

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

LAW & COURTS COMMITTEE  
DERRELL SLAUGHTER, CHAIR  
MARK POLSDOFER  
VICTOR CELENTINO  
BRYAN CRENSHAW  
RYAN SEBOLT  
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, DECEMBER 3, 2020 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/87334886068>.

Agenda

Call to Order

Approval of the [November 12, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Probate Court – Resolution to Authorize an Agreement with [Thomson Reuters](#)
2. Circuit Court – General Trial Division – Resolution to Authorize a Contract with Jill Rhode, CPA to Provide [Bookkeeper Services](#) for 30<sup>th</sup> Circuit Court, General Trial Division
3. Circuit Court – Family Division
  - a. Resolution to Authorize a Contract for [Delinquency Attorney Services](#)
  - b. Resolution to Authorize a Contract with Michigan State University for the Juvenile [Risk Assessment](#) Project and Quarterly Program Evaluations
  - c. Resolution to Authorize a Contract with [Attorney Kaitlin Fish](#) for Lawyer Guardian Ad Litem and Truancy Court Legal Representation
  - d. Resolution to Authorize a Contract for [Lawyer Guardian Ad Litem](#) Representation
4. Community Corrections – Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and Judicial Services Group for 2021 [Community Based Programming](#) as Authorized by the Justice Millage
5. 9-1-1 Dispatch Center
  - a. Resolution to Authorize Payment of Arcserve Maintenance Support Costs to [Central Square Technologies](#) for the Computer Aided Dispatch (CAD) System
  - b. Resolution to Authorize Funding and Continuation of [Rave911 Suite Services](#) for the Ingham County 9-1-1 Center
  - c. Resolution to [Amend Resolution #20-144](#) – Changing the Amount Awarded Ingham County 9-1-1 Central Dispatch in the 9-1-1 Grant Program by the State 9-1-1 Office
6. Facilities Department
  - a. Resolution to Authorize Purchase Orders Issued for Probate Courtrooms [Carpet Replacement](#)
  - b. Resolution to Authorize a [Lease Amendment](#) for the Public Defender’s Office Space

7. Controller's Office – Resolution Authorizing [Adjustments](#) to the 2020 Ingham County Budget
8. Law & Courts Committee
  - a. Resolution Honoring [Judge Janelle Lawless](#)
  - b. Impact of Coronavirus Pandemic on [Jail Programming](#) (*Discussion*)
9. Sheriff's Office – Resolution to Authorize a Contract Amendment with [Securus Technologies, LLC.](#) for eMessaging Cost
10. Prosecuting Attorney's Office – Resolution to [Amend Resolution #20-469](#)
11. Board Referral – Letter from the Michigan Department of Health and Human Services Regarding the Liability of Counties for the Cost of Services for [State Wards](#)

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  
November 12, 2020  
Draft Minutes

The meeting was called to order by Chairperson Slaughter at 6:00 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Slaughter (Ingham County), Celentino (Ingham County), Crenshaw (Ingham County), Polsdofer (Ingham County), Schafer (Ingham County), Sebolt (Ingham County), Trubac (Ingham County).

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Chief Deputy Jason Ferguson, Teri Morton, Gregg Todd, Mike Cheltenham, Russel Church, Terri Thornberry, Richard Terrill, and Michael Tanis.

Approval of the October 29, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES OF THE OCTOBER 29, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

Russel Church, Public Defender, stated that, in regards to Agenda Item No. 6b, he had received an email on Tuesday, November 10 because the case management system had rolled out a new feature that would allow the Public Defender's Office to better track how clients do under pre-trial release.

Mr. Church stated that the Michigan Indigent Defense Commission (MIDC) would want to add that data point to Appendix A. He further stated that he did not have enough time before the Law & Courts Committee meeting to get that data point from MIDC, but he was sure he would be able to before the next meeting of the Board of Commissioners.

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

1. 55<sup>th</sup> District Court

- a. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Authorize Subcontracts
  - b. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Authorize Subcontracts
  
- 2. Sheriff's Office
  - a. Resolution to Authorize a Contract with Life Launch Institute, LLC. for Parenting Programming
  - b. Resolution to Authorize a Contract with It Takes A Village Educational Consulting, LLC. for Restorative Justice Programming
  - c. Resolution to Authorize a Presentation of Salvaged Security Bars from the Demolished Jail in Honor of the Historical Service Provided by Sheriff's Office Employees and Acceptance of Donations for This Purpose
  
- 3. Homeland Security and Emergency Management
  - a. Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2020
  - b. Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2020 Homeland Security Grant Program Funds
  
- 4. Prosecuting Attorney
  - a. Resolution to Authorize Acceptance of a Grant Amendment with the Michigan State Police and the Ingham County Prosecutor's Office and Authorizing a Subcontract between the Ingham County Prosecutor's Office and Jackson County Prosecutor's Office and the Blackman Leoni Township Department of Public Safety
  - b. Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, the Jackson County Prosecutor's Office, Aware Inc., and a Subcontract with End Violent Encounters (EVE)
  
- 5. Community Corrections
  - a. Resolution to Authorize Amending the Contract with Alcohol Drug Administrative Monitoring, Inc. (ADAM) to Extend the Performance Period for Drug Testing and Breathalyzer Services
  - b. Resolution to Authorize Amending FY 2019-2020 Community Corrections Program Subcontracts to Increase Funding Awards based on State Approved Line Item Transfers
  
- 6. Public Defenders Office

- a. Resolution to Authorize a Service Agreement between Language Line Solutions and the Ingham County Office of the Public Defender for Interpreter Services
- b. Resolution to Authorize a Data Sharing Agreement between the Michigan Indigent Defense Commission and the Ingham County Office of the Public Defender

7. Controller's Office

- a. Resolution Approving Various Contracts for the 2021 Budget Year

THE MOTION CARRIED UNANIMOUSLY.

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

7. Controller's Office

- b. Future Rates for Justice Millage (*Discussion*)

Teri Morton, Deputy Controller, stated that under current circumstances with the County's debt service and appropriation of \$1 million per year plus inflation to programming, approximately \$1.4 million would remain annually. She further stated that the Board of Commissioners might want to consider a number of different options.

Ms. Morton stated that in terms of current allocated programming, the budget allocation was over budget by \$77,000, which the Board of Commissioners took from the Fund Balance from unspent funds. She further stated that, in regards to the Community Mental Health (CMH) Recovery Coach position, that only for a partial year, so if that position was to be funded for a whole year, it would cost an additional \$80,000.

Ms. Morton stated that to do the current programming, she believed an additional \$160,000 needed to be added in order to fund current programs. She further stated that the options for consideration include: lowering the Justice Millage rate to 0.8 mils or lower; maintaining a contingency fund for the building construction in case of unforeseen circumstances; adding an additional Corrections Deputy to facilitate programming; expanding the allocation for programming; or maintaining the status quo.

Ms. Morton stated that last year, the County received an opinion that Corrections Deputies could not be funded through the Justice Millage for regular corrections activities, but could be used for facilitating programming.

Commissioner Crenshaw stated that Saginaw County had recently opened a new facility. He asked Richard Terrill, Facilities Director, if the County had reached out to Saginaw County to learn about possible cost overruns.

Mr. Terrill stated that he had not had the opportunity to reach out to Saginaw County. He further stated that based on his conversations with consultants, it would not be a bad idea to have an extra amount of funds available for unforeseen circumstances.

Commissioner Crenshaw stated that he would appreciate to know the number, so the County could plan accordingly. He further stated that the facility would be different from Saginaw County's, but if the County knew of their type of cost overruns, the County could anticipate accordingly.

Commissioner Schafer stated that he would like to maintain the status quo. He further stated that the County had gone through many building projects, and many issues arose from those projects.

Sheriff Scott Wriggelsworth, County Sheriff, stated that he believed that this conversation should be had in a couple of years. He further stated that the County did not know what would happen in terms of programming due to COVID-19.

Commissioner Celentino stated that he agreed with Sheriff Wriggelsworth.

Commissioner Celentino asked if the Board of Commissioners could have this conversation in a couple of years.

Ms. Morton stated that it could be changed through the end of the term of the millage, so there was not an urgent need to make a decision.

Chief Deputy Jason Ferguson, County Sheriff's Office, stated that Ingham County Sheriff's Office (ISCO) had diligently planned the design of the facility to accommodate for current staffing. He further stated that he advocated for an additional two Security Deputies for programming security.

Commissioner Celentino asked if the Board of Commissioners could still receive information from Saginaw County even if they decided to maintain the status quo.

**Commissioner Crenshaw stated that he would like to see the numbers from Saginaw County to give the County an idea of what they had run into.**

Sheriff Wriggelsworth stated that the Law & Courts Committee should consider what court would look like in the future. He further stated that they were doing an all-virtual court right now, a huge lift for ISCO.

Commissioner Schafer asked if it would be reasonable to consider an additional two deputies for programming at this time.

Chief Deputy Ferguson stated that he did not know if he would advocate for that right now.

Commissioner Trubac stated that he appreciated the discussion. He further stated that agreed with maintaining the status quo, but he would like to revisit this discussion next year to make sure that the County was not asking taxpayers for more than needed.

Chairperson Slaughter stated that it sounded like the consensus was to maintain the status quo, but to revisit the discussion next year.

Sheriff Wriggelsworth stated that through the pandemic, ISCO had met and planned for the Justice Complex. He further stated that ISCO had totaled thousands of hours of meeting times through the last eight or nine months, and believed that the Board of Commissioners and the public would be extremely impressed when the construction was completed.

#### Announcements

Commissioner Celentino stated that the Law & Courts Committee had received information about Advance Peace. He asked if it was meant to be part of a separate discussion.

Chairperson Slaughter stated that he had happened to receive answers to their questions today. He further stated that he did not plan for the Law & Courts Committee to discuss it today, but maybe at the next meeting of the Law & Courts Committee.

Commissioner Celentino thanked Chairperson Slaughter for the clarification.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:22 p.m.

