207	Justice Millage	890,355	0	890,355
260	Indigent Defense	5,422,599	0	5,422,599
399	Animal Shelter Debt	0	1,212,700	1,212,700
664	Mach. & Equip. Revolving	1,889,218	880	1,890,098

**Non-General Fund Adjustments**

- Road Fund (F201) To increase expense and use of fund balance in the amount of \$125,000 to purchase 3 or 4 new pickup trucks to replace old units.
- Animal Control Millage (F205) Set up transfer to Fund 399 for payment of bond in the amount of \$1,212,700 for construction of the Animal Shelter Facility and increase use of 205 Fund balance.
- Justice Millage (F207) To transfer \$5,710 from excess personnel line to the building repair and maintenance line.
- Indigent Defense (F260) To transfer \$200,000 from contractual services line to leasehold improvements line.

Animal Shelter Debt  
(F399)

Set up expense and revenue from Fund 205 millage for payment of the bond in the amount of \$1,212,700 for construction of the Animal Shelter Facility

Mach./Equip. Revolving  
(F664)

Set up expense and revenue in the amount of \$880 from 664 fund balance to supplies line.