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LAW & COURTS COMMITTEE
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VICTOR CELENTINO
BRYAN CRENSHAW
IRENE CAHILL
ROBERT PEÑA
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 28, 2021 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/81848426836>.

Agenda

Call to Order

Approval of the [October 14, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Diversity, Equity and Inclusion at the Ingham County Sheriff's Office (*Presentation*)
 - b. Resolution to Authorize a Contract Extension with Tigg's Canteen to Continue [Commissary Services](#)
 - c. Resolution to Authorize a Contract Extension with Tigg's Canteen to Continue [Food and Laundry Services](#)

2. Circuit Court – Juvenile Division
 - a. Resolution to Authorize an Agreement with [Imagesoft, LLC](#)
 - b. Resolution to Authorize a Contract with [Peckham Inc.](#) for the Peckham Career Academy+ Program
 - c. Resolution to Approve the Court-Appointed Special Advocate Donated Funds [In-Home Care](#) Program
 - d. Resolution to Accept the Michigan Drug Court Grant Program for the Ingham County [Family Recovery Court](#)

3. 55th District Court
 - a. Resolution to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan [Mental Health Court Grant](#) Program, Continue a Probation Officer Position, and Authorize Subcontracts
 - b. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office -Michigan [Drug Court Grant](#) Program and Authorize Subcontracts

4. Prosecuting Attorney's Office – Resolution to Accept a [Grant Amendment](#) with the Michigan State Police and Authorize a Subcontract with the Jackson County Prosecutor's Office and the Blackman Leoni Township Department of Public Safety

5. Public Defenders Office
 - a. Resolution to Authorize an Agreement with the [City of East Lansing](#) for Its Local Share Contribution under the County's Michigan Indigent Defense Commission 2021-2022 Compliance Plan
 - b. Resolution to Authorize an Agreement with the [City of Lansing](#) for Its Local Share Contribution under the County's Michigan Indigent Defense Commission 2021-2022 Compliance Plan

6. Health Department/Sheriff's Office
 - a. [Jail Medical Update](#) (*Discussion*)
 - b. Resolution to Authorize Additional Funding for [Recruiting](#) Expenses Associated with Jail Medical Positions
 - c. Resolution to Authorize Market Salary Exception Increases for [Jail Nurse](#) and Jail Nurse/LPN Positions

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.

LAW & COURTS COMMITTEE

October 14, 2021

Draft Minutes

Members Present: Polsdofer, Celentino, Crenshaw, Peña, Schafer and Trubac.

Members Absent: Cahill.

Others Present: Teri Morton, Mary Konieczny, and others.

The meeting was called to order by Chairperson Polsdofer at 5:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the September 30, 2021 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. PEÑA, TO APPROVE THE MINUTES OF THE SEPTEMBER 30, 2021 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Cahill.

Additions to the Agenda

None.

Limited Public Comment

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

1. Sheriff's Office – Resolution to Authorize a Contract Extension with Body Connection Yoga for Trauma Centered Yoga at the Ingham County Jail
2. Community Corrections – Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Users to Maintain Services through December 31, 2021 and to Provide Notice to Judicial Services Group, Ltd. that Additional Funds are Available
3. 9-1-1 Dispatch Center
 - a. Resolution to Support House Bill 5026
 - b. Resolution to Authorize Renewal of Services with National Testing Network for 2022
 - c. Resolution Honoring Jim Clickner as the Recipient of the Michigan A.P.C.O. 2021 Supervisor of the Year Award
4. Law & Courts Committee – Resolution to Authorize Positions, Contracts, and Other Expenses to Increase Treatment Programming for 2022 as Authorized by the Justice Millage

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Cahill.

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

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 5:01 p.m.

**OCTOBER 28, 2021 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

- 1b. Sheriff's Office – Resolution to Authorize Contract Extension with Tigg's Canteen to Continue Food and Laundry Services*
- 1c. Sheriff's Office – Resolution to Authorize Contract Extension with Tigg's Canteen to Continue Commissary Services*

These resolutions will approve contract extensions with Tigg's Canteen Services for Commissary and Food and Laundry Services for the time period of November 30, 2021 through November 29, 2022. Tigg's Canteen and Ingham County entered into three year agreements for Commissary and Kitchen and Laundry Services which expired November 30, 2020. The agreements contained two one year options for service extensions. Resolution #21-057 approved the first service extension, and these resolution would approve a second extension. As part of the first year extension, Amendment I addressed temporary emergency per meal costs related to the unintended impacts of the COVID-19 pandemic on the inmate population. This will continue for the second extension of the agreement.

See memo for details.

- 2a. Circuit Court – Juvenile Division – Resolution to Authorize an Agreement with Imagesoft, LLC*

This resolution will authorize entering into a contract with ImageSoft for purposes of creating comprehensive document imaging and workflow, for a total amount not to exceed \$404,499.21 for the time period of January 1 through December 31, 2022. After the initial cost, annual maintenance will cost around \$40,000. Initial costs of the project will be mitigated by savings in space utilization, costs of paper files and printing, and efficiency. Funding for this project is included in the 2022 Budget as Recommended by the Finance Committee.

See memo for details.

- 2b. Circuit Court – Juvenile Division – Resolution to Authorize a Contract with Peckham Inc. for the Peckham Career Academy+ Program*

This resolution will authorize entering into a contract with Peckham Inc. to operate the Peckham Career Academy+ program, approved in the 2022 Budget at an amount not to exceed \$150,000 for the time period of October 1, 2021 through September 30, 2022. In anticipation of Raise the Age, which changes the age of juvenile jurisdiction from 17 to 18, a Request for Proposals (RFP) was pursued by the Juvenile Division for case management services for older youth/young adults with a specific emphasis on vocational training.