**DECEMBER 3, 2020 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

1. *Probate Court* – *Resolution to Authorize an Agreement with Thomson Reuters*

This resolution will authorize entering into an agreement with Thomson Reuters in an amount not to exceed a total cost of \$9,000.00 for the contract term of January 1, 2021 through December 31, 2023. Thomson Reuters is the sole source provider of legal book services. This agreement will provide printed law library books. The current cost of Probate Court’s print legal books has increased by over 200%. Unless Probate Court enters into a monthly “subscription” contract with Thomson Reuters, the cost of printed law library books will remain uncontrollable. In order to control expenditures, Probate Court seeks to enter into this 36-month agreement with Thomson Reuters, a sole source provider for legal print book services, in an amount of \$2,400.00 annually with possibility of a seven percent increase annually, not to exceed the total three-year cost of \$9,000. Funds are available within the Law Library Fund for this expenditure.

See memo for details.

2. *Circuit Court/General Trial Division* – *Resolution to Authorize a Contract with Jill Rhode, CPA to Provide Bookkeeper Services for 30<sup>th</sup> Circuit Court, General Trial Division*

This resolution will authorize a contract beginning on July 1, 2020 with Ms. Jill Rhode, CPA for the purpose of reconciling five General Trial Division bank accounts. The contract period will be two years, which will renew automatically unless a party seeks to end it. The cost is \$380 per month, for an annual total of \$4,560. Funds are available for this purpose within the Circuit Court’s contractual services line item.

See memo for details.

3a. *Circuit Court/Family Division* – *Resolution Authorize a Contract for Delinquency Attorney Services*

This resolution will authorize a contract with Attorney Robert Ochodnicky, for Judge Richard J. Garcia’s delinquency cases, at \$1,296.56 per month, not to exceed \$15,558.72. The contract would be effective January 1 through December 31, 2021. This is a contract for legal representation of juveniles in delinquency cases assigned to Judge Garcia. Attorney Robert Ochodnicky has been providing this service, and it is recommended that he continue to receive the same contract amount for the 2021 calendar year.

See memo for details.

3b. *Circuit Court/Family Division* – *Resolution to Authorize a Contract with Michigan State University for Juvenile Risk Assessment Project and Quarterly Program Evaluation*

This resolution will authorize entering into a contract with Michigan State University for purposes of providing the Juvenile Risk Assessment Project and quarterly program evaluation at a rate of \$10,309.72 quarterly, not to exceed \$41,238.88 annually, for the time period of October 1, 2020 through September 30, 2021.



In 2018, the Juvenile Division began conducting quarterly program evaluations of all evidence-based curriculums supported by Juvenile Justice Millage funds in its efforts to develop progressive and evidence-based programming for youth and families. Until recently, the program evaluations were conducted by the Juvenile Division's Clinical Mental Health Specialist. In early 2019, the person occupying this position moved on. The Juvenile Division has hired a skilled therapist to fill the position, but providing the appropriate training has caused a delay in evaluations.

For over 15 years, Michigan State University has provided risk assessment support to the Juvenile Division. The School of Criminal Justice has agreed to provide the Juvenile Division with a third-party program evaluation. The Juvenile Division already pays a significantly reduced rate for risk assessment support given Michigan State University mutually benefits from the agreement. In addition to the amount already being paid, the Juvenile Division wishes to enter into a contract with Michigan State University for an additional \$10,000.00 annually to provide third party program evaluation. This service is Child Care Fund reimbursable and is available with the Child Care Fund budget.

See memo for details.

*3c. Circuit Court/Family Division – Resolution to Authorize a Contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem and Truancy Court Legal Representation*

This resolution will authorize a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of \$3,750.00 per month and legal representation of cases assigned to Truancy Court at a rate of \$850.00 per month, not to exceed \$55,200.00 for calendar year 2021. This contract will provide legal representation of children in neglect and abuse cases, and cases assigned to the Truancy Court program.

This resolution will also authorize the provision of web based legal research and court rules at a rate not to exceed \$2,000.00 and additional payments to Attorney Kaitlin Fish not to exceed \$132,928.00 for calendar year 2021, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant. These rates are all equal to those paid for these services in calendar year 2020.

See memo for details.

*3d. Circuit Court/Family Division – Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation*

This resolution will authorize the following contracts:

- a contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Janelle A. Lawless at a rate of \$4,166.66 a month, not to exceed \$50,000.00 for calendar year 2021.
- a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Laura Baird at a rate of \$4,166.66 a month, not to exceed \$50,000.00 for calendar year 2021.
- a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate of \$3,750.00 a month, not to exceed \$45,000.00 for calendar year 2021.

This resolution will also authorize the provision of web based legal research and court rules at a rate not to exceed \$2,000.00 per attorney per calendar year and additional payments to Attorney Annette Skinner, Attorney Michael Staake and Attorney Michael Van Huysse, not to exceed \$132,928.00 for calendar year 2021, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

See memo for details.

4. *Community Corrections – Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and Judicial Services Group for 2021 Community Based Programming as Authorized by the Justice Millage*

Resolution #20-473 approved Justice Millage funds in the amount of \$145,600 for Community Corrections programs, including Day Reporting, MRT, and Electronic Monitoring. This resolution will authorize entering into contracts with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$18,600 and with JSG Monitoring for electronic monitoring services in an amount not to exceed \$70,000 for the performance period of January 1, 2021 through December 31, 2021.

5a. *9-1-1 Dispatch Center – Resolution to Authorize Payment of Arcserve Maintenance Support Costs to Central Square Technologies for the Computer Aided Dispatch (CAD) System*

This resolution will approve the payment of 2019 and 2020 Arcserve maintenance fees to Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System at a cost not to exceed \$6,583.00. Central Square Technologies uses Arcserve High Availability for Enterprise OS Servers software (third party software) to replicate all Computer Aided Dispatch (CAD) data from the live servers to reporting servers. The County was not invoiced for the 2019 Arcserve maintenance fees and received the invoices for 2019 and 2020 Arcserve maintenance fees late in 2020 due to errors in billing addresses and resolving errors in the invoices themselves, therefore the 2019 (\$3,211) and 2020 (\$3,372) maintenance fees are both being paid in 2020. Funds are available within the 9-1-1 budget for this expense.

See memo for details.

5b. *9-1-1 Dispatch Center – Resolution to Authorize Funding and Continuation of Rave911 Suite Services for the Ingham County 9-1-1 Center*

This resolution will authorize funding and continuation of Rave911 Suite with RAVE Mobile Safety for Ingham County 9-1-1 for an amount not to exceed \$30,000.00 for the three year term ending December 31, 2023. Rave911 Suite products include Smart911, Rave Facility and Rave Panic Button. Smart911 and Rave Facility display safety and building profiles to our dispatchers when a 9-1-1 call is received where a safety or facility profile has been built. The Rave911 implementation was funded by the State 9-1-1 Office and is covered under State funding until December 7, 2020. The state cited lower revenues related to the pandemic as the reason to discontinue funding at this time. Funding is available within the 9-1-1 fund to keep the service in place without interruption.

See memo for details.

5c. 9-1-1 Dispatch Center – Resolution to Amend Resolution #20-144 – Changing the Amount Awarded Ingham County 9-1-1 Central Dispatch in the 9-1-1 Grant Program by the State 9-1-1 Office

This resolution will authorize acceptance of the 9-1-1 Grant Program in the amended amount of \$540,747.80 to provide funding for the purchase of a NextGeneration 9-1-1 telephone system. Resolution #20-051 authorized receiving \$501,724.80 awarded Ingham County 9-1-1 in the State CPE Subgrant for the purchase of a new NextGeneration 9-1-1 telephone system, which was later amended to \$529,598.40 by Resolution 20-144. We were notified of another modification to the grant reducing Ingham County’s match from 5% to 3%. The result of this modification is that we will now be awarded \$540,747.80.

See memo for details.

6a. Facilities Department – Resolution to Authorize Purchase Orders Issued for Probate Courtrooms Carpet Replacement

This resolution will authorize a purchase order be issued to Seelye Group in the amount of \$24,979.24 for the replacement of the carpet in courtrooms 1 and 2 of the Probate Court. Seelye Group is on the MiDeals contract, therefore three quotes were not required. This resolution will also authorize a purchase order be issued to Telsystems in the amount of \$2,480.50 to disassemble and reassemble the courtroom technology that is placed under the carpet. Funds for this project are available within the 2020 capital budget.

6b. Facilities Department – Resolution to Authorize a Lease Amendment for the Public Defender’s Office Space

This resolution will authorize amending the current lease agreement for office space for the Public Defender’s Office with 320 North Washington Square Partnership for an additional 3,075 square feet of space for the additional monthly amount of \$4,868.75. The 2020-2021 Michigan Indigent Defense Commission’s grant to operate the Public Defender’s Office authorized additional staff, and included funds for the additional office space to accommodate them. This additional cost will increase the total monthly lease amount to \$18,960.42. The lease also includes 14 parking spaces for \$1,400.00 per month, for a grand total monthly cost of \$20,360.42.

7. Controller’s Office – Resolution Authorizing Adjustments to the 2020 Ingham County Budget

As part of the year-end budgeting process it is necessary for the Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 *et seq.*), and to balance the 2020 Budget. Also authorized by this resolution are quarterly budget amendments to make necessary adjustments to the adopted budget as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues. This resolution will authorize adjustments to decrease the General Fund by \$154,443.

Also included is General Fund Budget to Actual report as of September 30 and an update of contingency fund spending so far this year. The current contingency amount is \$131,751.

See memo for details.

9. Sheriff's Office – Resolution to Authorize a Contract Amendment with Securus Technologies, LLC. for eMessaging Cost

This resolution will authorize a change in the agreement with Securus for communications services. Securus introduced a feature called, “eMessaging” that has expanded communication options between inmates and persons on the outside. Inmates/contacts purchase virtual “stamp books” in one of four quantities. A “stamp” is redeemed each time a message is sent. One year ago we agreed to the standard stamp cost of \$.50 each and a 20% commission. It is the Sheriff’s Office desire to reduce the stamp cost to \$.40 each which would result in a 10% reduction in commission. This resolution will authorize that amendment to the current agreement.

