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LAW & COURTS COMMITTEE  
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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, OCTOBER 29, 2020 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/86564009273>.

Agenda

Call to Order

Approval of the [October 15, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Community Mental Health – Resolution to Authorize a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for a [Peer Recovery Coach](#)
2. Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2020 Local [JAG Grant](#)
3. 9-1-1 Dispatch Center
  - a. Resolution to Authorize Purchase of [ProQA Medical](#) Backup Software Licenses and Support from Priority Dispatch for the Ingham County 9-1-1 Backup Center
  - b. Resolution to Authorize Engagement of ["The Cardinal Group"](#)
  - c. Resolution to Authorize Purchase of Services from [Central Square Technologies](#) for the Re-Hosting of Our Computer Aided Dispatch (CAD) System
  - d. Resolution to Authorize a Software Support Agreement with [Central Square Technologies](#) for the Computer Aided Dispatch (CAD) System
  - e. Resolution to Authorize Renewal of Quality Performance Review (QPR) with [Priority Dispatch](#) for the Ingham County 9-1-1 Center
4. Animal Control – Resolution to Approve the Creation of a Part-Time Animal [Behaviorist/Enrichment Coordinator](#) Position for Ingham County Animal Control and Shelter

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  
October 15, 2020  
Draft Minutes

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

Members Absent: None.

Others Present: Undersheriff Andrew Bouck, Teri Morton, Russel Church, Debbie Edokpolo, Jessica Yorko, Renold Jeanlewis, KC Brown, Scott Lib, DeVone Boggan, and Michael Tanis.

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

Approval of the October 1, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE OCTOBER 1, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Teri Morton, Deputy Controller, stated that she had emailed supplemental information to the Law & Courts Committee in regards to two funding requests included as discussion items.

Limited Public Comment

John Edmond, Delhi Charter Township resident, stated that he was the father of Amaia Edmond, who had been killed in the City of Lansing on July 23, 2010. He further stated that since then, he had collaborated with the Lansing Police Department, and other organizations, in regards to violent crimes within in the City of Lansing.

Mr. Edmond stated that he had been speaking on behalf of families who had experienced violent crimes. He further stated that as a community activist, he continued to speak out against violence in the City of Lansing.

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

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

3. Circuit Court – Family Division
  - a. Resolution to Accept the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court
  - b. Resolution to Authorize a Three-Year Contract with Various Residential Placements
  - c. Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center
  - d. Resolution to Authorize the Purchase of a New Secure Transport Vehicle for the Juvenile Division
  
4. Prosecuting Attorney
  - a. Resolution to Authorize the Ingham County Prosecutor’s Office to Obtain Additional LEAP Subscriptions and Fund Initial Added Cost to Ingham County Innovation and Technology Department
  - b. Resolution to Authorize 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
  
5. Public Defenders Office
  - a. Resolution to Approve an Agreement with the City of East Lansing for its Local Share Contribution under the County’s Michigan Indigent Defense Commission (MIDC) 2020-2021 Compliance Plan
  - b. Resolution to Approve an Agreement with the City of Lansing for its Local Share Contribution under the County’s Michigan Indigent Defense Commission (MIDC) 2020-2021 Compliance Plan
  
6. Animal Control – Resolution to Approve the Purchase of Software/Hardware for Ingham County Animal Control and Shelter
  
7. Law & Courts Committee
  - a. Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming for 2021 as Authorized by the Justice Millage
  - c. Resolution Designating October as “Youth Justice Action Month” in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

1. Advance Peace – Presentation by DeVone Boggan, Founder and Chief Executive Officer Jessica Yorke, Ingham County Health Department, and DeVone Boggan, Advance Peace Founder and CEO, presented to the Law & Courts Committee.

Commissioner Crenshaw asked if the program only worked with individuals once released or if it involved proactive work.

Mr. Boggan stated that the program worked with those actively at the center of firearm activities who lived in those communities where they had offended or allegedly committed a firearm crime. He further stated that firearm offenders rarely went to jail.

Commissioner Crenshaw asked approximately how many individuals could Advance Peace serve or work with for this funding amount.

Mr. Boggan stated that the Lansing Police Department believed there were not more than 15 to 25 individuals who drove much of the violence.

**Commissioner Crenshaw asked staff to ask the Ingham County Sheriff's Office (ICSO) for the number of violent gun individuals released from jail in the last year-and-a-half to find the communities where those individuals returned to help evaluate this program.**

Commissioner Schafer stated that the ICSO sent a concerning email about crime and violence in the County, and many had involved stabbings and knifings. He asked if the program was involved in that type of violence.

Mr. Boggan stated yes. He further stated that this was an individualized strategy, and so if the City of Lansing wanted to include folks that were actively involved in stabbings as a conflict resolution, the program could include that population into the mix of fellows.

Commissioner Celentino asked how, in reference to the evidence-based practices, Advance Peace recruited mentors.

Mr. Boggan stated that Advance Peace hired people from the community to facilitate the work. He further stated that another aspect of recruitment involved elders from the communities, especially males who had common lived experiences in terms of their socio-economic background, to create an intergenerational mentoring opportunity.

Commissioner Celentino asked if Advance Peace reached out to young females.

Mr. Boggan stated that if the evidence indicated that young females were involved in gun violence, Advance Peace would work with them. He further stated that it was a data-driven strategy.

Chairperson Slaughter thanked Mr. Boggan for his presentation to the Law & Courts Committee.