Peckham, Inc. was the only agency to submit a response to the RFP. The scope of Peckham's work will include facilitating a career/vocational assessment using a standardized tool, vocational and career training, education planning leading to increased employability, job placement, and independent living skills. Upon completion of 4 to 9 months of case management services provided by Peckham, clients will develop or enhance their education and job skills.

See memo for details.

2c. Circuit Court – Juvenile Division – Resolution to Approve the Court-Appointed Special Advocate Donated Funds In-Home Care Program

This resolution will authorize a contract with the Court-Appointed Special Advocate (CASA) program for purposes of providing independent and objective information regarding children involved in neglect and abuse cases, at rate not to exceed \$38,426.50 quarterly, for a total amount not to exceed \$153,706 for the contract duration of October 1, 2021 through September 30, 2022. It will also authorize the acceptance of donated funds in the amount of \$76,853 from the CASA program for the purposes of leveraging funds from the Michigan Department of Health and Human Services Child Care Fund.

The CASA program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases. The County is able to leverage the Michigan Child Care Fund for eligible expenses, and the CASA program is recognized as an eligible expense. The CASA program is able to donate funds to the County pursuant to MCL 400.117c(7)(b) in order to leverage the Michigan Child Care Funds. This contract and donation are included in the 2022 Budget as Recommended by the Finance Committee.

See memo for details.

2d. Circuit Court – Juvenile Division – Resolution to Accept the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court

This resolution will authorize accepting a grant award from the Michigan Drug Court Grant Program for the Ingham County Circuit Court’s Family Recovery Court (FRC) in the amount of \$121,000. The grant includes continued employment of a three-quarter time FRC Coordinator and a special part-time FRC Program Assistant position for the period of October 1, 2021 through September 30, 2022.

This resolution will also approve the following subcontracts:

- Mid-Michigan Recovery Services (MMRS) in an amount not to exceed \$5,000 to provide substance use disorder assessments, cognitive behavioral therapy and groups, individual sessions, peer recovery coach encounters, and clinical staff at team meetings
- House Arrest Services (HAS) in an amount not to exceed \$7,000 to provide substance use monitoring
- Judicial Services Group (JSG) in an amount not to exceed \$1,517 to provide substance use monitoring

See memo for details.

3a. 55th District Court – Resolution to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program, Continue a Probation Officer Position, and Authorize Subcontracts

This resolution will authorize a grant award in the amount \$380,864 from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO). The grant funding supports one full-time probation officer assigned to the program, which is included in the 2022 budget.

The resolution will also authorize up to \$108,675 in Ingham County In-Kind funding and acknowledge \$31,413 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$521,042.

Subcontracts would also be authorized as follows:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,318
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$309,297

See memo for details.

3b. 55th District Court – Resolution to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program and Authorize Subcontracts

This resolution will authorize the acceptance of \$127,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO). The grant funding supports one full-time probation officer assigned to the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. Both positions are included in the 2022 budget.

The resolution will also authorize \$168,165 in Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$295,165. This resolution also recognizes a \$9,600 allocation of Ingham County In-Kind funding to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

The resolution will also authorize subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$18,146
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,513

See memo for details.

4. Prosecuting Attorney’s Office – Resolution to Accept a Grant Amendment with the Michigan State Police and Authorize a Subcontract with the Jackson County Prosecutor’s Office and the Blackman-Leoni Township Department of Public Safety

This resolution will authorize the Ingham County Prosecutor’s Office (ICPO) to enter into an amended contract in the amount of \$386,975 effective through September 30, 2022, with Michigan State Police (MSP) and a subcontract with Jackson County Prosecutor’s Office and Blackman-Leoni Township Department of Public Safety. The ICPO has received a grant extension from MSP for the 2015 Sexual Assault Kit Initiative Grant. This grant and the proposed amendment provides funds to assist local prosecutors with investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). The current grant funds one assistant prosecutor and one dedicated Ingham County Sheriff’s Office Detective to investigate these unresolved cases. Also continued are funds to subcontracts for an investigator position in Jackson County to work cooperatively with our current SAKI investigator. This year’s grant extension continues the subcontracts and Jackson investigator. MSP will continue to provide reimbursement funding for the Ingham County SAKI investigator and has agreed to provide reimbursement funding for the Jackson County SAKI investigator.

See memo for details.

- 5a. *Public Defenders Office – Resolution To Authorize an Agreement with the City of East Lansing for Its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2021-2022 Compliance Plan*
- 5b. *Public Defenders Office – Resolution to Authorize an Agreement with the City of Lansing for Its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2021-2022 Compliance Plan*

These resolutions will authorize agreements whereby the Cities of East Lansing and Lansing will pay their 2021-2022 local shares of the Michigan Indigent Defense Commission (MIDC) grant to Ingham County.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2021 through September 30, 2022, and the budget was approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.22. The local share will be split among Ingham County (\$874,787.22), the City of Lansing (\$21,771), and the City of East Lansing (\$16,287). The local share payments are increased 1.2% over the initial local share calculation, as required by the Michigan Indigent Defense Act.

See memo for details.

- 6b. *Health Department/Sheriff’s Office – Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions*

This resolution will authorize an appropriation of up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses. Recruiting Ingham County Jail Medical Staff has been continuously difficult and employers nation-wide are competing to hire from a limited pool of available and qualified medical staff. The Sheriff’s Office, the Health Department, and the Human Resources Department are working to develop a recruitment plan for these specialized positions. This appropriation will make funding available for that purpose.

See memo for details.