See memo for details.

10. Prosecutor's Office – Resolution to Amend Resolution #20-469

Resolution #20-469 authorized an agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor’s Office under the 2021 STOP Violence Against Women Grant. The period for the grant was to commence upon the board chairperson’s authorized signature or October 1, 2020, whichever was later, and to continue through September 30, 2021. Due to many extenuating circumstances, MDHHS has proposed a revision of the start date language in order to avoid potential audits for grant expenditures incurred between October 1 and the signature date without the revised language. This resolution will amend the start date of the agreement to be October 1, 2020.

**HONORARY RESOLUION AND DISCUSSION ITEM:**

8a. Law & Courts Committee – Resolution Honoring Judge Janelle Lawless

8b. Law & Courts Committee – Discussion on Impact of Coronavirus Pandemic on Jail Programming

Representatives from the Sheriff’s Office will be in attendance to discuss the attached report.

## Agenda Item 1

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

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

**DATE:** *November 16, 2020*

**SUBJECT:** *Thomson Reuters Westlaw Print Law Library- 36-Month Subscription Contract*  
*For the meeting agendas of December 2 and 3*

---

### **BACKGROUND**

The Probate Court seeks to enter into a 36-month contract agreement with Thomson Reuters – Westlaw (Thomson Reuters) for printed law library books. Upon entering into a multi-department Westlaw Pro Flex Agreement in 2018 – this forfeited the Probate Court’s fifty percent discount on print books. Further, since Probate Court no longer receives a discount and Thomson Reuters does not offer predictable annual price increases, it is paramount Probate Court seeks immediate and predictable cost saving measures. Currently, the cost of Probate Court’s print legal books increased by over 200%. Unless Probate Court enters into a monthly “subscription” contract with Thomson Reuters, the cost of printed law library books will remain uncontrollable. Due to immediate need to control expenditures, Probate Court seeks to enter into this 36-month agreement with Thomson Reuters, a sole source provider for legal print book services, in an amount of \$2,400.00 annually with possibility of a seven percent increase annually, not-to-exceed the total cost of \$9,000.00 for the entire contract term, effective January 1, 2021 through December 31, 2023 for legal print books to be paid from the Law Library Fund, line-item #26913100 782000.

### **ALTERNATIVES**

Probate Court reduced the number of print books by almost 50% in an effort to reduce costs. Probate Court now seeks to receive only 12 books per year at a rate of \$192.00 per month. Other options would be to obtain additional electronic Westlaw access licenses – which cost more than \$100 per month per license – for which we would need at least three additional licenses. In addition, printed books are necessary should the Court have limited technology at any given point. Further, there are no other print alternatives as Thomson Reuters is the sole source provider of legal book services.

### **FINANCIAL IMPACT**

The financial costs will be \$2,400.00 annually with possibility of a seven percent increase annually, not-to-exceed the total cost of \$9,000.00, for the entire contract term, effective January 1, 2021 through December 31, 2023 for legal print books to be paid from the Law Library Fund, line-item #26913100 782000. The Law Library Fund is continually funded by statute with an annual amount of \$17,000.00. Probate Court’s book reduction and granting this request under the proposed 36-month subscription contract will result in a cost savings of almost \$2,500.00 per year.

### **OTHER CONSIDERATIONS**

Both the Controller’s Office and the Purchasing Department were consulted. The Controller’s Office supports Probate Court’s cost saving efforts as well as funds from the Law Library Fund, line-item #26913100 782000 to cover such costs. Pursuant to MCL 600.817 and MCL 600.4851(2), the County Treasurer credits \$17,000.00 annually to the County for the law library fund for this very purpose. Probate Court seeks to use less than 15% percent annually of the law library fund for the purpose of obtaining printed law books for the Probate Court.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support that the Ingham County Board of Commissioners approve Probate Court entering into a 36-month agreement with Thomson Reuters, a sole source provider for legal print book services, in an amount of \$2,400.00 annually with possibility of a seven percent increase annually, not-to-exceed the total cost of \$9,000.00, for the entire contract term, effective January 1, 2021 through December 31, 2023 for legal print books to be paid from the Law Library Fund, line-item #26913100 782000.

**Agenda Item 1**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THOMSON REUTERS**

WHEREAS, the Ingham County Probate Court (Probate Court) wishes to enter into an 36-month agreement with Thomson Reuters for print legal law books, in an amount of \$2,400.00 annually, with possibility of a seven percent increase annually, not-to-exceed the total cost of \$9,000.00 for the entire contract term, effective January 1, 2021 through December 31, 2023; and

WHEREAS, Thomson Reuters no longer offers legal print book discounts and has uncontrollable yearly price increases when not under a subscription contract; and

WHEREAS, Probate Court seeks immediate control of this expenditure by reducing its number of print legal books by seeking to enter into a 36-month subscription contract; and

WHEREAS, reducing the number of legal print books ordered and entering into such subscription contract will reduce Probate Court's costs by a minimum of \$2,500.00 per year; and

WHEREAS, the fees for this 36-month subscription shall cost \$2,400.00 annually with possibility of a seven percent increase annually, not-to-exceed the total cost of \$9,000.00, for the entire contract term, and such fees will be covered by the Law Library Fund, line-item #26913100 782000; and

WHEREAS, Thomson Reuters is the sole source provider of legal book services; and

WHEREAS, Probate Court recommends the Board of Commissioners authorizes a 36-month agreement with Thomson Reuters, a sole source provider for legal print book services, in an amount of \$2,400.00 annually with possibility of a seven percent increase annually, not-to-exceed the total cost of \$9,000.00, for the entire contract term, effective January 1, 2021 through December 31, 2023 for legal print books to be paid from the Law Library Fund, line-item #26913100 782000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Thomson Reuters, a sole source provider for legal print books, in an amount not-to-exceed the total cost of \$9,000.00 for the entire contract term, effective January 1, 2021 through December 31, 2023, to be paid from the Law Library Fund, line-item #26913100 782000.

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

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

## Agenda Item 2

To: Board of Commissioners; Law & Courts and Finance Committees

From: Janice M. Dooley, Deputy Court Administrator, General Trial Division

Date: November 17, 2020

Re: Resolution Authorizing Contract With Jill Rhode, CPA To Provide Bookkeeper Services For 30<sup>th</sup> Circuit Court, General Trial Division

The 30<sup>th</sup> Circuit Court, General Trial Division has five unique bank accounts that must be reconciled each month. The bank accounts are Restitution, Jury, Bond, Mediation and General Clearing. In December 2015, the 30<sup>th</sup> Circuit Court hired a temporary employee to balance all five accounts at an hourly rate for 15 hours per week. However, the temporary employee was unable to consistently balance all accounts on an ongoing monthly basis.

In August 2019, Ms. Jill Rhode, CPA, consulted with Circuit Court Administration to explore options to increase the efficiency of the bank reconciliation process. From that meeting, Ms. Rhode then worked with the part-time bookkeeper in an effort to assist her in understanding the process and completing bank reconciliations within an acceptable timeframe. Ms. Rhode provided assistance by reconciling the Court's clearing account beginning in October 2019, while the part-time bookkeeper maintained responsibility for the other four bank accounts. However, in July 2020, the services provided by the part-time bookkeeper were terminated as she was unable to meet expectations consistently.

In July 2020, Circuit Court Administration reached out to Ms. Jill Rhode, CPA to discuss terms by which she could perform all Circuit Court bank reconciliations. As the former Ingham County Financial Services Director, she is uniquely qualified to perform this service. Ms. Rhode agreed to balance all Circuit Court bank reconciliations on a monthly basis for a flat fee of \$380.00 per month, with a guarantee that the work would be completed within 30 days of month end.

Through the enclosed resolution, the 30<sup>th</sup> Circuit Court requests that the Board of Commissioners authorizes entry into a biannual contract with Ms. Jill Rhode to reconcile the General Trial Division's Restitution, Jury, Bond, Mediation and General Clearing bank accounts on a monthly basis. Further, that Ms. Rhode will be compensated a flat fee of \$380.00 per month for her services.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH JILL RHODE, CPA TO PROVIDE BOOKKEEPER SERVICES FOR 30<sup>TH</sup> CIRCUIT COURT, GENERAL TRIAL DIVISION**

WHEREAS, the 30<sup>th</sup> Circuit Court, General Trial Division has five unique bank accounts that must be reconciled each month including Restitution, Jury, Bond, Mediation, and General Clearing, a service formerly performed by a temporary employee in the now vacant part-time bookkeeper position; and

WHEREAS, the need to continue the use of a part-time bookkeeper is to ensure separation of duties, proper internal controls and monthly reconciliations for each account; and

WHEREAS, the Court has benefitted from interim bookkeeping services provided by Ms. Jill Rhode, CPA, Accounting and Consulting since July 1, 2020; and

WHEREAS, Ms. Rhode has agreed to continue providing services to include reconciling all five General Trial Division bank accounts on a monthly basis for a flat fee of \$380.00 per month on a contract basis; and

WHEREAS, the General Trial Division has \$4,560.00 of funding available for bookkeeper services in its current and ongoing budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the entry into a two year contract which will renew automatically unless a party seeks to end it, beginning on July 1, 2020, with Ms. Jill Rhode, CPA for the purpose of reconciling five General Trial Division bank accounts on a monthly basis and to utilize funds from the Contractual Services line item (101.13001.81.8000 - \$4,560).

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

**TO:** Law and Courts and Finance Committees  
**FROM:** Scott LeRoy, Deputy Court Administrator  
**DATE:** November 17, 2020  
**SUBJECT:** Resolution Authorizing Entering Into a Contract for Delinquency Attorney Services  
For the Meeting Agendas of December 2 and December 3, 2020

**BACKGROUND**

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue a contract for legal representation of juveniles in delinquency cases assigned to Judge Richard J. Garcia. Attorney Robert Ochodnicki has been providing this service. It is recommended that Attorney Robert Ochodnicki continue and receive the same contract amount as the 2020 calendar year.

