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VICE-CHAIRPERSON  
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LAW & COURTS COMMITTEE  
DERRELL SLAUGHTER, CHAIR  
MARK POLSDOFER  
VICTOR CELENTINO  
BRYAN CRENSHAW  
RYAN SEBOLT  
CHRIS TRUBAC  
RANDY SCHAFER

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, MARCH 12, 2020 AT 6:00 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 27, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Circuit Court/Friend of the Court – Friend of the Court Independent Parenting Time Supervisors – [Liability Insurance](#) Issues (*Informational Item*)
2. Sheriff's Office – Resolution to Authorize Contracts with Identified [Service Providers](#) as Authorized by the Justice Millage
3. District Court
  - a. Resolution Appointing [Stefani C. Godsey](#) as Attorney Magistrate for the 55<sup>th</sup> District Court
  - b. Resolution Honoring [Judge Thomas Boyd](#)
4. 9-1-1 Dispatch Center/Innovation & Technology Department – Resolution to Approve an Additional [Computer Technician](#) Position for the 9-1-1 Center
5. 9-1-1 Dispatch Center
  - a. Resolution to [Amend Resolution #20-051](#) – 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
  - b. Resolution to Authorize Purchase Orders for [Dispatch Consoles](#) to Build Out the 9-1-1 Backup Center
  - c. Resolution to Authorize the Purchase of Unication [Radio Pagers](#) for Fire Departments in Ingham County
6. Facilities Department – Resolution to Authorize an Agreement with [Trane US Inc.](#) for the HVAC System and Split Unit for the 9-1-1 Center's Backup Location at the Road Department

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  
February 27, 2020  
Draft Minutes

Members Present: Slaughter, Celentino, Crenshaw, Sebolt, Trubac, Schafer.

Members Absent: Polsdofer.

Others Present: Sheriff Scott Wriggelsworth, Jason Ferguson, Rick Terrill, Terri Thornberry, Tom Shanley, Henry Pittner, Mike Morgan, DuWayne Jones, Teri Morton, Michael Tanis, and others.

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

Approval of the February 13, 2020 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE FEBRUARY 13, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

Additions to the Agenda

3. 9-1-1 Backup Center – Resolution to Approve Fiber Install from Western Tel-com

Teri Morton, Deputy Controller, stated that the resolution should have said that it was introduced by the Law & Courts Committee and Finance Committee, instead of by the County Services Committee and Finance Committee.

Limited Public Comment

None.

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

1. Facilities Department
  - a. Resolution to Authorize a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring Alarm System at the 55<sup>th</sup> District Court
2. Law and Courts Committee – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)
3. 9-1-1 Backup Center – Resolution to Approve Fiber Install from Western Tel-com

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

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

Discussion.

1. Facilities Department
  - b. Justice Complex Quarterly Update (informational item)

Henry Pittner, BKV Group Partner and Design Lead, provided an update on the Justice Complex to the Law & Courts Committee.

Commissioner Schafer stated that when you looked at the older building structure, there were no common walls. He asked Mr. Pittner what the rationale was for the continued use of that design element because that added cost to the structure.

Mr. Pittner stated that it was an interesting grid pattern on the right side of the structure. He further stated that he could not tear down the existing structure, so he had to fit the new structure next to the older structure.

Mr. Pittner stated that the Common House was the highest point of the site. He further stated that there was a slope that went down to the Sheriff's Office, and it was flat near the existing sally port.

Commissioner Schafer asked about the backside of the Ingham County Jail, and the reason why it was not more squared off.

Mr. Pittner stated that there was a vehicle sally port, and space was needed for arrestees to enter and exit. He further stated that the mechanical, electrical, and IT spaces needed to be outside the secured perimeter, so it was necessary for the structure extend outward.

Discussion.

Commissioner Crenshaw stated that he knew the facility had a large, enclosed yard, but was not being used due to a lack of staff. He asked if a smaller part of that would be attached to this space.

Mr. Pittner stated that the facility would have the basics of recreation, including an indoor-outdoor space within the housing units. He further stated that the philosophy was to bring all of the services to the inmates.

Mr. Pittner stated that there was a possibility of constructing a fenced-area in the back of the jail to access that space.

Mr. Pittner further provided an update on the Justice Complex to the Law & Courts Committee.

Commissioner Crenshaw asked where the secured access point would be on Curtis Street. Mr. Pittner stated that it would be behind the old Animal Control Shelter.

Discussion.

Commissioner Schafer asked how many inmates the Justice Complex would hold.

Mr. Pittner stated that it would have a total capacity of 440 people.

Commissioner Schafer asked what the exit route was when inmates were released.

Mr. Pittner stated that inmates would come to the public side of the jail exit, which was where the Capital Area Transportation Authority (CATA) services were located. He further stated that the busses would service both the Courts and the jail.

Commissioner Schafer asked if CATA busses were called when an inmate was released.

Mr. Pittner stated that the buses ran on a regular schedule.

Discussion.

Tom Shanley, Kramer Management Group Project Director, provided an update on the Justice Complex to the Law & Courts Committee.

Commissioner Celentino asked if Mr. Pittner could explain the first construction activity, because as he looked at the construction document, it would be completed by August 15, 2020, but construction activity would start the day before.

Mr. Pittner stated that his team had already been putting together the construction documents for the First Phase, which was moving out of the vehicle maintenance building into the Co-Gen building, and that required minimal work. He further stated that his team had completed the demolition drawings for the vehicle maintenance building, and so this phase included more or less preparation work.

Discussion.

Commissioner Schafer asked if he thought they would stay within budget.

Mr. Shanley stated yes. He further stated that, in terms of budget, his team had communicated what their options were as they developed the design, and so they understood their target.

Mr. Shanley stated that, as his team received pricing from their Construction Manager, they would start to see where the budget aligned.

Commissioner Schafer stated that it was imperative that the Justice Complex was built right. He further stated the Commissioners had a lot of projects where the budget got tight, things were left out, and a lot of money was spent to add or make corrections.

Mr. Shanley stated that he agreed.

Commissioner Schafer stated that if that occurred, to come before the Law & Courts Committee.

Mr. Shanley stated that that would be one of their primary focuses, to stay on-time budget wise.