- 6c. *Health Department/Sheriff’s Office – Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions*

This resolution will authorizes the following recommended pay scale adjustments to achieve target market salaries for these two position classifications, effective the first full pay period following approval of this resolution:

Position (Title)	Current Classification/ Grade	Salary Max (Step 5)	Current Classification/ Grade/Pay Rate	Salary Max (step 5)	Difference
Jail Nurse (5 positions)	ICEA PRO8	\$70,997	ICEA PRO8 + 8%	\$76,677	\$5,650
Jail Nurse/LPN (1 position)	UAW/G	\$47,848	UAW/I	\$53,591	\$5,743

This resolution will increase the rate of pay of the five Jail Nurse positions by 8%. This will be in addition to the reclassification of the positions approved by Resolution #20-128, which resulted in a wage increase of 11.7% at that time. This resolution will also change the classification of the Jail Nurse/LPN position from a UAW/G to a UAW/I, resulting in a wage increase of 12.0%. The long-term cost of these increases (wages and fringes) will be \$47,245.

See memo for details.

PRESENTATION/DISCUSSION ITEM:

- 1a. *Sheriff's Office – Diversity, Equity and Inclusion at the Ingham County Sheriff's Office*
- 6a. *Health Department/Sheriff's Office – Jail Medical Update*

TO: Board of Commissioners Finance & Law & Courts Committees
FROM: Captain Robert Earle, Jail Administrator
DATE: October 6, 2021
SUBJECT: Tigg's Canteen, Food & Laundry and Commissary Services Agreement Extension

BACKGROUND

Tiggs Canteen, hereafter "Canteen," and Ingham County on behalf of the Sheriff's Office, hereafter Sheriff's Office, entered three (3) year agreements for Commissary and Kitchen and Laundry Services which expired November 30, 2020. The agreements contained two (2) one (1) year options for service extension. The agreement was extended one (1) year with County Resolution #21-057 and is set to expire November 29, 2021. As part of the first-year extension, Amendment I addressed temporary emergency per meal costs related to the unintended impacts of the COVID-19 pandemic on the inmate population was added. This will continue for the second extension of the agreement. It is the mutual intent of Canteen and the Sheriff's Office to observe another one-year contract extension option of each contracted service, for the period of November 30, 2021 through November 29, 2022.

ALTERNATIVES

The alternative would be to endure the RFP process which is not desired in light of the operational demands of the current health crisis and Justice Complex design/build project management.

FINANCIAL IMPACT

Costs to the county will remain relatively status quo considering the Temporary Emergency Meal Price Increase, pandemic related increases, agreed to in April 2020. These costs are delineated as \$1.20/meal for ADP less than 384 and \$1/meal for ADP of 384 and greater. No change to special diet costs of \$1.25/meal.

The Commissary Service agreement language remains unchanged and to include commission rates.

OTHER CONSIDERATIONS

Canteen continues to have a good working relationship with the Sheriff's Custody Staff. Any identified problems are quickly identified and addressed in a timely manner and fashion. Staffing shortages industry wide continue to be a problem, but Canteen has onsite staff consistently, sometimes pulling from other Correctional Facilities to fill vacancies at our jail. Making a change in this vendor in these complex times would be difficult and not recommended.

RECOMMENDATION

Based on the information presented, and on behalf of Sheriff Scott Wriggelsworth, I respectfully recommend approval of the attached resolution to support a contract extension with Canteen for both Commissary and Food/Laundry Services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH TIGG'S CANTEEN
TO CONTINUE COMMISSARY SERVICES**

WHEREAS, Ingham County by way of the Sheriff's Office, agreed to a commissary services contract for inmates with Tigg's Canteen, hereafter Canteen, from November 30, 2017 to November 30, 2020 with two (2) one (1) year extension options; and

WHEREAS, Canteen and the Sheriff's Office extended the contract one (1) year with Resolution #21-058, with new expiring date of November 29, 2021; and

WHEREAS, Canteen and the Sheriff's Office have a mutual intent of exercising the second one (1) year extension option for continuation of these services; and

WHEREAS, all existing contract language would continue with no financial arrangement changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract extension with Tigg's Canteen Services for Commissary Services.

BE IT FURTHER RESOLVED, that the contract will be effective November 30, 2021 through November 29, 2022.

BE IT FURTHER RESOLVED, that the Controller/ Administrator is authorized to make the necessary budget adjustments in the Ingham County Sheriff's Office.

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.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH TIGG'S CANTEEN
TO CONTINUE FOOD AND LAUNDRY SERVICES**

WHEREAS, Ingham County by way of the Sheriff's Office, agreed to a food preparation and laundry services contract with Tigg's Canteen, hereafter Canteen, from November 30, 2017 to November 30, 2020 with two (2) one (1) year extension options; and

WHEREAS, Canteen and the Sheriff's Office extended the contract one (1) year with Resolution #21-057, with new expiring date of November 29, 2021; and

WHEREAS, Canteen and the Sheriff's Office have a mutual intent of exercising the second one (1) year extension option for continuation of these services; and

WHEREAS, all existing contract language would continue with the addition of pandemic related cost per inmate meal conditions that were agreed to via contract Amendment I, "Temporary Emergency Meal Price Increase," in April 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract extension with Tigg's Canteen Services for Food and Laundry Services.

BE IT FURTHER RESOLVED, that the contract will be effective November 30, 2021 through November 29, 2022.

BE IT FURTHER RESOLVED, that the Controller/ Administrator is authorized to make the necessary budget adjustments in the Ingham County Sheriff's Office.

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.

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: October 18, 2021
SUBJECT: Authorization to Enter into a Contract with ImageSoft
For the meeting agendas of Law and Courts Committee October 28 and Finance Committee
November 3, 2021

BACKGROUND

The attached resolution requests authorization for the Juvenile Division to enter into an agreement with ImageSoft, a County vendor, for purposes of creating comprehensive document imaging and workflow. The Juvenile Division is the last of the Circuit Court divisions to migrate to the imaging of documents. The efficiency of being able to image delinquency, truancy, and ticket documents, along with automating several workflow processes far outweighs the cost. Further, if the pandemic has taught us anything, it is that employees need the flexibility to work offsite.