7. Law & Courts Committee
  - b. New Requests for Justice Millage Funding (*Discussion*)

KC Brown, Correctional Assessment Treatment Service Supervisor, stated that the Ingham County Health Department (ICHHD) had received a grant for their Medication-Assisted Treatment (MAT) program for a Recovery Coach position, but the grant only went until August 31, 2020. She further stated that due to COVID-19, they had only made a recent hire to fill the position.

Ms. Brown stated that she was before the Law & Courts Committee to ask the Commissioners to consider additional funding of the position through the Justice Millage to provide recovery services for individuals in the MAT program in the Ingham County Jail, but also as they transitioned into the community. She further stated that they also wanted to expand the services for substance abuse reentry.

Commissioner Crenshaw stated that, if had read the memo from the Controller's Office correctly, the County had a current balance of \$265,583 in the Justice Millage programming account.

Ms. Morton stated that he was correct.

Commissioner Crenshaw asked, if the Commissioners took this request of \$29,118 and then added an additional year, what the balance of the account would be.

Ms. Morton stated that the balance would be \$39,998. She further stated that she had expected the Commissioners to consider the full year request in 2022, so there would be a balance of 2020 to add into that amount.

Commissioner Crenshaw asked if any of the other requests operated at a higher cost, or if they had remained the same

Discussion.

Ms. Morton stated that the Community Corrections request had increased \$50,000 because of the electronic monitoring from the Justice Millage instead of the General Fund. She further stated that she had talked to Chairperson Slaughter that the County had sold their bonds at a favorable rate, and so she hoped the Law & Courts Committee would have a discussion about whether to allocate funds for additional program funding or to lower the millage.

Commissioner Crenshaw asked if the Controller's Office had a recommendation at this time.

Ms. Morton stated there was no recommendation at this time, as they had looked for feedback from the Law & Courts Committee.

Commissioner Crenshaw asked Ms. Brown how many people this program had served.

Ms. Brown stated that the substance abuse program alone had averaged 450 people per year. She further stated that the fulfillment of the request would allow an additional 45 to 50 people at any given time to work with as they reentered the community.

Discussion.

Commissioner Schafer stated that he had seen building projects where costs and contingencies had increased, and the project was never correctly finished. He further stated that a prime example was the 9-1-1 Center, and it was at a great cost.

Commissioner Schafer stated that he supported Community Mental Health (CMH), but there was an obligation to build a quality facility one time. He further stated that he was always hesitant to think that the County had extra funds because the bonds came in so well.

Commissioner Schafer stated that he had read the attorney's opinion a number of times and it had talked about incarcerated people. He further stated that based on the presentation, if one received another opinion, he thought some of the Justice Millage could be used.

Chairperson Slaughter stated that there would be a more robust conversation on the fund situation with the Justice Complex in November.

Commissioner Celentino asked if there was a resolution for the recovery,

Ms. Morton stated that the Controller's Office would bring a resolution back if directed.

Commissioner Celentino stated that it was encouraging that with an investment of an additional Recovery Coach, the program would allow an additional 45 to 50 people to be served.

Discussion.

Commissioner Sebolt stated that he would like to see the CMH request fulfilled. He further stated that the request seemed like a smart use of the Justice Millage.

**Chairperson Slaughter asked the Controller's Office to draft a resolution to fund the request for an additional Recovery Coach position.**

Chairperson Slaughter stated that since the legal team had said that Advance Peace would not be eligible for Justice Millage funds, he wanted to see if there were any other avenues to at least fund portions of the program.

Ms. Yorke stated that there had been engagement with the Lansing City Council in terms of equity and diversity on this topic. She further stated that Council Member Patricia Spitzley had been the point of contact for Advance Peace at the City of Lansing.

Ms. Yorke stated that Advance Peace was in phase one, which involved surveying the community. She further stated that phase two involved training individuals in the community, and identifying a nonprofit host, and creating an evaluation team.

Ms. Yorke stated that the Mayor Andy Schor, City of Lansing Mayor, had made a commitment to fund some or all portions of phase two. She further stated that a few days before, Council Member Spitzley had spoken with Debbie Edokpolo, Deputy Health Officer, to update them.

Commissioner Crenshaw stated that he had asked for data first because if individuals went back to primarily the City of Lansing, the Justice Millage was supposed to support the entire County. He further stated that there would have to be proportional funding from those municipalities because he did not think taxpayers would be happy with funds spent in one area.

Commissioner Crenshaw asked for an estimation of the overall costs.

Ms. Yorke stated that Mr. Boggan estimated \$200,000 to \$250,000 a year for full implementation.

Commissioner Crenshaw asked if Mr. Boggan had talked with other police departments, including Meridian Township, the City of East Lansing, Stockbridge Township, or the City of Mason.

Mr. Yorke stated no.

Commissioner Crenshaw stated that he would like to hear what other Police Chiefs had to say and if this program could address the issues in their communities.

Ms. Edokpolo stated that the data might indicate that the majority of gun violence centered in the City of Lansing. She asked if other places did not have gun violence, if that would be an issue.

Commissioner Crenshaw stated it would not be an issue, but rather it would provide a complete picture of what the situation was in the County.

Chairperson Slaughter stated that there was flexibility in the design of the program.

Commissioner Polsdofer asked if Ms. Yorke could provide data from other studies of where the program leveled out, so that the County could predict and sustain that.

Ms. Yorke stated yes.

Commissioner Celentino asked if COVID-19 had a negative impact on the program.

Ms. Yorke stated that shootings nationwide had increased three-fold, including in the County. She further stated that it attributed to a lack of baseline community engagements that would normally be a deterrent.