The Juvenile Division has entered into delinquency contracts since 2010 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children and indigent youth. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contract will be in effect from January 1, 2021 through December 31, 2021.

**ALTERNATIVES**

The Court assigns court appointed attorneys from the court appointed list to represent indigent juveniles assigned to Judge Richard J. Garcia.

**FINANCIAL IMPACT**

Funds to support this contact have been allocated in the 2021 budget. It is estimated that entering into a contract with an attorney saves the Court between \$5,000.00 and \$7,000.00 a year. No additional funding for this contract is required.

**STRATEGIC PLANNING IMPACT**

Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

**OTHER CONSIDERATIONS**

Contracts with delinquency attorneys will add additional cost savings as Raise the Age legislation is implemented. Raise the Age legislation will have an increase on the overall number of delinquency petitions received by Juvenile Division Judges.

**RECOMMENDATION**

Enter into a contract

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR DELINQUENCY ATTORNEY SERVICES**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for juveniles, has contracted with attorneys; and

WHEREAS, the 2021 budget approved by the Board of Commissioners, authorizes funds to contract with specific attorneys to provide legal representation; and

WHEREAS, the attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients; and

WHEREAS, Attorney Robert Ochodnický has been providing legal counsel for juvenile delinquency cases assigned to Judge Richard J. Garcia; and

WHEREAS, if authorized the Circuit Court Juvenile Division would compensate Attorney Robert Ochodnický for providing legal representation for delinquency cases assigned to Judge Richard J. Garcia, effective January 1, 2021 through December 31, 2021 in the amount of \$1,296.56 per month, not to exceed \$15,558.75.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Robert Ochodnický, for Judge Richard J. Garcia's delinquency cases, at \$1,296.56 per month, not to exceed \$15,558.72.

BE IT FURTHER RESOLVED, that the contract would be effective 01/01/2021 through 12/31/2021.

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

**TO:** Law and Courts and Finance Committees  
**FROM:** Scott LeRoy, Deputy Court Administrator  
**DATE:** November 17, 2020  
**SUBJECT:** Resolution Authorizing Entering into a Contract with Michigan State University for Juvenile Risk Assessment Project and Quarterly Program Evaluation  
For the Meeting Agendas of December 2 and December 3, 2020

**BACKGROUND**

The Juvenile Division has been a leader in juvenile justice by developing progressive and evidence-based programming for youth and families. As part of this best practice, in 2018, the Juvenile Division began conducting quarterly program evaluations of all evidence-based curriculums supported by Juvenile Justice Millage funds. The idea behind these quarterly assessments is simple; assess the program, provide coaching and return to see progress. The addition of these assessments has strengthened the Juvenile Division's continuous quality improvement plan and allowed for more direct feedback to vendors in an effort to improve the overall quality of juvenile justice programming. Until recently, the program evaluations were conducted by the Juvenile Division's Clinical Mental Health Specialist. However, in early 2019, the person occupying this position moved on. Although the Juvenile Division has hired a skilled therapist to fill the position, it has taken time to provide the appropriate training causing a delay in evaluations.

For over 15 years, Michigan State University has provided risk assessment support to the Juvenile Division. Through many discussions, the School of Criminal Justice has agreed to provide the Juvenile Division with a third-party program evaluation. Adding an institution like Michigan State University will not only provide an objective measure of success but also strengthen the continuity of service.

The Juvenile Division already pays a significantly reduced rate for risk assessment support given Michigan State University mutually benefits from the agreement. In addition to the amount already being paid, the Juvenile Division wishes to enter into a contract with Michigan State University for an additional \$10,000.00 annually to provide third party program evaluation. This service is Child Care Fund reimbursable.

**ALTERNATIVES**

The Juvenile Division could not collect third-party risk assessment or quarterly program evaluations.

**FINANCIAL IMPACT**

Funds for this contract have been approved in the Juvenile Division's 2021 budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Enter into a contract

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN STATE UNIVERSITY FOR THE JUVENILE RISK ASSESSMENT PROJECT AND QUARTERLY PROGRAM EVALUATIONS**

WHEREAS, the Circuit Court Juvenile Division has worked collaboratively with Michigan State University for over 15 years on the Juvenile Risk Assessment Project; and

WHEREAS, the Circuit Court Juvenile Division, relies on Michigan State University to analyze and evaluate data collected by the Juvenile Division; and

WHEREAS, Dr. Caitlyn Cavanagh, formerly Dr. William Davidson, oversees a team of researchers from Michigan State University assigned to the project; and

WHEREAS, the Circuit Court Juvenile Division would like to expand the Juvenile Risk Assessment Project to include quarterly third-party evaluations of all evidence based programming; and

WHEREAS, funds to support the Juvenile Risk Assessment Project were allocated in the Juvenile Division's 2021 budget; and

WHEREAS, the Juvenile Risk Assessment Project is Department of Health and Human Services Child Care Fund eligible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Michigan State University for purposes of providing the Juvenile Risk Assessment Project and quarterly program evaluation at a rate of \$10,309.72 quarterly, not to exceed \$41,238.88 annually.

BE IT FURTHER RESOLVED, that the contract shall be in effect October 1, 2020 through September 30, 2021

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

**TO:** Law and Courts and Finance Committees  
**FROM:** Scott LeRoy, Deputy Court Administrator  
**DATE:** November 17, 2020  
**SUBJECT:** Resolution Authorizing Entering Into a Contract for Lawyer Guardian Ad Litem Attorney Services and Legal Representation for Truancy Court for the Meeting Agendas of December 2 and December 3, 2020

**BACKGROUND**

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem legal representation of children in neglect and abuse cases, and cases assigned to the Truancy Court program. A separate resolution recommends authorizing Lawyer Guardian Ad Litem Services for the other three Judges holding Family Division hearings.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contract will be in effect from January 1, 2021 through December 31, 2021.

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

**ALTERNATIVES**

The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse and Truancy Court cases.

**FINANCIAL IMPACT**

Funds to support this contact have been allocated in the 2021 budget. No additional funding is requested.

**STRATEGIC PLANNING IMPACT**

Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Enter into a contract

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH ATTORNEY KAITLIN FISH FOR LAWYER  
GUARDIAN AD LITEM AND TRUANCY COURT LEGAL REPRESENTATION**

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

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal representation for children, has contracted with specialized attorneys; and

WHEREAS, the 2021 budget approved by the Board of Commissioners, authorizes funds to contract with attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, it is recommended that Attorney Kaitlin Fish continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Richard J. Garcia at a rate not to exceed \$45,000.00 for calendar year 2021; and

WHEREAS, it is recommended that Attorney Kaitlin Fish continue providing legal representation of truancy cases assigned to the Truancy Court program at a rate not to exceed \$10,200.00 for calendar year 2021; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of \$3,750.00 per month and legal representation of cases assigned to Truancy Court at a rate of \$850.00 per month, not to exceed \$55,200.00 for the 2021 calendar year.

BE IT FUERTHER RESOLVED, that the contract would be effective 01/01/2021 through 12/31/2021.



BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide Attorney Kaitlin Fish web-based legal research and court rules at a rate not to exceed \$2,000.00 per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Kaitlin Fish, not to exceed \$132,928.00 for calendar year 2020, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

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

**TO:** Law and Courts and Finance Committees  
**FROM:** Scott LeRoy, Deputy Court Administrator  
**DATE:** November 17, 2020  
**SUBJECT:** Resolution Authorizing Entering Into a Contract for Lawyer Guardian Ad Litem Attorney Services for the Meeting Agendas of December 2 and December 3, 2020

**BACKGROUND**

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue contracts for legal representation of children in neglect and abuse cases. The three attorneys recommended in this resolution have already been providing Lawyer Guardian Ad Litem services (L-GAL) for the Circuit Court Juvenile Division. The fourth Lawyer Guardian Ad Litem, who is assigned to Judge Garcia, has a second contract to represent juveniles in Truancy Court cases and is requested to be authorized by separate resolution. Additionally, the case distribution for neglect and abuse cases was recalculated in 2020 thus resulting in a recalculation of the contract amounts. The case distribution for neglect and abuse cases is as follows: Judge Koenig .3, Judge McCormick .3, Judge Garcia .2 and Judge Dunnings .2 of the Family Division docket.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contracts will be in effect from January 1, 2021 through December 31, 2021.

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

**ALTERNATIVES**

The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse cases.

**FINANCIAL IMPACT**

Funds to support this contact have been allocated in the Juvenile Division's 2021 budget. No additional funding is requested.

**STRATEGIC PLANNING IMPACT**

Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Enter into a contract

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR LAWYER GUARDIAN AD LITEM REPRESENTATION**

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

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2021 budget approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted differently by Judge; and

WHEREAS, it is recommended that Attorney Annette Skinner continue providing Lawyer Guardian Ad Litem council for neglect and abuse cases assigned to Judge Carol N. Koenig at a rate not to exceed \$50,000.00 a year for calendar year 2021; and

WHEREAS, it is recommended that Attorney Michael Staake continue providing Lawyer Guardian Ad Litem council for neglect and abuse cases assigned to Judge Lisa McCormick at a rate not to exceed \$50,000.00 a year for calendar year 2021; and

WHEREAS, it is recommended that Attorney Michael Van Huysse continue providing Lawyer Guardian Ad Litem council for neglect and abuse cases assigned to Judge Shauna Dunnings at rate not to exceed \$45,000.00 for calendar year 2021; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol N. Koenig at a rate of \$4,166.66 a month, not to exceed \$50,000.00 for calendar year 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes to a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Lisa McCormick at a rate of \$4,166.66 a month, not to exceed \$50,000.00 for calendar year 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunning at a rate of \$3,750.00 a month, not to exceed \$45,000.00 for calendar year 2021.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web based legal research and court rules at a rate not to exceed \$2,000.00 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Annette Skinner, Attorney Michael Staake and Attorney Michael Van Huysse, not to exceed \$132,928.00 for calendar year 2021, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

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

## Agenda Item 4

**TO:** Board of Commissioners Law and Courts and Finance Committees  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** November 17, 2020  
**SUBJECT:** Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and JSG Monitoring for 2021 Community Based Programming as Authorized by the Justice Millage  
For the meeting agendas of December 3 and December 9

---

### **BACKGROUND**

Resolution #20-473 adopted by the Board of Commissioners on October 27, 2020 approved Justice Millage funds in an amount up to \$145,600 for Community Corrections programs, including Day Reporting, MRT, and Electronic Monitoring.