Scott Wriggelsworth, Ingham County Sheriff, stated that he had met with Correctional Assessment and Treatment Services (CATS), the Health Department for Jail Medical, and the Public Defender's office to show them how they had designed their access into the building to meet with inmates. He further stated that anyone who would have a footprint inside the facility, he had garnered their input in how it should be designed, to positive results.

Sheriff Wriggelsworth stated that the building was designed for the inmates to come to them, instead of them going to the inmates. He further stated that the building was being designed to be as functional as possible.

Commissioner Schafer stated that, for example the 9-1-1 Center, the budget had gotten tight, and so the Commissioners had to return to the project and fix the problems after the fact.

Mr. Shanley stated he believed his team had an advantage because they were keeping a running tally of things, and could make decisions in real-time to stay within budget.

Chairperson Slaughter stated that he invited Sheriff Wriggelsworth to provide his thoughts on the Michigan Joint Task Force on Jail and Pretrial Incarceration report, given the fact that the Law & Courts Committee was talking about the new Justice Complex.

Sheriff Wriggelsworth discussed the Michigan Joint Task Force on Jail and Pretrial Incarceration report and how it related to the Justice Complex to the Law & Courts Committee.

Commissioner Crenshaw stated that he appreciated his assessment of the report. He further stated that he had read an article in the Detroit News and found that if a majority of the reforms were implemented, their jail population would decrease a third or a half.

Commissioner Crenshaw stated that while he knew that Detroit's operation was larger than Ingham County's operation, he was concerned that if their estimate was that a third or a half of their jail population would decrease, he wondered how that impacted Ingham County's operation.

Sheriff Wriggelsworth stated that he did not know how their jail population compared to Ingham County's existing facility, how they used to be able to hold 660 and now they could hold 440. He further stated that he did know if a further decrease would happen, as the jail needed to prepare for 5, 10 or 20 years in the future, long after they were involved in County processes.

Sheriff Wriggelsworth stated that he would be much more comfortable having 300 people in jail 5 years from now rather than 450 people in jail being overcrowded, and having to come back to the Commissioners in 10 years and ask to build a satellite office at the Sheriff's Department. He further stated that, if they had to come before the Commissioners in 10 years, it would cost more due to increased staff.

Commissioner Crenshaw stated that he was not disputing Sheriff Wriggelsworth's assessment, but he was saying that that was what the Detroit News said could possibly happen, and the County needed to be prepared for empty beds in the jail.

Sheriff Wriggelsworth stated that he understood that some of the Commissioners were against contracting, and that was perilous in nature sometimes. He further stated that he believed that State of Michigan would continue to close prisons, and so there could be opportunities down the road to house more state prisoners.

Sheriff Wriggelsworth further stated that he recently read an article from New York, and they were rethinking their pretrial release policies because that had so many people reoffend that were out on PR bonds, and so that had been in process for the last 3 years. He further stated that he thought this would put the County in a good position for the next couple decades.

Commissioner Schafer asked, when the Ingham County Youth Center was being built, there were a lot of discussions about 42 beds, and some Commissioners had announced 24 beds.

Sheriff Wriggelsworth stated that the Youth Center was full every day.

Commissioner Schafer stated that a lot more people would need to go to the Youth Center for a variety of reasons as society had changed.

Discussion.

Jason Ferguson, Chief Deputy Sheriff, stated that he remembered the days when the Youth Center had the 600+ capacity, and would approach 700 people, and would house inmates all over the gym floor, which created a ton of man power to access who could leave. He further stated that he agreed with Sheriff Wriggelsworth in terms of the flexibility that the Justice Complex would create using the same staff.

Commissioner Celentino stated that he wondered if they were back in the days before the 2000 Juvenile Justice millage, which was intended to address the overcrowding. He asked if the Youth Center was at the overcrowding stage.

Sheriff Wriggelsworth stated that the Youth Center was full every day and turned fresh arrests away weekly.

Commissioner Celentino stated that, in the future, they could put together a report on that issue. He stated that he did now know that it had gotten to that point.

Chairperson Slaughter stated that there had been a presentation last year from Scott LeRoy, Deputy Court Administrator, to talk about potential upgrades.

Discussion.

Teri Morton stated that there was a tentative plan to increase the size of the Youth Center.

Sheriff Wriggelsworth stated that, to keep in mind, that they had 16 and 17 year-olds who were being housed at the facility when they got waived up on their crimes.

Sheriff Wriggelsworth stated that, with respect to the Sheriff's Office, they had thousands of man-hours into this project. He further stated that he had 16 or 17 people on a Friday with a set of eyes making sure that the Justice Complex was as functional as possible.

Sheriff Wriggelsworth stated that they were investing significant time and work with their partners into this project to be sure that it was built correctly.

Discussion.

Chairperson Slaughter stated that appreciated all of the attention to details. He further stated that the discussions related to the Michigan Joint Task Force on Jail and Pretrial Incarceration report would be happening for quite some time, and he appreciated Sheriff Wriggelsworth's input.

Discussion.

#### Announcements

None.

#### Public Comment

Heidi Hall, an out-of-state resident, stated that in September 2018, her children were kidnapped across state lines as a result of systematic due process violations in the Juvenile Court system. She further stated when parents initiated proceedings, they were supposed to receive a 72 hours-notice, but she did not receive one.

Ms. Hall stated that she did not receive a notice that they were going to remove her children. She further stated that she received an order that they were going to try to do an order of cooperation with an investigation, but that there was no statute that allowed them to do such an order.

Ms. Hall stated that they needed to finish their investigation before they could file such a petition. She further stated that they were not following statute and initiating proceedings.

Ms. Hall stated that they were doing this for both the Juvenile Delinquency cases and the Children's Protective Services (CPS) cases. She further stated that, in her case, they initiated proceedings 24 minutes after they filed a petition.

Ms. Hall stated that the case worker testified and told her that she was going to go to Court to file this order, and she told the case worker that she and her husband needed to be served.

Ms. Hall stated that the Referee, and the Juvenile Register and the Magistrates, were all acting in excess of their statutory duties. She further stated that she was an out-of-state resident.

Discussion.

Ms. Hall stated that the Referee signed off on what CPS wanted, and then four days later, a petition was filed for removal. She further stated that they went to another judge, but the Referee cannot issue a court order.