Commissioner Sebolt stated that even if it was a large investment in the City of Lansing, it was the population center in the County. He further stated that from a regional perspective, the region was the City of Lansing when it came to marketing purposes.

Commissioner Sebolt stated that if the Board of Commissioners could do something to reduce crime and violence in the City of Lansing, the region benefited from a safer, healthier community.

Ms. Yorke stated that the impact of economic investment was tangible. She further stated that it was difficult to stimulate economic development in a neighborhood that had constant shootings.

Commissioner Crenshaw stated that he did not say that if it was the City of Lansing it was bad, but the Board of Commissioners had to look at the entire County and other municipalities. He further stated that if there were issues, for example, in Stockbridge Township or the City of Mason, the Board of Commissioners also needed to address those issues.

Commissioner Celentino asked if Mayor Schor had committed to the City of Lansing's portion of the full amount.

Ms. Yorke stated that Council Member Spitzley had shared that Mayor Schor had committed to funding the full amount of \$55,800 for phase two. She further stated that she did not know what that commitment entailed.

Discussion.

Undersheriff Andrew Bouck, Ingham County Undersheriff, stated that if there were a less violent environment, as Commissioner Sebolt had said, it would create a better region.

**Chairperson Slaughter asked staff to ask the Ingham County Sheriff's Office (ICSO) for the number of violent gun individuals released from jail in the last year-and-a-half to find the communities where those individuals returned to help evaluate this program.**

Commissioner Polsdofer stated that he was interested in funding the program, but would like to see the leveled-off costs. He further stated that it would be great if the Board of Commissioners could dedicate funding, but the Commissioners first needed more data to commit.

Commissioner Schafer stated that he appreciated that the meeting of the Law & Courts Committee had been in-person tonight. He further stated that he supported finding ways to fund the program.

Commissioner Trubac stated that he supported finding ways to fund the program.

Announcements

Commissioner Crenshaw stated that he wanted to thank the Commissioners for their flexibility this week. He further stated that the Board of Commissioners was waiting for Senate Bill 1108 (2020) to be signed into law by Governor Gretchen Whitmer, and he had communicated with the County Attorneys in regards to next week's meetings.

Commissioner Crenshaw stated that while the Board of Commissioners had a plan, he asked the Commissioners to be flexible. He further stated that the meeting of the Board of Commissioners on Tuesday, October 27, 2020 should most likely be virtual.

Chairperson Slaughter stated that he wanted to thank staff for their work to make the meeting of the Law & Courts Committee happen. He further stated that the County was not out of the woods in terms of COVID-19, and virtual meetings were the best option to keep people safe.

#### Public Comment

Mr. Edmond stated that he pleaded with the Law & Courts Committee to consider the number of people who had lost their lives due to gun violence. He further stated that the range was limitless, but individuals no longer had a voice, including his daughter.

Mr. Edmond stated that he had heard a bunch of numbers, but there was not an amount of money more valuable than human life. He further stated that he appreciated the Commissioners for all of their work to consider these issues.

#### Adjournment

The meeting was adjourned at 7:16 p.m.

**OCTOBER 29, 2020 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

1. *Community Mental Health – Resolution to Authorize a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for a Peer Recovery Coach*

This resolution will authorize a contract not to exceed \$39,998 with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for a Peer Recovery Coach and associated costs for the period of September 1, 2021 through December 31, 2021. This position is currently funded by the Bureau of Justice Building Bridges Grant. The grant expires in August 2021, and this funding will continue the position for the balance of the calendar year. Funding is recommended to come from unspent 2019 Justice Millage programming funds, which has a current balance of \$265,583. This request was a discussion item at the October 15 Law and Courts Committee meeting, and staff was directed to draft a resolution authorizing the funding.

See memo for details.

2. *Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2020 Local JAG Grant*

This resolution will authorize entering into the Interlocal agreement between Ingham County and the City of Lansing to accept the \$106,246 allocated portion of the 2020 Local JAG grant for the time period of October 2020 through September 2023. The Lansing Police Department will allocate \$10,729 from this grant to the Ingham County Sheriff's Office to purchase digital media analytical software for investigative purposes, which will enhance the Sheriff's Office's ability to investigate major crimes involving digital evidence.

See memo for details.

- 3a. *9-1-1 Dispatch Center – Resolution to Authorize Purchase of ProQA Medical Backup Software Licenses and Support from Priority Dispatch for the Ingham County 9-1-1 Backup Center*

This resolution will authorize the purchase of ProQA Medical backup software licenses and support from Priority Dispatch for an amount not to exceed \$3,410. The 9-1-1 Center uses the Priority Dispatch Emergency Medical Dispatch (EMD) program for processing all medical calls. Four backup software licenses for ProQA Medical are needed for use at the backup 9-1-1 Center. Otherwise, backup EMD cards would need to be used when the backup center is activated, which is more difficult for staff and slows down the processing of medical calls. This is the least expensive option for getting the ProQA software installed at the backup 9-1-1 Center. This cost includes the purchase of these licenses and service and support on the licenses through 3/31/22. After that date, support for these licenses will be included in the overall support with Priority Dispatch that is due to be renewed 4/1/22. Funding for this purchase is available within the 9-1-1 fund balance.

3b. 9-1-1 Dispatch Center – Resolution to Authorize Engagement of “The Cardinal Group”

This resolution will authorize funding of up to \$84,600 to complete a comprehensive analysis, interviews, review documents and implement a new training program to assist in sustaining new employees in the communications training system. The agreement will be with the Cardinal Group for an eighteen month period beginning on the date of agreement execution. It currently takes twelve months before a new hire is deemed qualified to operate as a full member of the dispatch staff. This project will work to shorten the length of time for a new employee to be fully trained, make the training program more consistent, and retain new employees and support them in the completion of the training program

See memo for details.