### **ALTERNATIVES**

Without these funds, Day Reporting and MRT will only be available with State Community Corrections grant funding which imposes strict eligibility limitations, and on a client pay basis, which limits or precludes access. Without these funds Electronic Monitoring services will only be available on a client-pay basis and not available for eligible indigent users.

### **FINANCIAL IMPACT**

All program expenditures will be covered by Justice Millage funding approved for this purpose. Funding Day Reporting (\$52,000) will provide services on a fee for service bases for an estimated 40-50 participants; MRT group sessions (\$18,600) will be provided for an estimated 30 participants; and, Electronic Monitoring (\$70,000) for an estimated 19-34 participants per day based on a per diem fee schedule ranging from \$5.50 to \$10.00.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

Day Reporting and MRT provide evidence-based curricula designed to decrease offender recidivism. Electronic Monitoring provides monitoring and tracking supervision. Community- based programming frees up jail beds and allows appropriate participants to work, go to school, and take care of personal, family, and community obligations.

### **RECOMMENDATION**

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support 2021 millage funded Day Reporting, MRT, and Electronic Monitoring programming.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH  
NORTHWEST INITIATIVE, PREVENTION AND TRAINING SERVICES, AND  
JUDICIAL SERVICES GROUP FOR 2021 COMMUNITY BASED PROGRAMMING AS  
AUTHORIZED BY THE JUSTICE MILLAGE**

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

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

WHEREAS, the Board of Commissioners adopted Resolution #20-473 on October 27, 2020 authorizing Justice Millage funded contracts to include up to \$145,600 to fund community based programs, including Day Reporting, MRT, and Electronic Monitoring services; and

WHEREAS, Justice Millage funded community based program contracts for a performance period of January 1, 2021 through December 31, 2021 will include Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$18,600, and with JSG Monitoring for electronic monitoring services in an amount not to exceed \$70,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$18,600, and with JSG Monitoring for electronic monitoring services in an amount not to exceed \$70,000 for the performance period of January 1, 2021 through December 31, 2021.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 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:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Terri Thornberry, Director 9-1-1  
**DATE:** November 17, 2020  
**SUBJECT:** Payment of Arcserve Maintenance Fees to Central Square Technologies.  
*For meeting agendas of Finance Dec. 2, 2020 and Law & Courts Dec. 3, 2020*

---

**BACKGROUND**

Our Computer-Aided Dispatch (CAD) system is a critical system at the very center of our operations. Central Square Technologies uses Arcserve High Availability for Enterprise OS Servers software (third party software) to replicate all CAD data from the live servers to reporting servers. Because it is a third party application, Central Square Technologies does not include Arcserve maintenance fees in our annual maintenance agreement. We were not invoiced for 2019 Arcserve maintenance fees and received the invoices for 2019 and 2020 Arcserve maintenance fees late in 2020 due to errors in billing addresses and resolving errors in the invoices themselves. We essentially need to catch up on 2019 and 2020 costs owed Central Square with payment of these invoices.

**ALTERNATIVES**

Confirmed with Ingham IT that there really are no alternatives. The Arcserve software is used within Central Square CAD providing nearly live replication of data from live CAD servers to reporting servers that our public safety agencies in Ingham County use to supply data to their report servers and other applications like crime analysis.

**FINANCIAL IMPACT**

The 2019 Arcserve maintenance fees are \$3,211.00. The 2020 Arcserve maintenance fees are \$3,372.00. The combined cost of the two invoices is \$6,583.00.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing payment of our 2019 and 2020 Arcserve maintenance fees to Central Square.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PAYMENT OF ARCSERVE MAINTENANCE SUPPORT COSTS  
TO CENTRAL SQUARE TECHNOLOGIES FOR THE COMPUTER AIDED DISPATCH  
(CAD) SYSTEM**

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

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, TriTech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, Central Square Technologies uses Arcserve High Availability for Enterprise OS Servers (third party software) to replicate all CAD data from the live servers to reporting servers, Central Square invoices maintenance costs for Arcserve separately from Central Square Technologies annual maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, Ingham County 9-1-1 was not invoiced for 2019 Arcserve maintenance, and Ingham County 9-1-1 now has invoices for both 2019 (\$3,211.00) and 2020 (\$3,372.00) for Arcserve maintenance fees with a combined cost of \$6,583.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the payment of 2019/2020 Arcserve maintenance fees to Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System at a cost not to exceed \$6,583.00.

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

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

**FROM:** Terri Thornberry, 9-1-1 Director

**DATE:** November 17, 2020

**SUBJECT:** Funding for Rave911 Suite from RAVE Mobile Safety

*For meeting agendas of Finance Dec. 2, 2020 and Law & Courts Dec. 3, 2020*

---

### **BACKGROUND**

Resolution #15-423 authorized Ingham County 9-1-1 to join and participate in a statewide deployment of Rave911 Suite products including Smart911, Rave Facility and Rave Panic Button. The Rave911 implementation was funded by the State 9-1-1 Office and funded until this year. The state cited lower revenues related to the pandemic. Our Rave911 is covered under state funding until Dec. 7, 2020. We are now faced with funding Rave911 in order to keep it in place without interruption. Citizens and visitors and businesses of Ingham County use the Rave911 products. We have been promoting its use for years on our website and group presentations. Our public safety agencies also promote its use on their websites and in their programs. Smart911 and Rave Facility display safety and building profiles to our dispatchers when a 9-1-1 call is received where a safety or facility profile has been built. The Rave911 products are also using the RapidSOS enhanced location services to better locate callers.

### **ALTERNATIVES**

None. We are locked into a service used by thousands of our Ingham County residents and Rave911 products are an expectation of service that we should not step away from even if we could. To date there are 3,562 safety profiles (Smart911 accounts) created by residents in our county along with 26 different businesses/campuses built in Rave Facility. Some of them have multiple buildings/campuses across the county built in Rave Facility.

### **FINANCIAL IMPACT**

We recommend a three (3) year agreement with RAVE Mobile Safety to lock in reasonable rates for a three (3) year period. RAVE Mobile Safety is only charging us for four (4) seats to match our actual call taker positions while we use it on 18 consoles in the 9-1-1 Center and 12 in our backup dispatch room. RAVE Mobile Safety is charging us \$2,500.00 per seat per year, which is a lower rate than they charged the state. The state has an agreement with RAVE to charge local PSAP's no more than \$4,169 per seat per year should state funding end. Attached is an agreement to extend services for a three (3) year period with a total cost not to exceed \$30,000.00 and they will invoice 10,000.00 annually during the terms of the agreement. The term of the agreement is from 1/1/21-12/31/23. Should the State 9-1-1 Office get an appropriation for the continuation of Rave911 services during the term of the agreement, our invoices will be sent to and paid by the state per the agreement in place between the State of Michigan and RAVE Mobile Safety.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase and continuation of RAVE Mobile Safety Rave911 suite services to citizens and visitors of Ingham County.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FUNDING AND CONTINUATION OF RAVE911  
SUITE SERVICES FOR THE INGHAM COUNTY 9-1-1 CENTER**

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

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of Rave911 Suite including Smart911, Rave Facility, and Rave Panic Button under Resolution #15-423, and Rave911 Suite continues to be used for all 9-1-1 calls received; and

WHEREAS, the cost of the Rave911 Suite of products had been paid by the State 9-1-1 Office until April of 2020 with Rave911 Suite services to Ingham County 9-1-1 Center covered until Dec. 7, 2020; and

WHEREAS, as there are more than 3,500 Ingham County residents and businesses and thousands of visitors to our county using the Rave Smart911 and Facility services, it is imperative that Ingham County keep this program in place and use at Ingham County 9-1-1; and

WHEREAS, a quote and agreement was received from Rave Mobile Safety to continue the Rave911 Suite of products for a term of three (3) years (through 12/31/23) at a cost of \$10,000.00 per year; and

WHEREAS, the rate is a significant reduction from what the State of Michigan was paying for Ingham County's participation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the funding and continuation of Rave911 Suite with RAVE Mobile Safety for Ingham County 9-1-1 for an amount not to exceed \$30,000.00 for the three (3) year term ending 12/31/23.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$30,000.00 from 9-1-1 Fund balance for the total cost of this purchase.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a software services agreement with RAVE Mobile Safety consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Terri Thornberry, 9-1-1 Director  
**DATE:** November 23, 2020  
**SUBJECT:** Resolution to amend award to Ingham County from the Michigan CPE Grant  
*For meeting agendas of Finance Dec. 2, 2020 and Law & Courts Dec. 3, 2020*

---

**BACKGROUND**

Resolution #20-051 authorized receiving \$501,724.80 awarded Ingham County 9-1-1 in the State CPE Subgrant for the purchase of a new NextGeneration 9-1-1 telephone system. We were later awarded additional funds in the same grant because the Ingham County match was lowered to 5% of eligible costs for the new 9-1-1 telephone system. Resolution #20-144 amended Resolution #20-051, authorizing Ingham County 9-1-1 to accept \$529,598.40 from the grant. We were notified today of another modification to the grant reducing Ingham County 9-1-1's match from 5% to 3%. The result of this modification is that we will now be awarded \$540,747.84. We have to deliver a signed grant amendment agreement to the State 9-1-1 Office by December 18, 2020 to be eligible to receive the additional funds. This resolution will amend the previous resolutions and authorize us to receive the additional funds awarded in the grant.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