Ms. Hall stated that she lied to another judge to get a removal order. She further stated that they executed across state lines.

Ms. Hall stated that it did not have a judge's signature on it, and it only had electronic initials. She further stated that state law required that an order be filed by the next business day, for an electronic order to be valid, but it was not in the Court file.

Ms. Hall stated that she could not get law enforcement to take the report. She further stated that she had forwarded it to the Investigative Department and the Sheriff's Department.

Chairperson Slaughter asked Ms. Hall to address her comments to the Commissioners.

Ms. Hall stated that most of this would not have happened had if there was proper representation, because the Commissioners were authorizing expenditures for Court-appointed lawyers that represented the County's interests, not the parents.

Discussion.

Chairperson Slaughter stated that Ms. Morton had taken notes and would follow up with Ms. Hall's concerns.

Discussion.

### Adjournment

The meeting was adjourned at 7:07 p.m.

**March 12, 2020 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

2. *Sheriff's Office – Resolution to Authorize Contracts with Identified Service Providers as Authorized by the Justice Millage*

This resolution will authorize a contract not to exceed \$52,800 per year with Cognitive Consultants, LLC for Breakout and Seeking Safety services, and a contract not to exceed \$15,600 per year with Deb Hart Body Connection Yoga for trauma centered yoga services. Both contracts will be for the period of May 1, 2020 through December 31, 2021.

Inmates at the Ingham County Jail have opportunities to better themselves while in custody through services and programs. The Justice Millage has allowed continuation and expansion of programming opportunities. The County works with both vendors currently to provide service to justice involved people. These vendors have been selected after review of responses to a competitive RFP process. The Memos of Performance are attached.

See memo for detail.

- 3a. *District Court – Resolution Appointing Stefani C. Godsey as Attorney Magistrate for the 55<sup>th</sup> District Court*

This resolution will approve the appointment of Stefani C. Godsey as magistrate for the 55<sup>th</sup> District Court. The current magistrate, Mark E. Blumer submitted his retirement notice, effective March 6, 2020. MCL 600.8501 requires that for first and second-class district courts, the County Board of Commissioners shall provide for not less than one magistrate if recommended by the judges of the district, and that before a person assumes the duties of a magistrate, the appointment must be approved by the County Board of Commissioners. The judges have selected Stefani C. Godsey to replace Mr. Blumer.

See memo for detail.

4. *9-1-1 Dispatch Center/Innovation & Technology Department – Resolution to Approve an Additional Computer Technician Position for the 9-1-1 Center*

This resolution will approve the addition of a Computer Technician I position to the Innovation and Technology Department for the 9-1-1 Center. The cost of the position, classified as UAW I (long term cost of \$90,978) will be paid out of the 9-1-1 Emergency Telephone fund.

The 9-1-1 Center has many technology projects in process that have caused a need for additional ongoing technology support impacting the service provided to other County departments. In addition, there is a need to ensure an adequate knowledge repository to guarantee continuity of operations should an adverse event occur. This additional position will address both of these needs.

See memo for detail.

5a. *9-1-1 Dispatch Center – Resolution to Amend Resolution #20-051 – 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*

Resolution #20-051 authorized the acceptance of \$501,724.80 in 9-1-1 Grant Program money awarded to Ingham County by the State 9-1-1 Office. At the time of the award, the grant required a 10% match from Ingham County. After passage of the resolution, the State determined the County would need to provide only a 5% match, changing the grant award to \$529,598.40. This resolution will authorize the amendment to the grant to reflect the additional funding of \$27,873.60.

5b. *9-1-1 Dispatch Center – Resolution to Authorize Purchase Orders for Dispatch Consoles to Build Out the 9-1-1 Backup Center*

This resolution will authorize the purchase of 12 dispatch consoles for the 9-1-1 backup center located at the Road Department. The total cost of \$57,559.00 will come from the 9-1-1 Emergency Telephone fund balance. This purchase will be made using National Cooperative Purchasing Alliance pricing.

See memo for detail.

5c. *9-1-1 Dispatch Center – Resolution to Authorize the Purchase of Unication Radio Pagers for Fire Departments in Ingham County*

This resolution will authorize the purchase of the Unication pagers, chargers, programming services, and extended warranty as quoted at \$185,805.66 with a final cost of this purchase not to exceed \$190,000.00. Funds for this project are available within the 9-1-1 Emergency Telephone fund.

Replacement of radio pagers used by several fire departments is a necessary part of the transition to the Michigan Public Safety Communications System (MPSCS). The radio pagers currently used by these fire departments will not function on the MPSCS radio system. The pagers are not manufactured or sold by Motorola, so they were not a part of the Motorola radio project directly and were not included in the purchase of the radio system.

This resolution will replace all fire department radio pagers, chargers, setup and programming of the pagers, and an extended warranty to include a full five years. This is a purchase from State of Michigan contract #071B6600085, from an authorized vendor listed in the contract.

See memo for detail.

6. *Facilities Department – Resolution to Authorize an Agreement with Trane US Inc. for the HVAC System and Split Unit for the 9-1-1 Center’s Backup Location at the Road Department*

This resolution will authorize entering into an agreement with Trane US Inc. for the replacement of the HVAC system and A/C split unit at the 9-1-1 Backup Center located at the Road Department for an amount not to exceed \$36,625.00 which includes a \$1,000.00 contingency.

The Backup Center is in need of HVAC upgrades. The system for the lower level is not operational and beyond repair, and will need to be replaced. The server room is also in need of an A/C split unit to maintain temperature and not overheat. Trane submitted quotes for both projects as a part of the US Communities Co-operative contract, therefore, consistent with the County’s Purchasing Policy, three quotes are not required.

See memo for detail.

**INFORMATIONAL ITEM:**

1. Circuit Court/Friend of the Court – *Friend of the Court Independent Parenting Time Supervisors – Liability Insurance Issues*

**HONORARY RESOLUTION:**

- 3b. District Court – *Resolution Honoring Judge Thomas Boyd*

TO: Law & Courts Committee

FROM: George M. Strander  
Court Administrator, 30<sup>th</sup> Circuit Court  
Helen Walker  
Deputy Court Administrator, Friend of the Court

DATE: March 6, 2020

RE: Friend of the Court Independent Parenting Time Supervisors – Liability  
Insurance Issues

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### **Background**

Judges in domestic relations cases involving children often order that the non-custodial parent will receive supervised parenting time – i.e., the parent who does not have physical custody of the child will be able to visit his or her child, but only as supervised by a third party. Such parenting time may be for one day a week or more or less often, anywhere from one to perhaps six hours at a time.