3c. 9-1-1 Dispatch Center – Resolution to Authorize Purchase of Services from Central Square Technologies for the Re-Hosting of our Computer Aided Dispatch (CAD) System

This resolution will approve the purchase of consulting and technical services for the re-hosting of CAD servers from Central Square Technologies at a cost not to exceed \$8,100.00. The 9-1-1 Center has Test, Training and Live environments within the Ingham County 9-1-1 CAD system and has begun the process of a significant upgrade to all of these environments. IT would like to use this upgrade as an opportunity to move all CAD servers and environments to the Ingham domain and eliminate the separate domain in which the CAD currently operates. Central Square Technologies will assist the 9-1-1 Center and IT with this move. Funding for this project is available within the 9-1-1 fund balance.

3d. 9-1-1 Dispatch Center – Resolution to Authorize a Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch (CAD) System

This resolution will approve the 2020/2021 Software Support Renewal Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch (CAD) System from April 14, 2020 through April 13, 2021, at a cost of \$134,367.30. The CAD system is a critical system at the 9-1-1 Center that connects units in the field with call information and mapping in their vehicles.

The increased cost over last year’s support (\$8,424.24) reflects servers and systems added by 9-1-1 last year that are now under the support agreement, along with the addition of support for the CAD Application Programming Interface, which was previously billed separately.

See memo for details.

3e. 9-1-1 Dispatch Center – Resolution to Authorize Renewal of Quality Performance Review (QPR) with Priority Dispatch for the Ingham County 9-1-1 Center

This resolution will authorize a renewal of a contract with Priority Dispatch for Quality Performance Review services not to exceed \$23,400 for the time period October 11, 2020 through October 9, 2021. The 9-1-1 Center uses the Priority Dispatch Emergency Medical Dispatch (EMD) program for processing all medical calls. The Center uses the ProQA EMD software with EMD cards as a backup. One of the program requirements is that a percentage of calls where ProQA EMD is used be evaluated in a quality assurance program. Evaluators review 25 medical calls per week during the year of service. Funds for this contract are available within the 9-1-1 budget.

See memo for details.

4. *Animal Control – Resolution to Approve the Creation of a Part-Time Animal Behaviorist/Enrichment Coordinator Position for Ingham County Animal Control and Shelter*

This resolution will approve the creation of a part-time Animal Behaviorist/Enrichment Coordinator for the Ingham County Animal Control & Shelter (ICACS), CCLP/AC grade 2 position (Salary Range \$18,445.00-\$24,153.00). Salary and fringes for the first year are projected at \$40,605. The Animal Shelter Fund has agreed to fund up to \$35,000 for the first year of the position, and funding for the remainder of the cost is recommended from the Animal Shelter millage. ICACS has applied for a grant to cover the costs for the second and third year of the position.

In April of 2020 the ICACS adopted the Fear Free Sheltering Standards, which include exercise, enrichment, training and behavioral assessments that have proven to be a benefit to the shelter by lowering euthanasia rates and increasing adoption rates. A dedicated volunteer has been performing these additional duties up until now, but ICACS desires to make the position a paid part of the team.

See memo for details.

## Agenda Item 1

**TO:** Board of Commissioners Law & Courts, Human Services and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** October 20, 2020  
**SUBJECT:** Resolution to Authorize a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for a Peer Recovery Coach

For the meeting agendas of October 29 and November 9

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### **BACKGROUND**

While collecting current service requests for Justice Millage programming, a new request was received from Community Mental Health to continue a Peer Recovery Coach position previously funded by the Bureau of Justice Building Bridges Grant. The grant expires in August 2021, so the request represents four months of costs. A detailed description of the position is attached.

This request was discussed at the October 15 Law and Courts Committee, and staff was directed to draft a resolution to authorize funding.

### **ALTERNATIVES**

If this replacement funding is not approved, the Peer Recovery Coach will be eliminated on September 30, 2021.

### **FINANCIAL IMPACT**

Funding for the Peer Recovery Coach and associated costs from September 2021 through December 2021 will cost \$39,998. At the last round of committee meetings, the resolution to continue current Justice Millage programming allocated the entire 2021 Justice Millage programming budget of \$1,043,456, as well as an additional \$36,955 from unspent 2019 programming funds. A balance of \$265,583 remains, part of which can be used for this request.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing user friendly, accessible facilities and quality infrastructure, specifically section E 1. (b) of the Action Plan – Develop strategies to finance with new revenue a modern new Ingham County Jail this is more humane, efficient and cost effective with appropriate security levels, programming and staffing.

### **OTHER CONSIDERATIONS**

CMH is expected to request a full year for funding this position (around \$120,000) as part of the 2022 round of Justice Millage programming.

### **RECOMMENDATION**

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

**Request for Additional Funding Post Bureau of Justice Building Bridges Grant  
Ending (August 31, 2021)**

The Ingham County Health Department wrote for and received funding from the Bureau of Justice Building Bridges endeavor to add one full time Peer Recovery Coach in the Ingham County Jail. The Building Bridges Workgroup felt this was the best use of the extra funding. The funding was subcontracted to CMHA-CEI/CATS program. This funding is available March 1, 2020 – August 31, 2021.