We will receive an additional \$11,149.44 in this grant process.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize Ingham County 9-1-1 receive the additional funds awarded through the grant.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #20-144 – CHANGING THE AMOUNT AWARDED  
INGHAM COUNTY 9-1-1 CENTRAL DISPATCH IN THE 9-1-1 GRANT PROGRAM BY THE  
STATE 9-1-1 OFFICE**

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

WHEREAS, the Ingham County 9-1-1- Central Dispatch was awarded \$501,724.80 from a federal 9-1-1 Grant  
Program by the State 9-1-1 Office to provide funding for the purchase of a NextGen 9-1-1 telephone system;  
and

WHEREAS, acceptance of the grant award was authorized by the Board of Commissioners under Resolution  
#20-051; and

WHEREAS, an earlier modification to the same grant increased the award to Ingham County 9-1-1 to  
\$529,598.40 and the acceptance of the change was authorized Resolution #20-144; and

WHEREAS, the State 9-1-1 Office notified Ingham County 9-1-1 Central Dispatch that the amount awarded  
Ingham County 9-1-1 Central Dispatch was increased again resulting in an award of \$540,747.80.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes  
acceptance of the 9-1-1 Grant Program in the amended amount of \$540,747.80 to provide funding for the  
purchase of a NextGen 9-1-1 telephone system.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is  
authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

**Agenda Item 6a**

**TO:** Board of Commissioners, Law and Courts, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** November 17, 2020  
**RE:** Resolution Authorizing Purchase Orders Issued for Probate Courtroom’s Carpet Replacement  
For the meeting agendas of: November 30, December 1 & 2

---

**BACKGROUND**

The carpet in both Probate Courtrooms (1 & 2) was installed when the Veteran’s Memorial Courthouse was constructed in 2000, it is showing signs of wear and has outlived its useful life. Seelye Group, which is on the MiDeals contract, therefore three quotes were not required, submitted a proposal of \$24,979.24 for the carpet replacement in both courtrooms. In addition to the carpet, the courtroom technology that is placed under the carpet will need to be disconnected and reconnected. Telsystems submitted a proposal of \$2,480.50 to disassemble and reassemble the courtroom technology.

**ALTERNATIVES**

The alternative would be to do an RFP, prolonging the project at potentially higher prices.

**FINANCIAL IMPACT**

Funds are available in the approved CIP line item #245-26710-976000-20F07. The Facilities Department is also requesting a contingency of \$2,500.00 for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
#245-26710-976000-20F07	\$30,000.00	\$30,000.00	\$29,959.74	\$40.26
General Fund				

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support purchase orders be issued to Seelye Group and Telsystems for the Probate Courtrooms carpet replacement project.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS ISSUED FOR  
PROBATE COURTROOMS CARPET REPLACEMENT**

WHEREAS, the carpet within the Probate Courtrooms 1 & 2 have outlived its use life; and

WHEREAS, Seelye Group, which is on the MiDeals Contract, submitted a proposal of \$24,979.24 for the carpet replacement; and

WHEREAS, Telsystems submitted a proposal of \$2,480.50 for the courtroom technology that is placed under the carpet that will need to be disassembled and reassembled; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,500.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the 2020 General Fund CIP line item # 245-26710-976000-20F07.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to Seelye Group, 1411 Lake Lansing Road, Lansing, Michigan 48912, in the amount of \$24,979.24 for the replacement of the carpet.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to Telsystems, 7235 Jackson Road, Ann Arbor, Michigan 48103, in the amount of \$2,480.50 for the disassemble and reassemble of courtroom technology.

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

## Agenda Item 6b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** November 17, 2020

**RE:** Resolution Authorizing a Lease Amendment for the Public Defender's Office Space

For the meeting agendas of: November 30, December 1 & 2

---

### **BACKGROUND**

In Resolution #19-098, leased office space for the Public Defender's Office was approved for 8,900 square feet for a monthly amount of \$14,091.67. The Public Defender's Office has received a grant, will be adding staff, and is in need of additional office space to accommodate. The landlord, 320 North Washington Square Partnership has additional space of 3,075 square feet available within the same building. This will be an additional \$4,868.75 per month bringing the total monthly lease amount to \$18,960.42. The lease also includes 14 parking spaces for \$1,400.00 per month, this will bring the monthly grand total to \$20,360.42.

### **ALTERNATIVES**

The alternative would be to not add the additional office space.

### **FINANCIAL IMPACT**

Funds are available from the grant, which included \$86,000.00 for additional lease space.

### **OTHER CONSIDERATIONS**

Other considerations would be to modify the current space, placing more people within the same space thus putting people at a higher risk for COVID.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an amendment to the current lease agreement with 320 North Washington Square Partnership for the additional space.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A LEASE AMENDMENT FOR THE  
PUBLIC DEFENDER'S OFFICE SPACE**

WHEREAS, the Public Defender's Office received a grant for additional staff which included funds for additional lease space; and

WHEREAS, an additional 3,075 square feet will be added to the lease agreement; and

WHEREAS, the monthly lease amount will increase by \$4,868.75; and

WHEREAS, it is the recommendation of the Facilities Department to amend the current lease agreement with 320 North Washington Square Partnership, for the additional 3,075 square feet for the monthly increased amount of \$4,868.75 ; and

WHEREAS, funds are available in the Public Defender's Office grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the current lease agreement with 320 North Washington Square Partnership, 3400 West Road, East Lansing, Michigan 48823, for an additional 3,075 square feet of space for the additional monthly amount of \$4,868.75.

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

## Agenda Item 7

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: November 17, 2020

RE: Fourth Quarter 2020 Budget Adjustments, Contingency Fund Update, Third Quarter Financial Report

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2020. The total decrease to the General Fund is \$154,443.

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.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2020 Budget.

The Fair Fund is requesting a \$100,000 transfer from the General Fund to Fair Fund to cover loss revenue and operational adjustments due to the COVID-19 pandemic. The funding for this transfer is requested for use of fund balance adjustments.

The 9-1-1 Fund is requesting an appropriation of \$1,800,000 of revenue from the Ingham County Phone Surcharge that passed in 2018.

The Zoo Fund is requesting \$580,000 from fund balance to cover loss revenue of \$550,000 due to the pandemic and \$30,000 for the Storm Water Project that was not spent in 2019.

The Hotel/Motel is requesting to re-appropriate revenue and expenses for the projected loss in revenue due to the pandemic in the amount of \$1,600,593.

Due to COVID-19 the following changes in revenue are requested in the General Fund, \$1,450,000 decrease to state revenue sharing is being requested to cover the reduction by State of Michigan. A request to accept and appropriate a \$2,316,276 new federal grant CRLGG released by the State of Michigan. A request to reduce the Michigan Department of Correction Jail Bed revenue by \$160,000. Also, the personal property tax replacement revenue from the State of Michigan is requested to decrease by \$180,000 due to updated projection.

On the expense side of the General Fund, the vacation buyout approved by the BOC will create an increase in the amount of \$1,418,957. The participation in the work share program offer by the State of Michigan resulted in reduction of \$1,700,000 in wages. The Finance Department is requesting \$26,600 for an IRS penalty for 2018 tax year 1099 forms. As previously mentioned, the Fair is requesting a transfer of \$100,000 for cover loss revenue due to COVID-19. The use of fund balance uncommitted will be decreased by \$154,443 to balance these changes.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$131,751. 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 is attached. 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.

## 2020 CONTINGENCY

Adopted Contingency Amount	\$350,000
R18-467: Additional Cultural Diversity Committee Funding	(1,500)
R19-502: Additional Community Agency Funding	(17,300)
R20-016: Funding Tri County Region Aerial Imagery	(27,500)
R20-019: Funding for HR COM Program	(47,200)
R20-088: Funding Transport Van Containment System	(21,049)
R20-062: Funding Trillium Staffing Solutions	(25,000)
R20-111: Funding Departments – COVID-19	(50,000)
R20-166: Funding Probate – Court Guardian Case Manager COVID-19	(4,937)
R20-229: Funding Human Services Building One Card Access Reader	(3,763)
R20-271: Funding Racial Equity Task Force	(20,000)
<b>Current Contingency Amount</b>	<b>\$131,751</b>

## Ingham County

General Fund - Budget v. Actual Report  
Year to Date as of September 30, 2020

	Amended Budget		
<b>Revenues</b>	<b>(Unaudited)</b>	<b>Actual</b>	<b>Percentage</b>
Taxes	\$ 54,264,126	\$ 53,306,712	98.24
State Revenue	11,297,459	6,275,496	55.55
Register of Deeds Revenue	2,127,500	1,788,229	84.05
Police Contract	3,833,979	3,560,157	92.86
Indirect Costs	1,345,000	653,028	48.55
Investment earning/(loss)	500,000	257,440	51.49
Transfer In from Other Funds	3,636,649	1,048,060	28.82
Carryover Surplus Used	2,851,314	-	-
Other	9,183,142	4,669,696	50.85
<b>Total Revenues</b>	<b>\$ 89,039,169</b>	<b>\$ 71,558,818</b>	<b>80.37</b>
<b>Expenditures</b>			
Wages & Fringes	49,100,937	36,479,092	74.29
Supplies & Postage	2,296,539	1,345,368	58.58
Contractual Services	7,845,775	5,243,199	66.83
Building & Equip Maintenance	899,762	531,752	59.10
Building Rental *(new)	655,740	311,855	47.56
Drain Assessment	520,000	597,316	114.87
Utilities and Telephone	1,162,219	871,218	74.96
IT Services	2,843,006	2,079,087	73.13
Other Expenditures	1,370,064	843,609	61.57
Transfers Out to Other Funds	21,751,442	18,920,512	86.99
Contingency	205,514	3,763	1.83
Capital Outlay	388,171	397,078	102.29
<b>Total Expenditures</b>	<b>\$ 89,039,169</b>	<b>\$ 67,623,850</b>	<b>75.95</b>
<b>Revenues less expenditures</b>	<b>\$ -</b>	<b>\$ 3,934,968</b>	

### Notes and/or conclusions:

1. Building Rental was formerly included in Building & Equip Maintenance.
2. Expenditures at 75.95% appear reasonable given were are 3/4 through the fiscal year.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2020 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2020 Budget on October 22, 2019 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.