The Juvenile Division currently houses sensitive court documents for each youth in paper files kept in individual employee's offices. During the pandemic, Juvenile Court Officers were required to report to the office weekly so information could be printed, updated, and reviewed in the physical files. Additionally, due to retention schedules mandated by the Michigan Supreme Court, files have to be kept onsite for at least two years beyond a child's 18 birthday. This results in the Juvenile Division occupying a large file room in order to maintain said files.

Should the Juvenile Division move toward the imaging of documents, not only would staff be able to access files from their computer but the Juvenile Division would be able to clear out and utilize a large conference room currently housing paper files.

The Juvenile Division has met with the county vendor, ImageSoft, in order to establish a project cost (see attachment). The estimated cost of the project is \$404,499.21, none of which is Child Care Fund reimbursable. The Juvenile Division has included this amount in their 2022 Capital Improvement Project budget. Additionally, the project was included in the Controller's recommended budget.

ALTERNATIVES

The County could postpone until next year but eventually an imaging project would need to be completed.

FINANCIAL IMPACT

Although the project seems expensive, after the initial cost, the project would only cost around \$40,000.00 annually to maintain. Initial costs of the project will be mitigated by savings in space utilization, costs of paper files and printing, and efficiency.

STRATEGIC PLANNING IMPACT

Enhancing access to public records

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into a contract with ImageSoft.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH IMAGESOFT, LLC

WHEREAS, the Juvenile Division is the last of the Circuit Court departments to image documents; and

WHEREAS, ImageSoft is the current County vendor for imaging and utilized by several County departments; and

WHEREAS, the Juvenile Division has included an imaging project in the 2022 Capital Improvement Budget; and

WHEREAS, imaging of documents would allow Juvenile Court staff and Judges the ability to simultaneously access documents remotely; and

WHEREAS, imaging of documents would significantly improve efficiency of work flow and reduce reliance on paper, printing, and the physical storage of files.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a contract with ImageSoft for purposes of creating comprehensive document imaging and workflow, for a total amount not to exceed \$404,499.21 effective January 1, 2022 through December 31, 2022.

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

Agenda Item 2b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Sara Deprez, Juvenile Programs Director
DATE: October 18, 2021
SUBJECT: Resolution to Authorize an Agreement with Peckham, Inc. for the Career Academy+ program

BACKGROUND

In anticipation of Raise the Age, which changes the age of juvenile jurisdiction from 17 to 18, the Juvenile Division created a multidisciplinary team tasked with examining programming for older delinquent youth. This team met several times and ultimately recommended pursuing a Request for Proposals (RFP) for case management services for older youth/young adults with a specific emphasis on vocational training.

Peckham, Inc. was the only agency to submit a response to the RFP. At a cost of \$150,000, the scope of Peckham's work will include facilitating a career/vocational assessment using a standardized tool, vocational and career training, education planning leading to increased employability, job placement and independent living skills. Upon completion of 4 to 9 months of case management services provided by Peckham, clients will develop or enhance their education, job skills, and be employable earning a living wage.

It is possible the Ingham County Sheriff's Office will add a rider with Peckham for an additional 10 spots for individuals ages 18 – 24 in the adult system. This will allow the Circuit and District Court, as well as the Ingham County Sheriff's Office, the ability to refer participants from ages 17 – 24 to a seamless vocational program for youth.

ALTERNATIVES

The alternative is to use existing resources within the Juvenile Division to provide services for the older youth entering the court system. However, this is not ideal as current programming does not adequately address youth who may come under jurisdiction well beyond their 17th birthday.

FINANCIAL IMPACT

The cost to the Juvenile Division to contract with Peckham for this program is \$150,000. This money was part of the 2022 budget process and was approved by the Court. These funds will come from the Juvenile Justice Millage, matched by the Child Care Fund.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The County enter into an agreement with Peckham, Inc. to provide case management services to older youth/young adults in the Career Academy+ program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PECKHAM INC. FOR THE
PECKHAM CAREER ACADEMY+ PROGRAM**

WHEREAS, Ingham County made a Request for Proposals in April of 2021, soliciting qualified and experienced providers of vocational training and career readiness/placement services for case management services for youth/young adults; and

WHEREAS, Peckham Inc. submitted a proposal in response to the County's request, detailing a program called Career Academy+; and

WHEREAS, the County has a longstanding relationship working collaboratively with Peckham, Inc. on various programs, two of which the County contracts with Peckham, Inc. as the sole referral source; and

WHEREAS, on October 1, 2021, Raise the Age went into effect, which means the Juvenile Court will have jurisdiction over criminal matters for youth until they reach 18 years of age; and

WHEREAS, given the anticipated 13% increase of juveniles expected under the Court's jurisdiction, new programming geared towards older youth is essential to adequately and appropriately address their unique needs; and

WHEREAS, the programming that Peckham will provide to youth and young adults, ages 17 to 24, will include facilitating a career/vocational assessment using a standardized tool, vocational and career training, education planning leading to increased employability, job placement, and independent living skills; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of \$150,000 in the 2022 Budget for the Peckham Career Academy+ Program which is also in the Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Peckham Inc. to operate the Peckham Career Academy+ program, approved in the 2022 Budget at an amount not to exceed \$150,000 for the time period of October 1, 2021 through September 30, 2022.