The Recovery Coach will work with inmates involved in the Medication Assisted Management program (managed by ICHD) and inmates identified as high risk by the CATS therapists. Currently CATS has one Full time Recovery Coach. That employee's caseload is consistently at 45 plus individuals. Because of this CATS is only able to work with the high priority population upon release from jail. The addition of the BJA Recovery Coach (RC) will allow CATS to focus on providing intensive community support for MAT as well as other clients who would benefit from RC services.

Per the Substance Abuse and Mental Health Services Administration (SAMHSA), a Recovery Coach focused on Medication Assisted Treatment focuses on:

1. Holistic wellness. A PRSS program within an OTP promotes holistic wellness and offers recovery and life skills support.
2. Guidance. PRSS provide venues to advocacy, role modeling, and peer coaching, and provides direction and assistance in practical problem solving.
3. Stigma reduction. PRSS programs serve to reduce the stigma of medication-assisted treatment and recovery. Through education and advocacy, peer leaders raise awareness and understanding of addiction, treatment and recovery, not only individuals enrolled in an OTP but also for the client's family and the community. Engagement and empowerment. MAR PRSS providers demonstrate the authenticity of lived experience, and often have greater credibility with individuals in treatment and recovery. This can result in greater engagement and empowerment, as individuals relate through shared experiences and become confident in making good and informed decisions for themselves.
4. Hope. Being in contact with a successful peer role model is helpful to individuals enrolled in an OTP in seeing that they, too, are capable of achieving recovery. Peer providers are role models and provide living examples and hope that recovery can and does happen within a MAT environment.
5. Buy-in. More targeted research is needed in order to move PRSS from practice-based evidence to evidence-based practice. The ability to measure positive individual and program outcomes will result in increased buy-in from treatment professionals, policymakers, funders, and other stakeholders.
6. Workforce Expansion. PRSS providers can improve the client to staff ratio and allow clinicians to provide greater attention to MAT patients. Peer providers can also offer services outside of clinical settings, in various recovery community locations. Over time, individuals accessing MAR PRSS.

**This position is currently funded by the BJA grant. Upon the contract's end (August, 2021), CMHA-CEI is requesting the position be continued with the Justice Complex Millage.**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH COMMUNITY MENTAL HEALTH  
AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES FOR A  
PEER RECOVERY COACH**

WHEREAS, the Ingham County Health Department (ICHHD) received funding from the Bureau of Justice Building Bridges endeavor to add one full time Peer Recovery Coach in the Ingham County Jail, which was subcontracted to Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI)/Community Mental Health Correctional Assessment and Treatment Services (CATS) program, for the time period of March 1, 2020 through August 31, 2021; and

WHEREAS, the Peer Recovery Coach works with inmates involved in the Medication Assisted Treatment (MAT) program (managed by ICHD) and inmates identified as high risk by the CATS therapists to provide intensive community support for MAT and other clients; and

WHEREAS, CMHA-CEI/CATS is requesting \$39,998 to fund the Peer Recovery Coach and associated costs for the time period of September 1, 2021 through December 31, 2021; and

WHEREAS, funds are available for this purpose within the balance of previous years' Justice Millage programming allocations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$39,998 with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for a Peer Recovery Coach and associated costs for the period of September 1, 2021 through December 31, 2021.

BE IT FURTHER RESOLVED, that funds for this contract 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 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 2

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Greg Harris  
**DATE:** October 20, 2020  
**SUBJECT:** 2020 Local JAG Grant  
For the meeting of Law & Courts October 29 2020 / Finance November 9 2020

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### **BACKGROUND**

The Sheriff's Office has been allocated \$10,729.00 from a \$106,246.00 JAG Grant award, leaving the Lansing Police Department \$95,517.00 as their allocated portion. To meet JAG Grant requirements both entities must enter into an interlocal agreement prior to receiving said funds.

### **ALTERNATIVES**

There are no known viable alternatives.

### **FINANCIAL IMPACT**

The awarded funds will be used to assist in the purchase of digital media analytical software for investigative purposes. This will greatly reduce the financial burden to the Sheriff's Office and therefore, the County as a whole.

### **STRATEGIC PLANNING IMPACT**

The purchasing of this software will greatly enhance the Sheriff's Office ability to investigate major crimes involving digital evidence. This will help in solving some crimes much quicker and maintaining a safe community.

### **OTHER CONSIDERATIONS**

The criminal world, like the real world, is ever evolving with the help of electronic devices. Law Enforcement must evolve with it in order to continue to be effective in locating, investigating and assisting with the prosecution of cases that contain digital evidence. The purchase of this software will do just that.

### **RECOMMENDATION**

Based on the information contained herein, I respectfully recommend approval of the attached resolution to support the Interlocal Agreement for the acceptance of the 2020 JAG Grant Award.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING  
FOR THE 2020 LOCAL JAG GRANT**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$106,246.00 from the 2020 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$10,729.00; and

WHEREAS, part of the application process to receive this funding from the 2020 Local JAG grant, the Ingham County Sheriff's Office must enter into an Interlocal agreement with the City of Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on the purchase of digital media analytical software for investigative purposes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Interlocal agreement between Ingham County, and the City of Lansing to accept the \$106,246.00 allocated portion of the 2020 Local JAG grant for the time period of October 2020 through September 2023.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$10,729.00 to the Ingham County Sheriff's Office for the purchase of digital media analytical software for investigative purposes.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2020-2023 Sheriff's Office budgets consistent with this resolution.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract documents that are 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, Director 9-1-1  
**DATE:** October 20, 2020  
**SUBJECT:** Purchase of ProQA Medical backup software licenses from Priority Dispatch  
*For meeting agendas of Law & Courts Oct. 29, 2020 and Finance Nov. 9, 2020*

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**BACKGROUND**

The 9-1-1 Dispatch Center uses the Priority Dispatch Emergency Medical Dispatch (EMD) program for processing all medical calls received at the 9-1-1 Center. ProQA EMD software is used for this purpose and backed up with EMD cards. The 9-1-1 Dispatch Center needs to purchase four (4) backup software licenses for ProQA Medical for use at the backup 9-1-1 Center. Four (4) backup licenses is the least expensive option for getting the ProQA software installed at the backup 9-1-1 Center. This quote and purchase includes the purchase of these licenses and service and support on the licenses through 3/31/22. The 9-1-1 Dispatch Center will then include support for these licenses in its overall support with Priority Dispatch that is due to be renewed 4/1/22.