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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:

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2020 Ingham County General Fund budget at \$88,884,726.

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2020 BUDGET</u> <u>11/01/20</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$89,039,169	(154,443)	\$88,884,726
230	Hotel/Motel	\$3,474,000	(1,600,593)	\$1,873,407
258	Zoo	\$4,669,618	580,000	\$5,249,618
261	911 Emergency Phone	\$9,430,108	0	\$9,430,108
561	Fair	\$1,292,995	0	\$1,292,995

**GENERAL FUND REVENUES**

	<u>2020 Budget – 11/1/20</u>	<u>Proposed Changes</u>	<u>2020 Proposed Budget</u>
<b>Tax Revenues</b>			
County Property Tax	54,299,126	0	54,299,126
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,410,047	(1,450,000)	4,960,047
Convention/Tourism Tax – Liquor	1,361,714	0	1,361,714
Court Equity Funding	1,544,000	0	1,544,000
Personal Property Tax Replacement	750,000	(180,000)	570,000
Federal Grant COVID	0	2,316,276	2,316,276
Use of Fund Balance - Uncommitted	2,948,503	(680,719)	2,267,784
<b>Department Generated Revenue</b>			
Animal Control	1,207,797	0	1,207,797
Circuit Court - Family Division	1,300,045	0	1,300,045
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	1,570,516	0	1,570,516
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	778,750	0	778,750
District Court	2,175,198	0	2,175,198
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,500	0	75,500
Homeland Security/Emergency Ops	96,305	0	96,305
Equalization /Tax Mapping	24,975	0	24,975
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	409,838	0	409,838
Prosecuting Attorney	792,335	0	792,335
Purchasing	0	0	0

Register of Deeds	2,127,500	0	2,127,500
Remonumentation Grant	85,000	0	85,000
Sheriff	4,725,933	(160,000)	4,565,933
Treasurer	4,179,133	0	4,179,133
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	529,238	0	529,238
<b>Total General Fund Revenues</b>	<b>89,039,169</b>	<b>(154,443)</b>	<b>88,884,726</b>

## GENERAL FUND EXPENDITURES

	<u>2020 Budget – 11/01/20</u>	<u>Proposed Changes</u>	<u>2020 Proposed Budget</u>
Board of Commissioners	669,904	0	669,904
Circuit Court - General Trial	8,127,738	0	8,127,738
District Court	3,523,770	0	3,523,770
Circuit Court - Friend of the Court	1,775,039	0	1,775,039
Jury Board	1,190	0	1,190
Probate Court	1,741,003	0	1,741,003
Circuit Court - Family Division	5,775,672	0	5,775,672
Jury Selection	165,842	0	165,842
Elections	415,016	0	415,016
Financial Services	876,915	26,600	903,515
County Attorney	485,968	0	485,968
County Clerk	1,201,199	0	1,201,199
Controller	1,042,162	0	1,042,162
Equalization/Tax Services	810,317	0	810,317
Human Resources	911,064	0	911,064
Prosecuting Attorney	7,606,494	0	7,606,494
Purchasing	272,043	0	272,043
Facilities	2,085,008	0	2,085,008
Register of Deeds	897,597	0	897,597
Remonumentation Grant	85,000	0	85,000
Treasurer	914,334	0	914,334
Drain Commissioner	1,129,221	0	1,129,221
Economic Development	129,924	0	129,924
Community Agencies	217,300	0	217,300
Ingham Conservation District Court	13,100	0	13,100
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446



Jail Maintenance	221,600	0	221,600
Sheriff	21,586,550	0	21,586,550
Metro Squad	60,000	0	60,000
Community Corrections	167,398	0	167,398
Animal Control	2,566,521	0	2,566,521
Emergency Operations	291,716	0	291,716
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,829,564	0	5,829,564
CHC	3,490,495	0	3,490,495
Jail Medical	2,159,862	0	2,159,862
Medical Examiner	688,747	0	688,747
Substance Abuse	684,102	0	684,102
Community Mental Health	2,162,482	0	2,162,482
Department of Human Services	2,032,948	0	2,032,948
Tri-County Aging	100,656	0	100,656
Veterans Affairs	735,360	0	735,360
Cooperative Extension	415,025	0	415,025
Parks and Recreation	1,785,959	0	1,785,959
Contingency Reserves	205,514	0	205,514
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Employee Vacation Buyout	0	1,418,957	1,418,957
Attrition/Furlough Days	0	(1,700,000)	(1,700,000)
Capital Improvements	2,261,854	0	2,261,854
Fair	0	100,000	100,000
<b>Total General Fund Expenditures</b>	<b>89,039,169</b>	<b>(154,443)</b>	<b>88,884,726</b>

**General Fund Revenues**

State Revenue Sharing                      Due to COVID-19 pandemic the State of Michigan reduced the budgeted allotment by \$1,450,000

Federal Grant - CRLGG                      Due to COVID-19 pandemic State of Michigan released federal funds to offset expenses \$2,316,276.

Sheriff	Due to COVID-19 Michigan Department of Correction Jail Bed decrease in revenue \$160,000.
Treasurer	Reduce State of Michigan Personnel Property Tax Replacement revenue reduction of \$180,000 due to updated projection.
Use of Fund Balance-Uncommitted	Decrease of use of fund balance \$680,719 due to revenue and expense changes.

**General Fund Expenditures**

Wages and Fringes	Vacation Buyout of 160 hours offered to all employees \$1,208,957. Grant Funded Hazard Pay Premiums for First Responders \$210,000. Participation in work share program offered by State of Michigan resulting in \$1,700,000 decrease to wages.
Finance	Additional funds of \$26,600 for IRS penalty for 2018 tax year 1099 forms.
Fair	Due to COVID-19 pandemic lost revenue, \$100,000 transfer to F561 to balance fund.

**Non-General Fund Adjustments**

Hotel/Motel (F230)	To re-project revenue and expenses for the projected loss revenue due to Pandemic (\$1,600,593).
Zoo (F258)	To appropriate funds (\$580,000) from fund balance to cover loss revenue (\$550,000) due to the Pandemic and for the Storm Water Project (\$30,000) that was not spent in 2019.
9-1-1 (F261)	To increase Ingham County Phone Surcharge passed in 2018 (\$1,800,000) and decrease budget use of fund balance by same amount
Fair (F561)	To appropriate funds from General Fund (\$100,000) and to adjust the revenue shortages due to COVID-19.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JUDGE JANELLE LAWLESS**

WHEREAS, Janelle Lawless has dedicated her career to serving the people of Ingham County; and

WHEREAS, Janelle Lawless went into private practice in Lansing as a licensed attorney upon receiving a Bachelor of Science Degree from Central Michigan University and a Law Degree from Thomas Cooley Law School; and

WHEREAS, in 1990, she began her career with Ingham County as the Probate Court Administrator and Probate Register where she served through 2002, when she was elected to an open seat on the Circuit Court bench, and in January of 2003, began her career as a Judge of the 30<sup>th</sup> Judicial Circuit Court, and has been re-elected twice; and

WHEREAS, during her tenure on the 30<sup>th</sup> Judicial bench, Judge Lawless served as Chief Circuit Judge from 2012 through 2017 and has been assigned to the Family Division of the Circuit Court, hearing cases relating to child protection, juvenile justice, adoption, and other matters involving families; and

WHEREAS, Judge Lawless also served as Chief Judge Pro Tempore from January 2004 through December 2005, January 2010 through December 2011 and again from January 2018 through August 21, 2018 and as Presiding Judge of the Family Division from January 2006 through December 2009; and

WHEREAS, on October 25, 2007, Judge Lawless presided over the first Family Dependency Treatment Court hearing (now known as Family Recovery Court), she has served more than 141 participants of the Family Recovery Court resulting in over 243 children being assisted; and

WHEREAS, Judge Lawless has dedicated herself to the treatment court philosophy and has helped advocate for the needs of parents recovering from addiction while promoting permanency for their families; and

WHEREAS, Judge Lawless has been an active member of the community serving as a member of the Hall of Justice Learning Center Advisory Committee, the City of Lansing/Ingham County Community Corrections Advisory Board, the Lansing Community College Paralegal Advisory Committee, she serves as Ex-Officio Director of the Ingham County Treatment Court Foundation, as well as an Honorary Board Member of the Lansing Area Safety Council.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Judge Janelle Lawless on the event of her retirement and extends its sincere appreciation to Judge Lawless for her dedication and commitment and for improving the quality of life for the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in her future endeavors.

## **PROGRAMMING UPDATE - ICJ**

**The Coronavirus Pandemic:** Classes were suspended in March 2020. In May, each department was required to provide a transition plan on a path forward to restarting programming. At that time, there had been very few coronavirus issues at the jail. Our plan included using a virtual setting with no more than eight inmates in masks to start in late June, then transition to face to face classes with PPE in August. Unfortunately, cases in the jail went up and we had to revise our plan for a later start date.

### **Program Resumption:**

- On 8/20/2020, we were able to begin virtual classes with small groups of inmates in Seeking Safety and Break Out/MRT, mainly because these classes are court ordered at a higher rate than other classes.
- A week later, we began virtual one on one GED classes through the Lansing School District and the WIOA Program through Michigan Works/Peckham Vocational Industries.
- In mid-September, Parenting, Restorative Justice, and Trauma Sensitive Yoga were started virtually.
- I was able to continue bringing approximately four female inmates to the garden throughout the summer until the end of the season in October.
- On 11/3/2020, the Right Turn Program began meeting virtually with inmates who are currently part of their program.

### **Programs Suspension #2:**

On 11/9/2020, all classes were suspended again due to an uptick in COVID-19 cases in the jail.