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

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: October 18, 2021
SUBJECT: CASA Donated Funds Program
For the meeting agendas of Law and Courts Committee October 28 and Finance Committee
November 3, 2021

BACKGROUND

The attached resolution requests permission for the County to enter into a contract with the Court-Appointed Special Advocate (CASA) program. Per statute, CASA is able to donate funds to Ingham County, have the money ear marked and transferred to the Juvenile Division, and receive double the donated funds through a process created in the Michigan Department of Health and Human Services (MDHHS) Child Care Fund (CCF). This does not cost Ingham County or the Juvenile Division, yet allows CASA to leverage MDHHS CCF dollars.

Through trained volunteers, the (CASA) program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases. CASA volunteers conduct an independent review, examine all relevant documents and potentially interview all persons having direct knowledge of the child's and/or family's situation to formulate an objective understanding of what is in the best interest of the child. Volunteers attend all hearings, Family Team Meetings (FTM) with MDHHS and meet with the youth in-person on a weekly basis.

CASA began a formal partnership with the Juvenile Division in 2017. At the time, only cases on Judge Lawless's docket were being referred through a Memorandum of Understanding. Starting in 2021, three of the four Judges with Juvenile Division cases began referring cases to the CASA program. Although staffed mostly by volunteers, CASA does have paid full-time staff to assist with oversight and training.

The Child Care Fund 2022 Handbook allows courts to include the CASA program as an In-Home Care Program for the purposes of Child Care Fund reimbursement. Additionally, pursuant to MCL 400.117c (7)(b), the county is able to request Child Care Fund reimbursement through a county donated funds program. The county donated funds program allows CASA to donate half of their operating expenses to the county. The county must then designate these funds for purposes of use for the CASA program and transfer General Fund dollars to the Juvenile Division's budget. The Juvenile Division will contract with CASA for double the amount donated to the county; half from the donated funds and half from the Child Care Fund. This allows CASA, the County and the Court to leverage Child Care Fund dollars to fund this valuable service.

CASA has submitted their operation budget for Fiscal Year 2022 and has agreed to donate \$76,853 to the county. CASA would donate \$19,213.25 per quarter and invoice the Juvenile Division quarterly for \$38,426.50. Pursuant to the statutory requirements, CASA has agreed to submit a list of all donors and complete an annual certification to be made available to MDHHS during a monitoring review. Lastly, the CASA program has been included and approved as part of the Juvenile Division's MDHHS CCF Annual Plan and Budget.

ALTERNATIVES

Not entering into an agreement with CASA would result in a loss of leveraged dollars from Child Care Fund

FINANCIAL IMPACT

Entering into an agreement with CASA will cost the County no additional funds. This agreement will generate \$76,853 in restricted funds.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into an agreement with CASA.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE COURT-APPOINTED SPECIAL ADVOCATE
DONATED FUNDS IN-HOME CARE PROGRAM**

WHEREAS, the Court-Appointed Special Advocate program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases; and

WHEREAS, the Court-Appointed Special Advocate program conducts an independent review, examines all relevant documents, and conducts interviews to formulate an objective understanding of what is in the best interest of the child; and

WHEREAS, although mostly staffed by volunteers, the Court-Appointed Special Advocate program has paid full-time staff and an annual operating budget of \$76,853; and

WHEREAS, the County is able to leverage the Michigan Department of Health and Human Services Child Care Fund for eligible expenses; and

WHEREAS, the Michigan Department of Health and Human Services recognizes the Court-Appointed Special Advocate program as a Michigan Department of Health and Human Services Child Care Fund eligible expense; and

WHEREAS, the Juvenile Division included the Court-Appointed Special Advocate Program in the Michigan Department of Health and Human Services Child Care Fund Annual Plan and Budget which was approved; and

WHEREAS, the Court-Appointed Special Advocates Program is able to donate funds to the County pursuant to MCL 400.117c(7)(b) in order to leverage the Michigan Department of Health and Human Services Child Care Fund; and

WHEREAS, the Juvenile Division wishes to enter into an agreement with the Court-Appointed Special Advocate program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with the Court-Appointed Special Advocate program for purposes of providing independent and objective information regarding children involved in neglect and abuse cases, at rate not to exceed \$38,426.50 quarterly, for a total amount not to exceed \$153,706 for the duration of the contract effective October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to accept donated funds in the amount of \$76,853 from the Court-Appointed Special Advocate program for the purposes of leveraging funds from the Michigan Department of Health and Human Services Child Care Fund.

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

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
Mary Ferranti, Family Services Director
DATE: 10/11/2021
SUBJECT: Resolution for Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court.

For the meeting agendas of October 28 and November 3, 2021

BACKGROUND

The Circuit Court Juvenile Division has successfully applied for grant funds from the State Court Administrator's Office and the Michigan Drug Court Grant Program. These funds are used to provide enhanced services to participants who are petitioned to the Ingham County Circuit Court for child abuse and neglect with their primary barrier being substance use. This grant provides the funding for a ¾ time Family Recovery Court Program Coordinator as well as a special part time Family Recovery Court Program Assistant. Securing this grant will allow for the continuation of employment for these two positions as well as enhanced treatment, substance use testing, and other incentive programs which will allow for a better outcome for the participants and their families.

ALTERNATIVES

This programming allows for at least a 50% higher rate of success for this high risk population and their families.

FINANCIAL IMPACT

The Juvenile Division does not have a budget for these positions or enhanced services which provide substance use disorder treatment. The grant funds awarded in the amount of \$121,000 provide for the continuation of two positions as well as enhanced treatment services.

STRATEGIC PLANNING IMPACT

Acceptance and continuation of grant funds enhances the strategic plan by supporting public safety. Family Recovery Court provides increased supervision of the families involved. This can also lead to quicker permanency in child neglect cases.