**ALTERNATIVES**

Use only the backup EMD cards at backup which is more difficult for staff and slows down processing of 9-1-1 medical calls. These additional licenses allow staff to process medical calls the same way whether at the 9-1-1 Center or at the backup 9-1-1 Center.

**FINANCIAL IMPACT**

The quoted cost of the backup licenses and support as described above is \$3,410.00.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of ProQA Medical backup software licenses and support from Priority Dispatch.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF PROQA MEDICAL BACKUP SOFTWARE  
LICENSES AND SUPPORT FROM PRIORITY DISPATCH FOR THE INGHAM COUNTY  
9-1-1 BACKUP 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 Priority Dispatch's Emergency Medical Dispatch ProQA Program, under Resolution #14-081, and ProQA continues to be used for all medical calls received; and

WHEREAS, the Ingham County 9-1-1 Center has since stood up its backup 9-1-1 Center and needs Priority Dispatch ProQA Medical software on computer workstations at the backup 9-1-1 Center; and

WHEREAS, a quote for purchase of four (4) ProQA Medical backup software licenses and service and support for those licenses through March 31, 2022 has been provided by Priority Dispatch at a cost of \$3,410.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of ProQA Medical backup software licenses and support for an amount not to exceed \$3,410.00 with Priority Dispatch, as outlined by the Proposal/Sales quotation, #Q-50768.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$3,410.00 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 support agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 3b

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Terri Thornberry, 9-1-1 Director

DATE: October 13, 2020

SUBJECT: Resolution to Engage “The Cardinal Group” to Remodel the On-The-Job Training and Certified Training Officer, CTO, Program

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### **BACKGROUND**

The current timeframe to train all applicants for the position of dispatcher currently takes twelve months before they are deemed qualified to operate as a full member of the dispatch staff. Both the CTO trainers and trainees have expressed continual frustration relative to a lack of consistency amongst “CTO” trainers and the program itself. Coupled with the inability to retain new employees and support their completion of the CTO program and ascension to full membership on the dispatch team, increases the burden on the full-time staff to deliver dispatching services to the community.

Although Ingham County 9-1-1 continues to deliver timely and quality dispatch services to the community, if left unaddressed the aforementioned concerns related to the CTO program will seriously compromise the organization's ability to staff at an optimal level.

Because Ingham County currently has the Cardinal Group listed as a preferred vendor and Ingham County 9-1-1 has worked with them in recent months we are very confident in their ability and availability to remodel our on-the-job training or “CTO” program.

### **ALTERNATIVES**

Since Ingham County 9-1-1 worked with the Cardinal Group to lead focus groups this year they are very familiar with the intricacies, staffing, and current concerns they can step in immediately upon approval to start work with the team. This will save Ingham County 9-1-1 months of research, development documentation on the current environment, approval, etc. Also, the Cardinal Group is located in Washtenaw County making this a very doable solution, also saving time and money.

### **FINANCIAL IMPACT**

This 18-month project from beginning to end is a total of \$84,600.00 which includes a review of current processes, interviews with current CTO's, trainees, and job task analysis or the Initial Engagement/Research/Planning Phase. The second phase is Development and Implementation and the third phase is Systems Enhancement and Sustainability.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to contract with the Cardinal Group to enhance and improve our training program and ultimately which will provide better training for our CTO's and trainers which will improve the ability to staff at an optimal level. Please see attached the entire proposal attached.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ENGAGEMENT OF “THE CARDINAL GROUP”**

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 Central Dispatch leadership has determined that a complete analysis and remodeling of the on-the-job training program and the Certified Training Officer Program needs to be conducted; and

WHEREAS, Ingham County Central Dispatch is requesting funding to complete a comprehensive analysis, interviews, review documents and implement a new program to assist in sustaining new employees in the communications training system; and

WHEREAS, the all-inclusive cost for services of this engagement is \$84,600.00 which will take a full eighteen (18) months from start to completion; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an expenditure not to exceed \$84,600.00 from the 911 Emergency Telephone Dispatch Services 9-1-1 fund balance.

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

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

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Terri Thornberry, Director 9-1-1  
**DATE:** October 20, 2020  
**SUBJECT:** Purchase of services to re-host servers from Central Square Technologies. **(Revised)**  
*For meeting agendas of Law & Courts Oct. 29, 2020 and Finance Nov. 9, 2020*

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**BACKGROUND**

The Computer-Aided Dispatch (CAD) system is a critical system at the very center of our operations and connects our units in the field with call information and mapping in their vehicles. 9-1-1 Dispatch has begun the process of a significant upgrade to the Test, Training and Live CAD environments. The CAD currently sits in a separate domain from other Ingham County computers and systems. Ingham County IT would like to use this upgrade process for CAD as an opportunity to also move CAD to the Ingham domain and get rid of the separate domain. The best solution to accomplish this is to build new servers for CAD and re-host the Test, Training and Live CAD to the new servers. To accomplish this 9-1-1 and IT need assistance from Central Square to accomplish this work efficiently and error free.

