

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 ax (517) 676-7264*

THE LAW & COURTS COMMITTEE WILL MEET THURSDAY, MAY 28, 2020 AT 6:00 P.M.  
THE MEETING WILL BE HELD VIRTUALLY. <https://ingham.zoom.us/j/92696559811>

Agenda

Call to Order  
Approval of the [May 14, 2020 Minutes](#)  
Additions to the Agenda  
Limited Public Comment

1. Circuit Court – Juvenile Division – Resolution Honoring [Tammy Williams](#)
2. Facilities Department – Resolution to Authorize an Agreement with [Tower Pinkster](#) for the Architectural and Engineering Design Services at the Ingham County Probate Court Office
3. Public Defenders Office – Resolution to Authorize Board Chairperson to Sign Necessary Documents Related to [Uptrust](#) Services Agreement

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  
May 14, 2020  
Draft Minutes

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

Members Absent: Polsdofer.

Others Present: Teri Morton, Teri Thornberry, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Slaughter at 6:00 p.m. virtually via Zoom in accordance with the Governor's Executive Order 2020-75 regarding the Open Meetings Act.

Approval of the April 30, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE APRIL 30, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Circuit Court – Resolution to Amend Contract for Graphic Sciences, Inc. for the Continued Storage and Retrieval of Circuit Court Files
2. Sheriff's Office – Resolution to Honor the Service of Canine Smoke and Deputy Narlock and to Approve the Sale of Smoke to Deputy Narlock
3. Facilities Department
  - a. Resolution Authorizing an Agreement with Guardian Alarm Company for the Building Alarm System at the 9-1-1 Center's Backup Location
  - b. Resolution Authorizing an Agreement with Vidcom Solutions for the Access Control System at the 9-1-1 Center's Backup Location
4. 9-1-1 Dispatch Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Port Telephone Lines/Numbers from AT&T to the Ingham County Cisco Telephone System

5. Controller's Office – Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer

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

Announcements

Commissioner Schafer stated that a position on the Tri-County Regional Planning Commission had yet to be filled. He further stated that he would be interested in the position, and asked that the idea be brought up at the next Democratic Caucus meeting of the Board of Commissioners.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:03 p.m.

**MAY 28, 2020 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

2. *Facilities Department – Resolution to Authorize an Agreement with Tower Pinkster for the Architectural and Engineering Design Services at the Ingham County Probate Court Office*

This resolution will authorize entering into an agreement with Tower Pinkster for the architectural and engineering design services at the Ingham County Probate Court office for an amount not to exceed \$14,000. The Probate Court office front counter area is in need of health and safety improvements. Tower Pinkster is on the State of Michigan MiDeal contract, so three quotes were not required per the County's Purchasing Policies and Procedures. Funds are available for this project within the Public Improvements Fund.

3. *Public Defenders Office – Resolution to Authorize Board Chairperson to Sign Necessary Documents Related to Uptrust Services Agreement*

This resolution will authorize the Board Chairperson to sign a no cost Service Agreement with Uptrust for a free trial of its product through March 31, 2021. Uptrust provides a service to various aspects of the criminal justice system by allowing real time texting of messages for clients. The primary purpose is reminders of upcoming court related activity; primarily court hearings but also appointments for pretrial service contact, meetings with probation to prepare for sentencing, etc. If the service is to continue past that date, additional authorization would be sought from the Board of Commissioners. The annual cost of the program would be approximately \$10,000.

See memo for details.

**HONORARY RESOLUTION:**

1. *Circuit Court – Juvenile Division – Resolution Honoring Tammy Williams*

**Agenda Item 1**

TO: Law and Courts Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: May 20, 2020

RE: **RESOLUTION HONORING TAMMY WILLIAMS**

This memo accompanies the Resolution submitted by the Circuit Court Juvenile Division, honoring Ms. Tammy Williams, a long term employee of Ingham County. Ms. Williams is retiring effective May 29, 2020. Her years of service are greatly appreciated.

**Agenda Item 1**

Introduced by the Law and Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING TAMMY WILLIAMS**

WHEREAS, Tammy Williams began her employment with Ingham County in 1987 at the Juvenile Home now known as the Ingham County Youth Center; and

WHEREAS, in 1993 she was promoted to Juvenile Court Officer at the Ingham County Probate Court now known as the Ingham County Circuit Court, Juvenile Division; and

WHEREAS, in 2007 she was promoted to Intake Referee; and

WHEREAS, Tammy was named Child Care Worker of the Year in 1990; and, nominated for the Mary S. Coleman Award in 2007; and

WHEREAS, on behalf of the Circuit Court Juvenile Division, Tammy has conducted numerous hearings on youth petitioned before the Court on delinquency and neglect cases; and

WHEREAS, Tammy exemplifies the best in public service through her dedication and commitment to her job responsibilities and duties through her desire to address the needs of juveniles and their families; and

WHEREAS, Tammy not only brought to the Court her dedication and commitment to serve the public but also a strong work ethic with a tremendous source of experience and knowledge in all matters relating to juvenile cases; and

WHEREAS, Tammy's kind heart and constant willingness to organize potlucks, baby showers or retirement celebrations, and always offering her time and creative ideas for decorating each of these special events, will be greatly missed; and

WHEREAS, Tammy will now have endless free time to enjoy her family, her pride and joy; and

WHEREAS, Tammy Williams has given the Ingham County Circuit Court, Juvenile Division and the residents of Ingham County over 32 years of quality service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Tammy Williams for her many years of dedicated service to the County of Ingham and for the contributions she has made to the Circuit Court, Family Division.