Although parties have the ability to agree on someone to act as parenting time supervisor, oftentimes they cannot (either because of a breakdown in trust, or because there is no suitable person to be agreed upon). Additionally, if a third party is willing to act as a parenting time supervisor for a fee, the parent or parents with the financial burden to arrange for parenting time often cannot afford the cost.

Some Friend of the Court (FOC) offices in Michigan, including the Ingham County FOC, maintain lists of people who can supervise parenting time and whose costs to do so in cases of need can be borne by the Access and Visitation Grant (AVG) administered by the Michigan Supreme Court. [The AVG provides Ingham County up to approximately \$6,000 in grant funding annually.] For several years the Ingham County FOC has maintained a list of approximately 15-20 people who are able to act as parenting time supervisors. Each supervisor on the list is subject to a thorough criminal history check and is provided training on proper parenting time supervision.

In cases where the cost of supervision will be paid out of grant funding, supervisors must submit invoices to the FOC (billed at \$15 per hour). The Ingham County FOC uses its Access & Visitation Grant line item to compensate supervisors off of their invoices; as recipients of county funds the supervisors are registered as vendors with the Ingham County Purchasing Department. Later the invoice information would be included on a claims report sent to the AVG, and eventually the County would be reimbursed for the supervisor expenses.

As an added benefit of the FOC having a supervised parenting time list, parties who can afford to pay the cost of supervision on their own can refer to the list to find trained, objective supervisors. When a supervisor is used on a private-pay basis, he/she receives compensation for the service directly from the parent or parents.

The Ingham-County-FOC-sponsored independent parenting time program has been a very important part of maintaining the viability of judges' orders for supervised parenting time. Without this resource, and ability to have relevant services paid through the AVG, it is likely that significantly less parenting time between children and their non-custodial parents would occur.

### **The Problem**

It has been recently determined that the Ingham County policy with respect to vendors requires that for a person to be a vendor of the county he or she must have liability insurance. Since parenting time supervisors on the Ingham County FOC list receive compensation from the county in cases where the responsible party or parties are indigent, they are counted as vendors. While proof of liability insurance with respect to listed parenting time supervisors has never before been requested, and so has not before been provided, such proof is now being required.

It is doubtful any of those on the Ingham County FOC parenting time supervisor list have liability insurance to cover mis-, mal-, or non-feasance in the course of supervising parenting time. Moreover, it is unlikely any will purchase such coverage given the relatively modest compensation they receive for their services.

We have considered another possibility by which the supervisors could receive the liability insurance coverage necessary to be a vendor – that is, broaden the county's coverage in some way to provide insurance to the supervisors, perhaps through a rider. The Michigan Municipal Risk Management Authority (MMRMA) has reportedly indicated that this is not possible.

We have also considered mechanisms by which the supervisors could avoid being classified as vendors but still receive AVG compensation. The AVG, however, requires grant payments to go directly to those providing the service – i.e., the supervisors.

We are committed to providing the parenting time supervisor services the AVG supports, but as the above discussion illustrates the services cannot be continued without a significant change in the system we employ. As of this time, and due to the above concerns, the FOC's independent parenting time program has been suspended pending a solution.

### **The Proposed Solution**

In an effort to find a solution to the current problem, the Ingham County FOC recently reached out to the Michigan Supreme Court's State Court Administrative Office (SCAO) to find out how other Friend of Court offices facilitate supervised parenting time services for their counties. According to SCAO, 22 counties in Michigan receive funding under the AVG for supervised parenting time services. 14 of those counties outsource their grant to an agency/organization and six counties either outsource their grant to an independent contractor and/or they outsource supervised parenting time services to an independent contractor and the independent contractor seeks reimbursement from the FOC under the grant. Two counties applied for the grant but are looking for a new provider to provide supervision services.

Supervised Parenting Service Provider Type	FOC's
Agency/Organization	14
Independent Contractor	6
Not Active. County is looking for a new provider	2

The types of agencies/organizations utilized by other counties include counseling centers, social service agencies and charitable organizations. Based on this information the Ingham County FOC concluded that the best practice is to outsource supervised parenting time services and the AVG to an agency/organization or to an independent contractor that has the requisite liability insurance coverage and can meet the demand of our clientele.

The FOC has contacted several local agencies/organizations to discuss implementation of a supervised parenting time program and/or expansion of their existing program and are discussing options (including outsourcing the AVG) with those that have expressed interest. The FOC is diligently looking for a solution and this issue will continue to be a top priority until the issue has been resolved.

## Agenda Item 2

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Darin J. Southworth, Major - Correctional Administrator  
**DATE:** March 3, 2020  
**SUBJECT:** Justice Millage Program Agreements

### **BACKGROUND**

Inmates of the Ingham County Jail have opportunities through provided services and programs to better themselves while in our custody. The approved Justice Millage of August 2018 has allowed us to continue and expand programming opportunities, to include those presented herein. This resolution requests permission for the Ingham County Sheriff's Office (ICSO) to enter into agreements with Cognitive Consultants LLC, and Deb Hart Body Connection Yoga. The County, including ICSO, works with both vendors currently to provide service to justice involved people. These vendors have been selected after review of responses to a competitive RFP process (Memos of Performance attached).

### **ALTERNATIVES**

Two of the programming options requested, Seeking Safety and Breakout, are evidenced based best practices for justice involved people. Trauma Centered Yoga is also growing in support as another inroad to serve those with trauma in their past. Trauma has pronounced influence on many people in the custody of the Sheriff. If this resolution is not accepted we would have to explore other options for our population or discontinue these valuable programs altogether which is ill advised.

### **FINANCIAL IMPACT**

The Justice Millage includes approximately \$99,000 annually to cover programming related costs. The Controller's Office confirms existence of sufficient funds to cover the requested agreements. This proposal includes a change of service provider, Cognitive Consultants, LLC, from the first year which would come with a savings of approximately \$8000 over last year and a \$16,000 savings compared to the only other respondent of the RFP.