**ALTERNATIVES**

Continue maintaining the TIC domain and leave CAD there. Both 9-1-1 and IT agree that the best path forward is to get this work accomplished and get rid of the TIC domain.

**FINANCIAL IMPACT**

Central Square Technologies has quoted the cost at \$8,100.00 for their consultation and technical services to re-host CAD to the new servers once IT has them ready. The funds for this purchase would come from the 9-1-1 fund balance account.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the purchase of necessary consultation and services from Central Square Technologies to re-host the CAD servers and related systems to the Ingham domain.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF SERVICES FROM  
CENTRAL SQUARE TECHNOLOGIES FOR THE RE-HOSTING OF OUR  
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, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center has Test, Training and Live environments within the Ingham County 9-1-1 CAD system and has begun the process of a significant upgrade to all CAD environments; and

WHEREAS, Ingham County IT would like to use this upgrade as an opportunity to move all CAD servers and environments to the Ingham domain and get rid of the separate domain the CAD operates in today; and

WHEREAS, the 9-1-1 Director and Ingham County CIO recommend removing the separate domain as a part of the upgrade.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve the purchase of consulting and technical services for the re-hosting of CAD servers from Central Square Technologies at a cost not to exceed \$8,100.00.

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.

## Agenda Item 3d

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

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

**DATE:** October 13, 2020

**SUBJECT:** Renewal of Software Support Agreement with Central Square Technologies.  
*For meeting agendas of Law & Courts October 29, 2020 and Finance November 9, 2020*

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### **BACKGROUND**

The Computer-Aided Dispatch (CAD) system is a critical system at the very center of 9-1-1 Dispatch Center operations and connects our units in the field with call information and mapping in their vehicles. This year's cost for support of the system with Central Square Technologies is higher than previous years because a test server environment for CAD and Mobile and new routing servers for test, training and live CAD environments were added last year. The terms of this agreement are 4/14/20-4/13/21. 9-1-1 Dispatch has been working with Central Square on corrections to the covered systems and services since receiving the original invoice for this year and believe the current invoice is now accurate.

### **ALTERNATIVES**

The level of 24-hour system support we receive from Central Square cannot be found with another vendor and could not be reasonably duplicated in staffing and training here.

### **FINANCIAL IMPACT**

This year's support is increased by \$8,424.24 over last years, to an annual cost of \$134,367.30. This increased cost reflects servers and systems added last year that are now under our support agreement, the addition of support for CAD API (previously billed separately), and an approximately 5% increase in price.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our CAD software support with Central Square Technologies.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A SOFTWARE SUPPORT AGREEMENT WITH  
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, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center needs to continue to contract with Central Square for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the Central Square CAD system, and renewal of the support agreement, which has been budgeted for in the center's 2020 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020/21 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2020 through April 13, 2021, at a cost of \$134,367.30.

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, Director 9-1-1  
**DATE:** October 20, 2020  
**SUBJECT:** Renewal of Quality Performance Review for EMD with Priority Dispatch  
*For meeting agendas of Law & Courts Oct. 29, 2020 and Finance Nov. 9, 2020*

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**BACKGROUND**

The 9-1-1 Dispatch Center use the Priority Dispatch Emergency Medical Dispatch (EMD) program for processing all medical calls received at the 9-1-1 Center. The Dispatch Centers uses the ProQA EMD software and back that up with EMD cards. One of the program requirements is that a percentage of calls where ProQA EMD is used be evaluated in a quality assurance program. This resolution seeks approval to renew the Quality Performance Review (QPR) program we use with Priority Dispatch. The terms of this renewal are from 10/11/20 to 10/9/21 and involve their evaluators reviewing 25 medical calls per week during the year of service.

**ALTERNATIVES**

The only real alternative would be to create a full-time position within the 9-1-1 Center to research and review these medical calls. It would be a significantly higher cost to create a new position.

**FINANCIAL IMPACT**

No increase in cost from the previous year. This year's QPR cost and quote are the same prices as last year - \$23,400.00.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our Quality Performance Review with Priority Dispatch.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE RENEWAL OF QUALITY PERFORMANCE REVIEW (QPR)  
WITH PRIORITY DISPATCH 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 Priority Dispatch's Emergency Medical Dispatch ProQA Program, under resolution #14-81, and ProQA continues to be used for all medical calls received; and

WHEREAS, the program standards for the Priority Dispatch, ProQA EMD program require a percentage of all medical calls be reviewed for quality assurance and Ingham County 9-1-1 meets these standards by using the Priority Dispatch Quality Performance Review services; and

WHEREAS, a quote for renewal of Quality Performance Review services from Priority Dispatch has been provided by Priority Dispatch for a one (1) year term, October 11, 2020 through October 9, 2021, at a cost of \$23,400.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a renewal of contract not to exceed \$23,400.00 with Priority Dispatch for Quality Performance Review services, as outlined by the Proposal/Sales quotation, #Q-53007.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$23,400.00 from 9-1-1 Fund balance for the total cost of this Maintenance Contract.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a Quality Performance Review services agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 4

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** October 19, 2020  
**SUBJECT:** Creation of Animal Behaviorist/Enrichment Coordinator Position  
For the meeting agenda of October 29, 2020