OTHER CONSIDERATIONS

None

RECOMMENDATION

That the resolution be authorized.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE MICHIGAN DRUG COURT GRANT PROGRAM FOR THE
INGHAM COUNTY FAMILY RECOVERY COURT**

WHEREAS, on September 28, 2021, the Michigan Supreme Court, State Court Administrator's Office awarded the 30th Judicial Circuit Court-Family Recovery Court \$121,000 through the Michigan Drug Court Grant Program (MDCGP) for Fiscal Year 2022 (October 2021 through September 2022); and

WHEREAS, the Family Recovery Court handles cases involving parents of children petitioned to the Court for abuse and neglect and the parent's primary barrier is substance use; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, assessments and treatment, emotional regulation, substance use testing, cognitive behavioral therapy, relapse prevention intervention, substance use disorder services, peer recovery coaches, and education and employment assistance; and

WHEREAS, the grant award includes maintaining funding of a ¾ time Family Recovery Court Coordinator (FRC) to complete screenings and intake of new participants, implement program processes, data entry, and coordinate services; and

WHEREAS, the Family Recovery Court Coordinator position has been determined by the Ingham County's Human Resource Department to be a ¾ time position with benefits and is a member of the Office and Professional Employees International Union (OPEIU) and funded for the duration of the grant ending September 30, 2022; and

WHEREAS, the grant award includes maintaining funding for a Special Part-Time Program Assistant to provide supervision, random substance use testing, and assisting in delivering incentives and certificates; and

WHEREAS, the Family Recovery Court Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part-Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant ending September 30, 2021; and

WHEREAS, there are several service providers who work in collaboration with the Family Recovery Court team to provide for the families who have been effected by substance use disorders.

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Recovery Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program for the Ingham County Circuit Court's Family Recovery Court for the sum of \$121,000 which includes continued employment of a ¾ FRC Coordinator that would be part of the OPEIU, with benefits, and continued employment of grant funded Special Part-Time FRC Program Assistant position, at a UAW B pay grade, without benefits, for the period of October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that a grant subcontract with Mid-Michigan Recovery Services (MMRS) is authorized to provide substance use disorder assessments, cognitive behavioral therapy and groups, individual sessions, peer recovery coach encounters, and clinical staff at team meetings; total costs are not to exceed \$5,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services (HAS), is authorized to provide substance use monitoring; total costs are not to exceed \$7,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that Judicial Services Group (JSG), is authorized to provide substance use monitoring; total costs are not to exceed \$1,517 for the duration of this grant period.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2021 and 2022 Circuit Court Family Division budget.

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

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: 10/15/21
SUBJECT: Mental Health Court Resolution for Fiscal Year 2022

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept \$380,864 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. This position has already been approved in the 2021 Ingham County budget.

The resolution also authorizes up to \$108,765 Ingham County In-Kind funding and acknowledges \$31,413 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$521,042.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

Lastly, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,318
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$309,297 (\$233,340 grant funding, \$44,544 Ingham County In-Kind Funding, and \$31,413 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding)

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM, CONTINUE A PROBATION OFFICER POSITION, AND AUTHORIZE SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety, and more efficient public sector spending; and

WHEREAS, the 55th District Court has received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP) in the amount of \$380,864 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-MMHCGP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed \$521,042 to include SCAO-MMHCGP grant funds in the amount of \$380,864, Ingham County In-Kind matching funds not to exceed \$108,765 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed \$31,413 for the time period of October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, that grant funded Mental Health Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,318
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$309,297 (\$233,340 grant funding, \$44,544 Ingham County In-Kind Funding, and \$31,413 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding)

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2021 and 2022 55th District Court budget.

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

Agenda Item 3b

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: 10/15/21
SUBJECT: Sobriety Court Resolution for Fiscal Year 2022

Attached please find a Resolution requesting authorization for the 55th District Court Sobriety Court to accept \$127,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We've found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism, and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2021 Ingham County budget.

The resolution also authorizes \$168,165 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Courts Foundation, resulting in a current total Sobriety Court budget of \$295,165.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$9,600 to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

Lastly, the resolution authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$18,146,
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,513.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S
STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM
AND AUTHORIZE SUBCONTRACTS**

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, continuation of the Sobriety Court will require continuing to employ two probation officers to provide staffing for the program; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$127,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups and individuals to the Ingham County 55th District Court Sobriety Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for any future possible donations to the 55th District Court Sobriety Court Program and authorizes the program to accept any future possible donation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$295,165 to include SCAO-MDCGP grant funds in the amount of \$127,000 and Ingham County In-Kind matching funds of \$168,165 with no local hard cash matching funds, all of which are required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$9,600 to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

BE IT FURTHER RESOLVED, that grant-funded Sobriety Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$18,146
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,513

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2021 and 2022 55th District Court budget.

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

Agenda Item 4

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: October 18, 2021

SUBJECT: Resolution to Authorize Acceptance of MSP SAKI Grant Amendment and Authorize Subcontracts for Jackson County Investigator
For the work session agendas of October 28 and November 3, 2021.

BACKGROUND

Our office has received a third grant extension from the Michigan Department of State Police (MSP) for the 2015 Sexual Assault Kit Initiative Grant. This grant and the proposed extension provide funds to assist local prosecutors with investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO has received funding and utilizes one assistant prosecutor and one dedicated Ingham County Sheriff's Department (ICSD) Detective to investigate these unresolved cases. Last year additional funds were approved to add subcontracts for an investigator position in Jackson County to work cooperatively with our current SAKI investigator. This year's grant extension continues the subcontracts and Jackson investigator.

ALTERNATIVES

None at this time. The amendment extension and additional funding were awarded to address the need for an additional investigator for Ingham County and to address the significant number of unresolved kits in Jackson County.