### **STRATEGIC PLANNING IMPACT**

The content of this resolution reflects fiscal responsibility and comprehensive evidence-based services for our portions of our inmate population. Human wellness and reducing recidivism has impact on long term public safety and improving quality of life for all who live, work and visit Ingham County.

### **OTHER CONSIDERATIONS**

These service providers will be prepared to continue or initiate services by May 1, 2020. These service providers and the program content will not be impacted by our eventual move into a new facility.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the following Justice Millage Programs:

Deb Hart Body Connections Yoga = Trauma Centered Yoga  
Cognitive Consultants, LLC = Breakout (MRT) and Seeking Safety (which will result in more than an \$8000/year decrease in spending over last year).

**Agenda Item 2**

TO: Major Darin Southworth, Ingham County Sheriff’s Office  
FROM: James Hudgins, Director of Purchasing  
DATE: February 12, 2020  
RE: Memorandum of Performance for RFP No. 7-20 Breakout and Moral Reconciliation Therapy Program

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the Breakout/Moral Reconciliation Therapy Program that will be conducted at the Ingham County Jail.

The Program is based on moral reconciliation therapy, which is a form of cognitive-behavioral programming that focuses on recovery from substance misusing, abusing and dependent behaviors, identifying thinking errors that led to criminogenic thinking and identify goals to achieve once released. Breakout assists in preparing participants for release back into the community through interactive education. Jail reentry planning and life skills offer clients the opportunity to establish short-term achievable goals, identify strengths, develop a strategic plan to succeed in life and avoid recidivism.

The Program serves both male and female inmates. This class meets twice per week per gender and serves 191 male and 159 female inmates during the year.

The scope of work includes, but is not limited to, providing a curriculum by a certified group facilitator, along with maintaining and reporting enrollment activity, successful completion, and unsuccessful terminations for each fiscal year. The class roster will be managed and maintained by the Correctional Administrator or his/her designee.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	59	30
Vendors responding	2	2

A summary of the vendors’ costs

Vendor Name	Local Pref	Grand Total Year 1	Grand Total Year 2	Grand Total Year 3
Cognitive Consultants, LLC	Yes, Holt MI	\$35,200.00	\$35,200.00	\$35,200.00
Wellness InX	Yes, Lansing MI	\$48,226.00	\$48,408.00	\$48,760.00

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

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

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

**Agenda Item 2**

TO: Major Darin Southworth, Ingham County Sheriff's Office  
FROM: James Hudgins, Director of Purchasing  
DATE: February 13, 2020  
RE: Memorandum of Performance for RFP No. 8-20 Seeking Safety Program

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for its Seeking Safety Program (Program) at the Ingham County Jail.

The Program is an evidence-based present-focused counseling model to help people attain safety from trauma and/or substance abuse. This is the only model to outperform controls on both PTSD and substance abuse at the end of treatment in randomized and/or controlled trials. The Program teaches coping skills, reflective thinking, and homework is assigned.

The Program serves both male and female inmates. The class meets once per week per gender and can accommodate short-term inmates of 30 to 90 days and serves 108 males and 119 females annually.

The scope of work includes, but is not limited to, providing a curriculum by a certified group facilitator, along with maintaining and reporting enrollment activity for each fiscal year. The class roster will be managed and maintained by the Correctional Administrator or his/her designee.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	59	30
Vendors responding	2	2

A summary of the vendors' costs:

Vendor Name	Local Pref	Grand Total Year 1	Grand Total Year 2	Grand Total Year 3
Cognitive Consultants LLC	Yes, Holt MI	\$17,600.00	\$17,600.00	\$17,600.00
Wellness InX	Yes, Lansing MI	\$20,800.00	\$20,976.00	\$21,152.00

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

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

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

**Agenda Item 2**

TO: Major Darin Southworth, Ingham County Sheriff's Office  
FROM: James Hudgins, Director of Purchasing  
DATE: February 14, 2020  
RE: Memorandum of Performance for RFP No. 9-20 Trauma Centered Yoga Program

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for its Trauma Centered Yoga Program (Program) at the Ingham County Jail.

The Program is a very specific protocol of evidence based treatment designed for people who have experienced complex trauma/PTSD, and has been found to be useful as an adjunct to cognitive behavioral therapy. There have been several recent studies that show this type of yoga significantly reduced PTSD symptomatology, with effect sizes comparable to well-researched psychotherapeutic and psychopharmacologic approaches. Trauma Centered Yoga working in conjunction with the Seeking Safety program allows participants the opportunity to more deeply engage in the trauma recovery sessions.

The Program serves both male and female inmates. The class meets once per week per gender and can accommodate short-term inmates of 30 to 90 days and serves 148 inmates annually.

The scope of work includes, but is not limited to, providing a curriculum by a certified group facilitator, along with maintaining and reporting enrollment activity, successful completions and unsuccessful terminations for each fiscal year. The class roster will be managed and maintained by the Correctional Administrator or his/her designee.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	18	8
Vendors responding	1	1

A summary of the vendors' costs:

Vendor Name	Local Pref	Year 1	Year 2	Year 3
Body Connection Yoga	No, DeWitt MI	\$15,080.00	\$15,600.00	\$16,120.00

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS WITH IDENTIFIED SERVICE PROVIDERS  
AS AUTHORIZED BY THE JUSTICE MILLAGE**

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

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

WHEREAS, on November 27, 2018 the Board of Commissioners adopted a Resolution 18-497 that included approximately \$99,000/year to fund several Ingham County Sheriff’s Office coordinated programs that include, Break Out/Moral Recognition Therapy, Trauma Centered Yoga, and Seeking Safety (Attachment #1); and

WHEREAS, specific vendors have been identified as having the requisite qualifications to provide approved programs and have done so for the jail population or justice involved persons previously; and

WHEREAS, the following providers have been selected after a Purchasing Department Request for Proposal response review:

Break Out/MRT and Seeking Safety provided by **Cognitive Consultants, LLC.**

Trauma Centered Yoga provided by **Deb Hart Body Connection Yoga**

WHEREAS, these vendors have proposed multiyear service agreements and are prepared to resume or initiate service to the County immediately upon contract completion.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes Corporate Counsel to proceed with agreements between the identified vendors and the County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$52,800/year with Cognitive Consultants, LLC for Breakout and Seeking Safety services as described in Attachment #1 for the period of May 1, 2020 through December 31, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$15,600/year with Deb Hart Body Connection Yoga for services as described in Attachment #1 for the period of May 1, 2020 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 2020 and 2021 budgets consistent with this resolution.