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### **BACKGROUND**

Ingham County Animal Control and Shelter (ICACS) has gone through many significant changes over the last 5 years. New leadership, new shelter, and enhanced animal care. ICACS has made the commitment to enrich the lives of the animals in our care to better their experience at the shelter, improve adoptability, and reduce euthanasia rates. In 2015, ICACS had a live release rate of only 52.7%. In 2019, that number had dramatically improved to 83.2%. Part of our life saving programs has included using the Fear Free Sheltering methods, and increasing our behavioral support program. With the help of dedicated volunteers, we have been doing enrichment activities every day with shelter dogs and cats, both adoptable and strays, and going beyond the basic care. In the past 5 months while focusing on the enrichment programs, our average length of stay for adoption dogs has changed from 26.7 days to 20.95 days compared to this same time last year (not including court hold animals). Our life saving rate has also changed from the 83.2% in 2019 to 87.7% year to date. A harder to quantify number, but equally important factor, is the quality of the animals stay while at the shelter. We are astounded by the changes in our animals, and their behavior benefits have been limitless.

### **ALTERNATIVES**

If this position is not created, then ICACS will continue to rely on the volunteers who currently perform these tasks.

### **FINANCIAL IMPACT**

The Ingham County Animal Shelter Fund has agreed to fund the purchase of the first year's position in the amount not to exceed \$35,000.00. ICACS staff have applied for a grant in the amount of \$85,000.00 to cover years two and three.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the creation of an Animal Behaviorist/Enrichment Coordinator for the Ingham County Animal Control & Shelter.

**INGHAM COUNTY  
JOB DESCRIPTION**

**ANIMAL CONTROL BEHAVIORIST/ENRICHMENT COORDINATOR**

**General Summary:**

The Animal Control Behaviorist/Enrichment Coordinator is under general supervision of the Deputy Director. The Behaviorist/Enrichment Coordinator is responsible for monitoring the mental and emotional health of all animals in the care and custody of Ingham County Animal Control & Shelter (ICACS) to identify signs of fear, anxiety and stress (FAS) and to work with the animals and Animal Care staff to reduce these behaviors through positive reinforcement, enrichment activities, exercise and training of Animal Care staff.

**Essential Functions:**

1. Perform behavior evaluations on dogs to determine adoptability
2. Monitor animals and train Animal Care staff and volunteers to identify signs of FAS
3. Work with Foster Coordinator to find placement for animals who are showing signs of FAS, have special needs, or who are not doing well in the shelter environment.
4. Work with the Rescue Coordinator to find appropriate placement for animals that have special needs, are in need of rehabilitation, or who are not doing well in the shelter environment
5. Develop and oversee a daily enrichment program for all shelter animals to be conducted by Animal Care staff.
6. Develop and oversee behavioral plans for animals showing signs of FAS to be implemented by Animal Care staff.
7. Follow up with adopters and fosterers having behavioral issues with adopted animals or fostered animals.
8. Update animal information in the shelter software to include behavioral issues and play group notes which will assist adoption and foster coordinators in placing animals in appropriate homes
9. Select dogs for various shelter programs such as, New Leash on Life, WLNS TV 6 pet of the week, mobile adoption events, etc.
10. Train Animal Care staff and volunteers to recognize basic body language, signs of aggression and fear in animals and to perform and safe animal handling techniques
11. Train Shelter and volunteers in basic dog training skills to ensure consistency
12. Offer shelter sponsored dog training classes for ICACS adopters
13. Assist ICACS management in implementing a fear free shelter program

### **Other Functions:**

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

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

### **Employment Qualifications:**

**Education:** A minimum of a High school diploma or equivalent is required. The following certifications are required: certified behavior consultant, certified professional dog trainer, and Fear Free shelter certified.

**Experience:** Minimum three years working as a certified animal behavior consultant, and/or certified professional dog trainer. Must have experience working in a shelter environment. Basic computer experience required.

### **Other Requirements:**

- Must possess and maintain a valid driver's license and acceptable driving record.

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

### **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, and trucks.
3. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is exposed to communicable diseases, blood, other body fluids, etc.
6. This position is required to travel for meetings and appointments.
7. This position works closely with domestic and wild animals with unpredictable temperaments.
8. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

### **Physical Requirements:**

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

- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***CCLP, Animal Control  
May 2020***

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE CREATION OF A PART-TIME  
ANIMAL BEHAVIORIST/ENRICHMENT COORDINATOR POSITION FOR  
INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, in April of 2020 the Ingham County Animal Control and Shelter (ICACS) adopted the Fear Free Sheltering Standards which includes exercise, enrichment, training and behavioral assessments that have proven to be a benefit to the shelter by lowering euthanasia rates and increasing adoption rates; and

WHEREAS, ICACS has been fortunate to have a dedicated volunteer performing these additional duties, but desires to make the position a paid part of the team; and

WHEREAS, the position will be a part of the CCLP/AC, grade 2 (pay range will be \$18,445.00-\$24,153.00); and

WHEREAS, total (wage and fringe) first year cost of the position is projected at \$40,605, with a long-term cost of \$49,379; and

WHEREAS, Human Resources and the CCLP are both in agreement with adding this position; and

WHEREAS, the Ingham County Animal Shelter Fund has agreed to partially fund the first year of this position in the amount of no more than \$35,000.00 with additional costs being covered by the Ingham County Animal Shelter Millage; and

WHEREAS, ICACS has applied for a grant to cover the cost of year two and three of this position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the addition of a part-time Animal Behaviorist/Enrichment Coordinator for the Ingham County Animal Control & Shelter.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a donation from the Ingham County Animal Shelter Fund of up to \$35,000 toward the first-year cost of this position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.