FINANCIAL IMPACT

There is no financial impact since MSP will continue to provide re-imbusement funding for the Ingham County SAKI investigator and has agreed to provide re-imbusement funding for the Jackson County SAKI investigator. The amount of the total award is \$267,653. The period of this award is to September 30, 2022.

OTHER CONSIDERATIONS

Regionalized investigation with a multi-county approach has enhanced the quality of these complex criminal sexual conduct investigations.

The totals included in the attached program budget are cumulative and include prior grant amendment increases in funding. The total salary and benefits for the Ingham investigator would be \$107,904. The total salary and benefits for the Jackson investigator would be \$112,308.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A GRANT AMENDMENT WITH THE MICHIGAN STATE POLICE AND AUTHORIZE A SUBCONTRACT WITH THE JACKSON COUNTY PROSECUTOR'S OFFICE AND THE BLACKMAN LEONI TOWNSHIP DEPARTMENT OF PUBLIC SAFETY

WHEREAS, the Department of the Michigan State Police (MSP) provides funds for investigators to review and investigate cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Michigan State Police has awarded the Ingham County Prosecutor's Office (ICPO) a third extension of the 2015 SAKI Grant, amending it in the amount of \$267,653 effective through September 30, 2022, and these additional funds are to be used to continue an additional investigator position in Jackson County to work cooperatively with the current Ingham County SAKI investigator; and

WHEREAS, the Ingham County investigator will be paid by funds from the Michigan State Police SAKI Grant including by not limited to salary and fringe benefits, computers, phones, training and mileage, and any other funds totaling \$386,975 cumulatively; and

WHEREAS, the Jackson County investigator, provided by the Blackman-Leoni Department of Public Safety (DPS), will be paid by funds from the Michigan State Police SAKI Grant including by not limited to salary and fringe benefits, computers, phone, training and mileage, and any other funds totaling \$347,486 cumulatively; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a sub contract with Jackson County Prosecutor's Office to utilize a Blackman-Leoni DPS investigator to review and investigate SAKI cases with MSP funding of \$27,816 cumulatively; and

WHEREAS, the award includes \$15,851 to the Ingham County Prosecutor's Office for other expenses including but not limited to rent and cell phone service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into an amended contract in the amount of \$267,653 with Michigan State Police and a sub contract with Jackson County Prosecutor's office and Blackman-Leoni Township Department of Public Safety consistent with this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments 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 documents consistent with this resolution and upon approval as to form by the County Attorney.

Agenda Item 5a and 5b

TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 19, 2021

SUBJECT: Resolutions to Approve Agreements with the City of East Lansing and the City of Lansing for their Local Share Contributions under the County's Michigan Indigent Defense Commission (MIDC) 2021-2022 Compliance Plan

For the meeting agendas of October 28 and November 3

BACKGROUND

The Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2021-2022 Compliance Plan and Cost Analysis, which continues the Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2021 through September 30, 2022, and the budget was approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.22. The local share will be split among Ingham County (\$874,787.22), the City of Lansing (\$21,771), and the City of East Lansing (\$16,287).

The Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less. The consumer price index since November 1 of the prior state fiscal year has increased 1.2%, so the local share is increased by that amount for the 2021-2022 grant year.

FINANCIAL IMPACT

These resolutions would authorize agreements for the Cities of East Lansing and Lansing to pay their 2021-2022 local share of the MIDC grant to Ingham County for amounts of \$16,287 and \$21,771, respectively. These payments will cover the time period of October 1, 2021 through September 30, 2022 and are to be billed and paid in one payment.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF EAST LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S
MICHIGAN INDIGENT DEFENSE COMMISSION 2021-2022 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2021-2022 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent"; and

WHEREAS, beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less; and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased 1.2%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2021 through September 30, 2022, and the budget was approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.25; and

WHEREAS, the City of East Lansing's portion of the local share for the 2021/2022 grant year is \$16,287; and

WHEREAS, the City of East Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of East Lansing will pay its 2021-2022 local share of the MIDC grant to Ingham County for an amount of \$16,287, covering the time period of October 1, 2021 through September 30, 2022, to be paid in one payment.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S
MICHIGAN INDIGENT DEFENSE COMMISSION 2021-2022 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2021-2022 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent"; and

WHEREAS, beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less; and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased 1.2%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2021 through September 30, 2022, and the budget was approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.25; and

WHEREAS, the City of Lansing's portion of the local share for the 2021/2022 grant year is \$21,771; and

WHEREAS, the City of Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of Lansing will pay its 2021-2022 local share of the MIDC grant to Ingham County for an amount of \$21,771, covering the time period of October 1, 2021 through September 30, 2022, to be paid in one payment.

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

TO: Law & Courts, Human Services, and County Services Committees

FROM: Sheriff's Office
Health Department
Controller's Office

DATE: October 19, 2021

SUBJECT: Plan to Address Jail Medical Issues

For the meeting agendas of October 28, November 1 and 2

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, staff is recommending the following steps to address Jail Medical issues:

- 1) As part of the current UAW reclassification process, all Medical Assistant I positions will be reclassified from UAW/D (\$16.21/hr. - \$19.29/hr.) to UAW/F (\$18.25/hr. to \$21.74/hr.), resulting in a wage increase of 12.7%. This resolution will be presented to the Board of Commissioners at the current round of meetings.
- 2) It is proposed that the five Jail Nurse positions be given an 8% wage increase to address recruitment and retention, resulting in an hourly wage range of \$30.71 to \$36.86. Note that these positions were recently reclassified (Resolution 20-128), resulting in a wage increase of 11.7% at that time. A resolution increasing the pay rate by an additional 8% will also be presented to the Board of Commissioners at the current round of meetings.
- 3) It is proposed that a market adjustment be made to the classification of the Jail Nurse/LPN position, increasing it from a UAW/G (\$19.29/hr. - \$23.00/hr.) to a UAW/I (\$21.59/hr. - \$25.76/hr.), resulting in a wage increase of 12.0%. This will be addressed in the resolution adjusting the Jail Nurse pay.
- 4) A resolution is being proposed at this round of meetings to allocate \$10,000 from the 2021 contingency account for Jail Medical recruiting expenses. A recruitment plan is under development.
- 5) The Controller's Office will seek RFPs for an expert institutional medical consultant in order to recommend preferred levels and types of staffing, evaluate and recommend changes in policies and procedures, make recommendations for facility improvements to existing facility and review Justice Complex medical facilities, and assist Jail Medical in achieving accreditation.