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

**Agenda Item 3a**

**TO:** Law and Courts Committee  
**FROM:** Michael J. Dillon, Court Administrator  
**DATE:** March 2, 2020  
**SUBJECT:** Resolution Authorizing the Appointment of Stefani C. Gosdey as Magistrate for the 55<sup>th</sup> District Court

For the meeting agenda of the Law and Courts Committee (March 12, 2020)

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Magistrate Mark E. Blumer submitted his retirement notice, effective March 6, 2020.

MCL 600.8501 requires that for first and second-class district courts, the county board of commissioners shall provide for not less than one magistrate if recommended by the judges of the district. The judges have selected Stefani C. Godsey to replace Mr. Blumer. Ms. Godsey is licensed to practice law in the State of Michigan and is a registered elector in the County of Ingham.

MCL 600.8501 also requires that before a person assumes the duties of a magistrate, the appointment must be approved by the county board of commissioners.

The 55th District court respectfully requests that the Ingham County Board of Commissioners approve the appointment of Stefani C. Godsey as magistrate for the court.

Introduced by the Law and Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPOINTING STEFANI C. GODSEY AS ATTORNEY MAGISTRATE  
FOR THE 55<sup>TH</sup> DISTRICT COURT**

WHEREAS, Magistrate Mark E. Blumer retired from the court on March 6, 2020; and

WHEREAS, Stefani C. Godsey is a licensed attorney in the State of Michigan; and

WHEREAS, Stefani C. Godsey is a registered elector in the County of Ingham; and

WHEREAS, Stefani G. Godsey has been selected by the District Court judges to replace Magistrate Mark E. Blumer; and

WHEREAS, MCL 600.8501 requires that the appointment of a magistrate in the District Court be approved by the County Board of Commissioners before a person assumes the duties of magistrate.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the appointment of Stefani C. Godsey as magistrate for the 55<sup>th</sup> District Court.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JUDGE THOMAS BOYD**

WHEREAS, Judge Thomas Boyd was appointed to the bench of the 55<sup>th</sup> District Court on June 29, 2005, to fill the vacancy created upon the retirement of the Honorable Pamela McCabe; and

WHEREAS, Judge Boyd leads the 55th District Court Mental Health Court (MHC) team, an incentive-based motivational program founded on Recovery Oriented Systems of Care (ROSC) principles designed to engage participants in treatment with the goals of improving their lives and reducing recidivism; and

WHEREAS, Judge Boyd established and presides over the Domestic Violence (DV) Court, a local administrative order allows all DV cases be assigned to Judge Boyd after adjudication, the DV Court works closely with EVE, Inc., and other community groups to provide as much protection as possible for women and children who find themselves in violent situations; and

WHEREAS, he was selected to participate in the Michigan Supreme Court's Pilot Project on Jury Reform in 2008, in 2012 the project was recognized by the National Center on State Courts with the G. Thomas Munsterman Award for Jury Innovation; and

WHEREAS, in 2011, Judge Boyd was appointed by the Governor to the Indigent Defense Advisory Commission, in 2014 he was appointed to the legislatively created Michigan Indigent Defense Commission and reappointed in 2018; and

WHEREAS, as an appointee, Judge Boyd represents the Michigan District Judge's Association (MDJA), he was also appointed by the Governor to serve as Chair of the legislatively created Michigan Trial Court Funding Commission and in 2019 was designated by Michigan Supreme Court Chief Justice Bridget McCormack as a member of the Michigan Joint Task Force on Jail and Pretrial Incarceration; and

WHEREAS, Judge Boyd is leaving his position as 55<sup>th</sup> District Court Judge to serve as State Court Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the Honorable Judge Thomas Boyd for his years of service as Judge for the 55<sup>th</sup> District Court and for his commitment to improve the law, legal system and administration of justice.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

## Agenda Item 4

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

FROM: Deb Fett, CIO and Terri Thornberry, 9-1-1 Director

DATE: 03/03/2020

SUBJECT: Additional Computer Technician Position for 9-1-1 Center  
For the meeting agendas of March 12<sup>th</sup>, March 17<sup>th</sup> and March 18<sup>th</sup>, 2020

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### **BACKGROUND**

Ingham County 9-1-1 Center has multiple critical technological projects currently in process. These projects have required additional support from the Innovation and Technology Department (ITD) to ensure their success. Some of these projects relate to replacing equipment that has reached end of life and will shortly be no longer supported, others are grant funded improvements that have short deadlines. This need has reduced the support that other departments are receiving and increased the backlog of requests causing delays in service. While these projects do have an end point, their necessary support will continue on.

There is also a need to ensure that there is an adequate knowledge repository to ensure continuity of operations should an adverse event occur. ITD can support this effort by not only by being a resource of knowledge for these systems but by documenting processes and best practices to ensure that service does not degrade as time goes on.

### **ALTERNATIVES**

We could continue on as we are with our current staffing level. This has inherent risks as either 9-1-1 would not have adequate support when necessary or support would be taken from our other County departments. We also considered an outside vendor to assist but this would not only cost more overall but also create a dependency on an outside organization for a critical need.

### **FINANCIAL IMPACT**

The funding for the \$90,978.00 at Step 5 will come from the 9-1-1 Emergency Telephone fund balance.

### **STRATEGIC PLANNING IMPACT**

This authorization supports Goal D – Information Technology – Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

### **OTHER CONSIDERATIONS**

Discussions with the current and previous 9-1-1 Directors about what was needed from ITD to better support operations have occurred over the past year or more in order to architect how this support should work. Considerations were made about how the needs could be met at the most reasonable cost as well as how best to not disrupt critical operations at the center. This position is the result.

### **RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolution for an Additional Computer Technician Position at the 9-1-1 Center in the amount not to exceed \$90,978.00.