### **Problems/Solutions:**

In order to provide equipment to meet the virtual needs of the Programming Wing, inmate initiative money was used to purchase equipment to set up two portable virtual carts that could be used for group classes and one on one sessions. We also have one laptop for one on one classes as well. This equipment is in use every day of the week and there are days that all three are running at the same time. Two staff, the Education Deputy and I, know how to work the equipment. This keeps us occupied sometimes in different areas of the jail.

Running the classes through Zoom has its problems

- Connectivity on either side due to signal or equipment failures
- Class interruptions present security issues in addition to progress issues
- Inmates are generally reluctant to express intimate detail about personal issues virtually
- Both classes have a number of inmates who are court ordered and are required to attend
- We continue to try to make the inmates feel comfortable working with the facilitators in this manner

### Competing Interests

- Inspiring/maintaining interest of inmates after a lengthy suspension – challenging
- Classes provided in early morning have always been unpopular but smaller class sizes decrease interest even more
- There have been times when there were no inmates who wanted to attend classes, since they are voluntary unless court ordered
- Some inmates do not want to leave their cells from fear of COVID-19
- Many of the same inmates that are being seen by CATS and the Chaplain making scheduling time and space to do it all, unrealistic

### Service Provider Changes

- Break Out/MRT and Seeking Safety  
Contract Term: 05/01/2020 – 12/31/2021  
Instructor: Cognitive Consultants
- In March, Cognitive Consultants was awarded the contract as a new vendor
- Due to COVID service delivery did not start until 8/20
- The dedicated facilitator proved inadequate for both the virtual delivery environment and in managing our audience which resulted in a rough two months
- Facilitator transition occurred late October and we have been progressing nicely

### **Programs Suspended Indefinitely (Volunteer Facilitated - Non-Millage Funded):**

- AA & NA
- Connections in Corrections
- Employment Skills
  - The facilitator who teaches the Employment Skills class is medically at risk so we are holding off on this class
- COVID Precautions have suspended all other programs

### **Attendance:**

The below table provides the average number of inmates who attended classes approximately 90 days before the suspension of classes and approximately 90 days since resuming classes on 8/20/2020.

<b>CLASS</b>	<b>PRE-COVID AVG</b>	<b>POST-COVID AVG</b>
AA - Men	10	0
AA - Women	2	0
Breakout - Men	12	6
Breakout - Women	7	4
Chronic Pain - Men	4	0
Chronic Pain - Women	3	0
Employment Skills - Men	2	0
GED - Men	9	3
GED - Women	2	0
Juvenile - Boys	1	0
Michigan Works - Men	2	0
Michigan Works - Women	0	0
Parenting - Men	4	1
Parenting - Women	3	3
Restorative Justice - Men	7	1
Restorative Justice - Women	4	3
Right Turn - Men	2	1
Right Turn - Women	0	1
Seeking Safety - Men	10	7
Seeking Safety - Women	6	5
Yoga - Men	5	0
Yoga - Women	4	2
<b>Total Avg of all classes</b>	<b>99</b>	<b>37</b>

## Agenda Item 9

**TO:** Finance & Law & Courts Committees  
**FROM:** Darin J. Southworth, Major – Sheriff’s Office  
**DATE:** November 20, 2020  
**SUBJECT:** Securus eMessaging Cost and Commission Change

### **BACKGROUND**

Ingham County is in a contract period with Securus Technologies, Inc., through 1/31/2023, for inmate communication services. Securus introduced, and we adopted a feature called, “eMessaging” that has expanded communication options between inmates and persons on the outside. Inmates/contacts purchase virtual “stamp books” in one of four quantities. A “stamp” is redeemed each time a message is sent. One year ago we agreed to the standard stamp cost of \$.50 each and a 20% commission.

It is the Sheriff’s Office, informed desire, to reduce the stamp cost to \$.40 each and which would result in a 10% reduction in commission.

### **IMPACT**

As represented one year ago we are finding this communication option is just as easy to manage as video visitation, more secure, and less work than handling regular U.S. Mail. ICSO Staff can monitor communications and intercept as needed. We have full control while making still making this option more attractive for use as it will be less costly. While we would be conceding to a 10% reduction in commission we believe it will be offset by an increase in eMessage volume.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution introducing contract Amendment No. 7.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT AMENDMENT WITH  
SECURUS TECHNOLOGIES, LLC. FOR eMESSAGING COST**

WHEREAS, The County of Ingham and Securus Technologies, LLC, hereafter “Securus,” are in a communications service agreement until January 31, 2023; and

WHEREAS, on November 5, 2019 Amendment 7 was authorized to initiate the expansion of eMessaging as an inmate communication option; and

WHEREAS, the agreed rate was \$.50 per eMessage (stamp) with a 20% commission return; and

WHEREAS, after a one year evaluation the Sheriff’s Office seeks to reduce the cost of “stamps” for inmates in an effort to expand their ability to communicate and lessen paper mail; and

WHEREAS, Securus agreed to this amendment with a condition of reducing commissions to Ingham County from 20% to 10%; and

WHEREAS, the Sheriff’s Office agrees to the terms outlined in Amendment No. 7 which has been approved to form by Corporate Counsel, 10/29/20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a change in agreement with Securus as described in Amendment No. 7.

BE IT FURTHER RESOLVED, that this Amendment will remain in effect through the expiration of the original agreement, including any contract extension terms.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget, as necessary.

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:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney  
**DATE:** November 24, 2020  
**SUBJECT:** Resolution to Amend Resolution #20-469 Regarding the 2021 STOP Violence Against Women Grant for ICPO

---

**BACKGROUND**

On October 27, 2020, the Ingham County Board of Commissioner approved Resolution No. 20-469 authorizing an agreement between the Michigan Department of Health and Human Services (MDHHS) and the Ingham County Prosecutor’s Office (ICPO) under the 2021 STOP Violence Against Women Grant. The period for the grant was to commence upon the board chairperson’s authorized signature or October 1, 2020, whichever was later, and to continue through September 30, 2021. Due to many extenuating circumstances, MDHHS has proposed a revision of the start date language in order to avoid potential audits for grant expenditures incurred between October 1 and the signature date without the revised language. The board chairperson signed the agreement on October 29, 2020.

**ALTERNATIVES**

The proposed language is as follows: “This agreement shall commence on October 1, 2020 and continue through September 30, 2021. No activity will be performed and no costs to the state will be incurred prior to October 1, 2020. Throughout the Agreement, October 1, 2020 shall be referred to as the start date. This agreement is in full force and effect for the period specified.”

**FINANCIAL IMPACT**

None.

**OTHER CONSIDERATIONS**

MDHHS has requested that the amendment be signed in EGrAMS within two weeks. ICPO has requested and received an extension of the signature date to December 16, 2020.

**RECOMMENDATION**

Based on the information provided, I respectfully request approval of the attached resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #20-469**

WHEREAS, the Ingham County Prosecutor's Office (ICPO) has received grant funds up to an amount of \$104,215 from the STOP Violence Against Women Grant program administered by the Michigan Department of Health and Human Services (MDHHS) for the period of October 1, 2020 through September 30, 2021; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #20-469 authorizing acceptance of the grant on October 27, 2020 and the agreement was signed by the Board Chairperson on October 29, 2020; and

WHEREAS, MDHHS has proposed revised language to amend the grant agreement to clarify the start date of the agreement and to avoid a potential review and audit of the grant; and

WHEREAS, the proposed language would read:

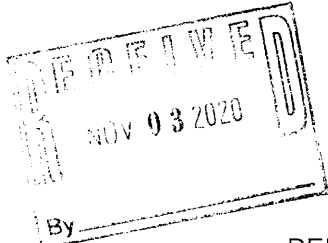
This agreement shall commence on October 1, 2020 and continue through September 30, 2021. No activity will be performed and no costs to the state will be incurred prior to October 1, 2020. Throughout the Agreement, October 1, 2020 shall be referred to as the start date. This agreement is in full force and effect for the period specified"; and

WHEREAS, the proposed revision does not alter any other term or condition of the agreement.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners has accepted the proposed revised language clarifying the start date of the 2021 STOP Violence against Women Grant.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2021 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, and contract amendments consistent with this resolution subject to approval as to form by the County Attorney.



By  
GRETCHEN WHITMER  
GOVERNOR



STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

ROBERT GORDON  
DIRECTOR

October 27, 2020

Dear Family Court Judges, Family Court Administrators and County Treasurers:

The Youth Rehabilitation Services Act, MCL 803.301 et seq., requires that the department "prescribe the liability of counties for the cost of services for state wards." **The department has determined that the attached rates will be effective for calendar year 2021, effective January 1, 2021.** These rates shall remain in effect until the next scheduled revision in 2022.

Each county will continue to be charged one-half of the appropriate per diem costs for care provided to a state ward. There is no chargeback for title IV-E funded youth placements.

The department is making every effort to contain the cost of care for youth placed in State facilities while ensuring the provision of quality care. Medical costs incurred for individual youth that are over and above routine medical care will continue to be billed directly and are not included in the per diem cost. Routine medical care consists of services such as routine physical exams, dental exams, first aid and over the counter medications for common ailments. Any non-routine medical costs for an individual youth will be billed to the county court with jurisdiction over the youth's commitment to MDHHS under the Youth Rehabilitation Services Act. This practice is consistent with MCL 803.305(1), which requires that "the county from which the public ward is committed is liable to the state for 50% of the cost of his or her care". Attributing non-routine medical costs to the county of commitment will help lower the daily cost for all youth and assign additional medical costs only to the youth in need of such services.

If you have any questions regarding the chargeback rates, please contact Erika Engel, Departmental Specialist, at (517) 335-3489.

Sincerely,

Wendy Campau, Director, Bureau of Innovation  
Children's Services Agency

Attachment

cc: MDHHS Local Office Directors

STATE WARD CHARGEBACK RATE

Calendar Year 2021

PROGRAM	COST PER CHILD PER DAY	CHARGEBACK RATE NON-TITLE IVE
Shawono	\$311.53	\$155.76
Bay Pines	\$308.26	\$154.13
Foster Family Homes		\$10.78

Note: Care for state wards placed in private child care institutions and county detention facilities will be charged at one-half the actual amount paid.