- 6) In order to address the current difficulty in hiring temporary Jail Medication Associates, staff will explore possibilities of creating the Jail Medication Associate as a permanent position, as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

It is hoped that the wage increases and additional recruiting resources will have a quick effect on filling current vacancies. Addressing staffing for medication passing will take longer, but a recommendation should be forthcoming within a few months. Hiring a consultant will provide a recommendation for how the County continues to provide Jail Medical Services into the future.

Representatives from the Sheriff's Office, the Health Department, and the Controller's Office will be in attendance at the committee meetings to discuss these recommendations.

Agenda Item 6b

TO: Law & Courts, Human Services, County Services, and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 19, 2021

SUBJECT: Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions

For the meeting agendas of October 28 and November 1, 2 and 3

BACKGROUND

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, several steps are being taken to address Jail Medical issues. This resolution is an effort to address recruitment of Jail Medical Staff.

Recruiting Ingham County Jail Medical Staff has been continuously difficult and employers nation-wide are competing to hire from a limited pool of available and qualified medical staff. The Sheriff's Office, the Health Department, and the Human Resources Department are working to develop a recruitment plan for these specialized positions.

FINANCIAL IMPACT

This resolution will authorize up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses.

OTHER CONSIDERATIONS

Other parts of the plan to address Jail Medical issues include the reclassification of Medical Assistant I positions as part of the current UAW reclassification process, increasing wages for Jail Nurse and Jail Nurse/LPN positions through a market salary exception increase, an RFP process for an expert institutional medical consultant, and exploring possibilities of creating the Jail Medication Associate as a permanent position as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADDITIONAL FUNDING FOR RECRUITING EXPENSES
ASSOCIATED WITH JAIL MEDICAL POSITIONS**

WHEREAS, recruiting Ingham County Jail Medical Staff has been continuously difficult; and

WHEREAS, employers nation-wide are competing to hire from a limited pool of available and qualified medical staff; and

WHEREAS, the Sheriff's Office, the Health Department and the Human Resources Department are working to develop a recruitment plan for these specialized positions; and

WHEREAS, it is important that funding is available to implement these expanded recruitment efforts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses.

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

TO: Law & Courts, Human Services, County Services, and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 19, 2021

SUBJECT: Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions

For the meeting agendas of October 28 and November 1, 2 and 3

BACKGROUND

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, several steps are being taken to address Jail Medical issues. This resolution is an effort to address recruitment and retention of Jail Nurse and Jail Nurse/LPN positions.

This resolution would increase the rate of pay of the five Jail Nurse positions by 8%. This will be in addition to the reclassification of the positions approved by Resolution #20-128, which resulted in a wage increase of 11.7% at that time.

This resolution will also change the classification of the Jail Nurse/LPN position from a UAW/G to a UAW/I, resulting in a wage increase of 12.0%.

FINANCIAL IMPACT

The wage range for the Jail Nurses will change from ICEA PRO8 (\$59,141 - \$70,997) to ICEA PRO8 +8% (\$63,872 - \$76,677). The wage range for the Jail Nurse/LPN will change from UAW/G (\$40,131 - \$47,848) to UAW/I (\$44,902 - \$53,591). The long-term cost of these increases (wages and fringes) will be \$47,245.

OTHER CONSIDERATIONS

Other parts of the plan to address Jail Medical issues include the reclassification of Medical Assistant I positions as part of the current UAW reclassification process, an allocation of \$10,000 from the 2021 contingency account to expand Jail Medical recruiting expenses, an RFP process for an expert institutional medical consultant, and exploring possibilities of creating the Jail Medication Associate as a permanent position as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE MARKET SALARY EXCEPTION INCREASES FOR JAIL NURSE AND JAIL NURSE/LPN POSITIONS

WHEREAS, recruiting and retaining Jail Medical Staff, including five Jail Nurse positions and one Jail Nurse/LPN position, has been continuously difficult; and

WHEREAS, a market analysis of similarly classified positions indicates that Ingham County’s wages for the Jail Nurse and the Jail Nurse/LPN positions are not competitive; and

WHEREAS, Resolution #20-128 reclassified the Jail Nurse positions as ICEA PRO8, a salary increase of 11.7%; and

WHEREAS, this salary increase resulted in no material impact in the success of recruiting and retaining Jail Nurses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following recommended pay scale adjustments to achieve target market salaries for these two position classifications, effective the first full pay period following approval of this resolution:

Position (Title)	Current Classification/ Grade	Salary Max (Step 5)	Current Classification/ Grade/Pay Rate	Salary Max (step 5)	Difference
Jail Nurse (5 positions)	ICEA PRO8	\$70,997	ICEA PRO8 + 8%	\$76,677	\$5,650
Jail Nurse/LPN (1 position)	UAW/G	\$47,848	UAW/I	\$53,591	\$5,743

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and adjustments to the position allocation list 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 documents consistent with this resolution upon approval as to form by the County Attorney.