**Agenda Item 4**

**TO:** Terri Thornberry, 911 Center Director  
Deb Fett, Chief Information Officer

**FROM:** Joan Clous, HR Specialist

**DATE:** March 3, 2020

**RE:** Memo of Analysis to add Computer Technician I/II

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The 911 Center and IT Department in an effort to better serve the citizens of Ingham County would like to add a Computer Technician I/II, this position would be specifically dedicated to the 911 Center and be paid for from the 911 Center's budget. This position would assist the 911 Systems Manager.

The Computer Technician Salary is a UAW I with a salary range of \$44,901.54 to \$56,591.32.

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

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

## Terri Thornberry

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**From:** Joan Clous  
**Sent:** Tuesday, March 3, 2020 12:26 PM  
**To:** Terri Thornberry; Deb Fett  
**Subject:** FW: Computer Tech I

Please add this email with your packet to the board.

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**From:** Bradley Prehn  
**Sent:** Tuesday, March 3, 2020 11:49 AM  
**To:** Joan Clous  
**Subject:** Re: Computer Tech I

Joan,

The UAW is okay with 911 adding an additional Tech I I position.

Thank you,

Brad Prehn  
UAW Chairperson

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**From:** Joan Clous  
**Sent:** Tuesday, March 3, 2020 10:16:07 AM  
**To:** Bradley Prehn  
**Subject:** Computer Tech I

Brad,

The 911 center along with the IT department want to add a Computer Tech I which will be dedicated strictly to the 911 Center to assist Bruce Gaukel.

Thanks,  
Joan

**Joan Clous SHRM-CP**  
Human Resources Specialist

### Ingham County

5303 S. Cedar Bldg 2 Suite 2102  
Lansing MI 48911  
517-887-4374 – Office  
517-887-4396 – Fax

“Attitude is a choice. Think positive thoughts daily. Believe in yourself. ~ Pat Summit

## INGHAM COUNTY JOB DESCRIPTION

### COMPUTER TECHNICIAN LEVEL I

#### **Summary:**

Under the supervision of the MIS Director, ensures the operation and availability of the county's networked computers and all related peripheral devices. Repairs, troubleshoots, installs, and maintains county networked PCs, software and peripherals while providing superior customer service to the county departments and end-user base.

#### **Duties and Responsibilities:**

*The Computer Technician performs some or all of these duties and responsibilities on a daily basis:*

- Troubleshoot, repair, install and maintain PC related hardware on the County's network.
- Organizes and prioritizes requests for service and on an as-needed basis works with vendor to resolve hardware and software problems.
- Visits departments throughout the County to trouble-shoot, repair, and maintain data equipment problems, including workstations, portable/laptop computers, scanners, monitors, printers, telephones, faxes, modems, and other peripherals.
- Determines the need to contract out repair work.
- Tracks inventory by staff member and workstation and ensures this information is updated and accurate in the county's call tracking system.
- Assists in developing specifications and recommends computer related purchases to management.
- Coordinates work orders for the installation of new equipment and recycles old equipment. Ensures all necessary software and data is migrated and network connectivity is established.
- Plans, schedules and coordinates new operating systems releases, engineering changes, and preventative maintenance changes.
- Ensures the accurate and complete logging of required information into the MIS call tracking system.
- Adheres to county and MIS policies and procedures.
- Provides software support on county approved applications and operating systems.
- Assists with special projects as needed.
- When necessary, escalates problems to management or the appropriate secondary level of support resource for resolution.

**Minimum Job Requirements:**

Associates degree in Computer Science or equivalent technical institution certificate. Or, 1 - 3 years of Information Systems work experience providing end-user technical assistance. A+ or MCSA certification preferred but not required.

Possession of a valid Michigan Driver's License.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Skilled in the use of a computer as productivity tool and possess working knowledge of email, Internet web browsing, and the Microsoft Productivity Suite.
- Must be customer service oriented.
- Must be courteous and polite.
- Good verbal, telephone, and written etiquette.
- Working knowledge and understanding of a broad range of desktop based hardware and software and networking concepts.
- Able to follow instructions, work under supervision, and multi-task.
- Ability to effectively work in a team environment.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.

**Working Conditions and Physical Requirements:**

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

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

8/26/2008  
UAW-I

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN ADDITIONAL COMPUTER TECHNICIAN POSITION  
FOR THE 9-1-1 CENTER**

WHEREAS, Ingham County 9-1-1 Center has many technological projects in process that has caused a need for additional ongoing technology support impacting the service provided to other County departments; and

WHEREAS, best practices recommend ensuring that there is an adequate knowledge repository to guarantee continuity of operations should an adverse event occur which can be facilitated by this new position; and

WHEREAS, the 9-1-1 Telephone Fund is an appropriate source to fund the position (UAW I, 2020 Personnel Cost Projection Step 5, \$90,978); and

WHEREAS, the process to add an additional position has been followed; and

WHEREAS, Human Resources and the UAW Chairperson are both in agreement with adding this position.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby approve the addition of a Computer Technician I position (UAW I) to the Innovation and Technology Department to be assigned to the 9-1-1 Center.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 9-1-1 Emergency Telephone fund.

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

**Agenda Item 5a**

TO: Commissioner Bryan Crenshaw, Chairperson  
Ingham County Board of Commissioners

FROM: Terri Thornberry, 9-1-1 Director

DATE: March 3, 2020

SUBJECT: Resolution to Amend Resolution #20-051

Resolution #20-051 authorized the acceptance of 9-1-1 Grant Program money awarded to Ingham County 9-1-1 by the State 9-1-1 Office. At the time of the award Ingham County 9-1-1 was notified they would be receiving \$501,724.80 from the grant with a 10% match from Ingham County 9-1-1.

After Resolution #20-051 passed we were contacted by the State 9-1-1 Office and told we would only need to provide a 5% match, changing the grant award to Ingham County 9-1-1 to \$529,598.40.

The attached resolution request is to amend the amount we are receiving in the grant.

Thank you for your attention to this matter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #20-051 – 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, 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 to \$529,598.40.