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

## Agenda Item 2

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** May 19, 2020

**RE:** Resolution to Authorize a Contract with Tower Pinkster for Architectural and Engineering Design Services at the Ingham County Probate Court Office

For the meeting agendas of: May 28, June 2 & 3

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### **BACKGROUND**

At the request of the Probate Court Administrator, the Probate Court office front counter area is in need of health and safety improvements. Tower Pinkster submitted a proposal not to exceed \$14,000.00 for the Architectural and Engineering design services. Tower Pinkster is on the state of Michigan MiDeals contract so three quotes were not required per the County's Purchasing Policies and Procedures.

### **ALTERNATIVES**

The alternative would be to put out a formal RFP delaying the health and safety improvements for the Probate Court office staff.

### **FINANCIAL IMPACT**

We request the funds to come from the Public Improvement Fund balance.

### **OTHER CONSIDERATIONS**

Other considerations are to go through the 2021 budget process.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract with Tower Pinkster for architectural and engineering design services at the Ingham County Probate Court Office.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TOWER PINKSTER FOR THE ARCHITECTURAL AND ENGINEERING DESIGN SERVICES AT THE INGHAM COUNTY PROBATE COURT OFFICE**

WHEREAS, the Probate Court office front counter area is in need of health and safety improvements; and

WHEREAS, Tower Pinkster is on the State of Michigan MiDeals contract, so three quotes were not required; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Tower Pinkster who submitted the proposal of \$14,000.00 for the architectural and engineering design services at the Ingham County Probate Court office; and

WHEREAS, funds for this project are available within the Public Improvement Fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Tower Pinkster., 242 East Kalamazoo Ave., Kalamazoo, Michigan 49007 for the architectural and engineering design services at the Ingham County Probate Court office for an amount not to exceed \$14,000.00.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the 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.



## Agenda Item 3

TO: Law and Courts Committees

FROM: Russel Church, Chief Public Defender

Date: May 15, 2021

For meeting agenda May 28, 2020

### **BACKGROUND**

The Office of the Public Defender has been contacted by a company called Uptrust. The company provides a service to various aspects of the criminal justice system by allowing real time texting of messages for clients. The primary purpose is reminders of upcoming court related activity; primarily court hearings but also appointments for pretrial service contact, meetings with probation to prepare for sentencing, etc. Many of the indigent defense delivery systems in Michigan use a program called defenderData to manage case analytics. Uptrust has worked with defenderData to allow a certain level of integration with that system. Uptrust has decided to help the courts during these uncertain times while promoting their capabilities. They have offered to provide the service to public defender programs on a trial basis. We can obtain the product on a trial offer until March 31, 2021 at no cost. The company does require a service agreement which must be signed but can be cancelled without penalty at any time prior to 3/31/2021. At least two programs in Michigan have accepted the Uptrust offer and will be offering it to their clients soon.

### **FINANCIAL IMPACT**

None until April 1, 2021 and that would require additional board action as the annual cost of the program is slightly over \$10,000. The Judicial Information System program (the case management for district courts in Ingham County managed by the Supreme Court Administrative Office, has a text reminder service the courts can opt in to. All three District Courts have it and it is free for the client. Uptrust, however, allows additional communications that can be sent to the client at the same time notes are created within the Office of the Public Defender case management system, so it adds efficiencies. Missing court dates adds to the cost of a criminal prosecution due to the staff time spent processing bench warrants as well as potentially additional jail days served by the client.

### **STRATEGIC PLANNING IMPACT**

This resolution supports providing quality legal representation by helping to ensure all clients handle their cases effectively. Preventing clients from serving time in custody when it is preventable is a benefit to everyone.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATIONS**

It is recommended that the resolution be approved to allow a lengthy free trial of the program to determine whether it will assist the Office of the Public Defender

Introduced by the Law and Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING BOARD CHAIRPERSON TO SIGN NECESSARY DOCUMENTS  
RELATED TO UPTRUST SERVICES AGREEMENT**

WHEREAS, the Office of the Public Defender is looking for a more efficient way to communicate with their clients and reduce the number of clients who fail to appear for court appearances; and

WHEREAS, the Office of the Public Defender has been contacted by a company called Uptrust; and

WHEREAS, this company has developed a system of instant text messaging of court date reminders to clients; and

WHEREAS, this notification has the potential to reduce missed court dates; and

WHEREAS, the resulting failure to appear costs the county monies in additional jail bed days and staff processing of cases; and

WHEREAS, the Ingham County Office of the Public Defender uses a case management system called defenderData, and

WHEREAS, as Uptrust is marketing to indigent defense systems as one of their target demographics, they have designed their system to be compatible with defenderData; and

WHEREAS, Uptrust will enhance defenderData and the service that the Office of the Public Defender provides to the residents of the County of Ingham by a more efficient means of communication; and

WHEREAS, Uptrust provides instant two-way communication with the clients of the Office of the Public Defender via text messaging through the existing database defenderData; and

WHEREAS, it is expected this will be especially true for younger clients as experience has shown they use text messaging as a preferred means of communication; and

WHEREAS; Uptrust provides analytical data allowing the Office of the Public Defender to make better decisions on who needs more help to show up to court; and

WHEREAS, Uptrust is offering their services to the Office of the Public Defender without charge until March 31, 2021; and

WHEREAS, this free trial offer requires a signed service agreement which can be cancelled without penalty at any time before that date and Uptrust has provided pricing for continuation of the service after that date.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes the Board Chairperson to sign the necessary Service Agreement with Uptrust after review by the County Attorney.