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 \$529,598.40 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 5b**

TO: Commissioner Bryan Crenshaw, Chairperson  
Ingham County Board of Commissioners  
FROM: Terri Thornberry, 9-1-1 Director  
DATE: March 3, 2020  
SUBJECT: Resolution to Purchase 12 Dispatch Consoles for the 9-1-1 Backup Center

This Resolution is to purchase 12 dispatch consoles for the 9-1-1 backup center located at the Roads Department. The backup 9-1-1 center is being built in the event the main 9-1-1 center has technical issues and or the facility needs to be evacuated. The backup 9-1-1 center once built and all technologies implemented will be the testing and training facility for our new countywide radio system and upgraded CAD.

Thank you for your attention to this matter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR DISPATCH CONSOLES  
TO BUILD OUT THE 9-1-1 BACKUP CENTER**

WHEREAS, the Ingham County 9-1-1 Center is creating a backup site which requires 12 dispatch consoles; and

WHEREAS, the backup 9-1-1 center will serve as a safety net in the event the main 9-1-1 Center should go dark or in the event of an evacuation and will serve as a training site for the radio system and new 9-1-1 phone systems; and

WHEREAS, THIS PURCHASE WILL BE MADE USING National Cooperative Purchasing Alliance pricing, and

WHEREAS, the funds are available in the 9-1-1 Emergency Telephone fund balance.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of 12 Watson Dispatch Consoles in the amount of \$52,724.25.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 9-1-1 Emergency Telephone fund balance.

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

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

**Agenda Item 5c**

TO: Commissioner Bryan Crenshaw, Chairperson  
Ingham County Board of Commissioners

FROM: Terri Thornberry, 9-1-1 Director

DATE: March 5, 2020

SUBJECT: Resolution to authorize the purchase of radio pagers

Several fire departments in Ingham County rely on radio pagers for being alerted and dispatched to calls by us. Replacement of radio pagers is a necessary part of our transition to the MPSCS (state) radio system. The radio pagers used by these fire departments today will not function on the MPSCS radio system. The pagers are not manufactured or sold by Motorola, so they were not a part of the Motorola radio project directly and were not included in the purchase of the radio system.

This resolution will replace all fire department radio pagers, chargers, setup and programming of the pagers, and an extended warranty to include a full five (5) years.

This is a purchase from State of Michigan contract #071B6600085, from an authorized vendor listed in the contract. In addition to the SOM contract price, the manufacturer provided promotions including buy 10, get one free purchasing of the pagers and extension of the warranty from 2 years to 5 at no additional cost if a signed purchase agreement is made before the end of March.

Thank you for your attention to this matter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF UNICATION RADIO PAGERS FOR  
FIRE DEPARTMENTS IN INGHAM COUNTY**

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

WHEREAS, several fire departments in Ingham County rely on radio pagers for being alerted and dispatched to calls by the 9-1-1 Center; and

WHEREAS, replacement of current radio pagers is a necessary part of our transition to the Michigan Public Safety Communications System (MPSCS) radio system because the radio pagers used today will not function on the MPSCS radio system; and

WHEREAS, only the Unication pager will work on the MPSCS radio system; and

WHEREAS, the Unication pagers are not manufactured or sold by Motorola, so they were not a part of the Motorola radio project directly; and

WHEREAS, this resolution will replace all fire department radio pagers, chargers, setup and programming of the pagers, and an extended warranty to include a full five (5) years; and

WHEREAS, this is a purchase from State of Michigan (SOM) contract #071B6600085, from an authorized vendor listed in the contract; and

WHEREAS, in addition to the SOM contract price, the manufacturer provided promotions including buy 10, get one free purchasing of the pagers and extension of the warranty from 2 years to 5 at no additional cost; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of the Unication pagers, chargers, programming services, and extended warranty as quoted at \$185,805.66 with a final cost of this purchase not to exceed \$190,000.00.

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

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

## Agenda Item 6

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** March 3, 2020

**RE:** Resolution Authorizing an Agreement with Trane US Inc., for the HVAC System and A/C Split Unit for the 911 Center's Backup Location at the Road Dept.

For the meeting agendas of: March 12, 17 & 19

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### **BACKGROUND**

The 9-1-1 Center's backup location at the Road Dept. is in need of HVAC upgrades. The system for the lower level is not operational and beyond repair, it will need to be replaced. Trane submitted a quote of \$28,175.00 as a part of the US Communities Co-operative contract consistent with the county's Purchasing Policy three quotes are not required.

The server room for the 9-1-1 Center's backup location at the Road Dept. is in need of an A/C split unit to maintain temperature and not overheat. Trane submitted a quote of \$ 7,450.00 as a part of the US Communities Co-operative contract consistent with the county's Purchasing Policy three quotes are not required.

### **ALTERNATIVES**

The alternative would be to put this out for bid.

### **FINANCIAL IMPACT**

Funds are available from the 9-1-1 Emergency Telephone Fund. The cost of both the HVAC System and A/C Split unit is \$35,625.00. We are requesting a contingency of \$1,000.00 for unforeseen circumstances.

### **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 an agreement with Trane US Inc., for the HVAC system replacement and A/C split unit at the 9-1-1 Center's backup location at the Road Dept.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE US INC. FOR THE HVAC SYSTEM AND SPLIT UNIT FOR THE 9-1-1 CENTER'S BACKUP LOCATION AT THE ROAD DEPARTMENT**

WHEREAS, the HVAC system in the lower level of the 9-1-1 Center's backup location is in need of replacement; and

WHEREAS, the system to maintain temperature for the 9-1-1 Center's backup location's server room is in need of replacement; and

WHEREAS, Trane US Inc., is on the US Communities Co-operative contract (USC 15-JLP-023), therefore three quotes are not required which is consistent with the County's Purchasing Policy; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Trane US Inc., who submitted a proposal of \$28,175.00 for the lower level HVAC system replacement and \$7,450.00 for the server room A/C split unit at the 911 Center backup location; and

WHEREAS, the Facilities Department is requesting a contingency of \$1,000.00 for unforeseen circumstances; and

WHEREAS, funds for this project are available through the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane US Inc., 3350 Pine Tree Road, Lansing, Michigan 48911 for the replacement of the HVAC system and A/C split unit at the 9-1-1 backup center located at the Road Dept. for an amount not to exceed \$36,625.00 which includes a \$1,000.00 contingency.

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

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