

*CHAIRPERSON*  
BRYAN CRENSHAW

*VICE-CHAIRPERSON*  
DERRELL SLAUGHTER

*VICE-CHAIRPERSON PRO-TEM*  
RANDY MAIVILLE

*LAW & COURTS COMMITTEE*  
MARK POLSDOFER, CHAIR  
CHRIS TRUBAC  
VICTOR CELENTINO  
BRYAN CRENSHAW  
ERIN GRAHAM  
ROBERT PENA  
RANDY SCHAFER

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, APRIL 1, 2021 AT 6:00 P.M.  
THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/89595553718>.

Agenda

Call to Order

Approval of the [March 11, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. [Animal Control Shelter Advisory Committee – Interviews](#)
2. [Controller's Office – Resolution Authorizing a Contract with the Cardinal Group II to Assist in the Selection Process for the 9-1-1 Central Dispatch Center Director](#)
3. [Sheriff's Office](#)
  - a. Resolution to Authorize an Equipment Purchase Agreement with [Open Air Accuracy, INC.](#) for Ballistic Vests and Associated Accessories
  - b. Resolution to Authorize Ingham County Sheriff's Office to Continue the Employee Firearm Purchase Program
4. [Circuit Court](#)
  - a. Resolution to Authorize an Agreement with [Thomson Reuters](#)
  - b. Resolution to Authorize Five Year Contracts for [West Proflex](#) Electronic Law Library and Clear Access for Various Ingham County Departments and Courts
5. [Community Corrections – Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Services and Notice to \[Judicial Services Group, Ltd.\]\(#\) \(JSG\) that Additional Funds are Available to Maintain Services through December 31, 2021](#)
6. [Animal Control Shelter – Resolution to Accept \[Banfield Foundation Grants\]\(#\) on an Ongoing Basis](#)
7. [9-1-1 Dispatch Center – Public Safety \[Radio Project\]\(#\) Update](#)

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**  
March 11, 2021  
Draft Minutes

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

**Members Present:** Polidofer (Ingham County), Trubac (Ingham County), Celentino (Ingham County), Crenshaw (Ingham County), Graham (Ingham County), Peña (Ingham County), and Schafer (Ingham County).

**Members Absent:** None.

**Others Present:** Undersheriff Andrew Bouck, Teri Morton, Becky Bennett, Missy Harris, George Strander, Janice Dooley, Richard Terrill, Heidi Williams, Bruce Gaukel, Mike Cheltenham, and Michael Tanis.

**Approval of the February 25, 2021 Minutes**

**MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GRAHAM, TO APPROVE THE MINUTES OF THE FEBRUARY 25, 2021 LAW & COURTS COMMITTEE MEETING.**

**THE MOTION CARRIED UNANIMOUSLY.**

**Additions to the Agenda**

**Substitute –**

5. Law & Courts Committee – Resolution to Approve a Partnership with Advance Peace and a Commitment to Help Build and Sustain Local Community Capacity to Interrupt Gun Violence in Ingham County, MI

**Late –**

6. Prosecuting Attorney's Office – Resolution to Authorize Acceptance of a Grant Amendment with the Michigan State Police and the Ingham County Prosecutor's Office
4. 9-1-1 Dispatch Center
  - b. Resolution to Authorize Ingham County 9-1-1 Participation in the GIS Address Point Project with the State of Michigan NG911 Grant Program

**Limited Public Comment**

None.

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

1. Sheriff's Office – Resolution to Authorize an Additional Contractual Agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for Body Worn Cameras for the Corrections Division
2. Circuit Court
  - a. Resolution to Convert One Deputy Clerk I – Circuit Court Position to One Deputy Clerk II – Circuit Court Position in the Circuit Court Clerk's Office
  - b. Resolution to Authorize a Contract with Smart Homes, Smart Offices for Audiovisual Upgrade of Circuit Court Courtroom in the Mason Historical Courthouse
3. Animal Control Shelter – Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of Nine Motorola APX6000 Radios, Eight Motorola APX8500 Radios, One Power Supply, One Desk Microphone, and One Desk Speaker
4. 9-1-1 Dispatch Center
  - a. Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators During National Telecommunicators Week April 11-17, 2021
  - b. Resolution to Authorize Ingham County 9-1-1 Participation in the GIS Address Point Project with the State of Michigan NG911 Grant Program
6. Prosecuting Attorney's Office – Resolution to Authorize Acceptance of a Grant Amendment with the Michigan State Police and the Ingham County Prosecutor's Office

Commissioner Crenshaw made of point of order in regards to the motion to have a consent agenda.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Crenshaw made of point of order in regards to the motion to approve the items on the consent agenda.

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

5. Law & Courts Committee – Resolution to Approve a Partnership with Advance Peace and a Commitment to Help Build and Sustain Local Community Capacity to Interrupt Gun Violence in Ingham County, MI

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.

Commissioner Celentino stated that he wanted to disclose that one of the group's leaders was the brother of the principal of the school where he taught. He further stated that he was pleased to vote in support of this resolution.

Commissioner Celentino stated that this was a proven program to reduce violent crimes. He further stated that the Law & Courts Committee had received a thorough presentation at their October 15, 2020 meeting, which provided the evidence of how successful this could be.

Commissioner Celentino stated that the Board of Commissioners received a letter on February 24, 2021 from Katie O'Sullivan See, a local group leader of the Greater Lansing Area Moms Demand Action for Gun Sense in America, one of the largest gun violence prevention organizations in the County, which he thought gave the program its credibility. He further stated that this issue was not a partisan issue, but rather affected all of their communities.

Commissioner Trubac stated that this would be an extraordinarily wise investment in communities and neighborhoods. He further stated that he was excited to vote in support of the resolution.

Commissioner Peña stated that since the last meeting of the Law & Courts Committee, there had been a gun violence incident in his neighborhood that involved two young individuals. He further stated that one of the young individuals had since passed.

Commissioner Celentino stated that he also wanted to thank Jessica Yorko, Health Promotion & Division Manager, and Teri Morton, Deputy Controller, for their work in bringing this resolution in front of the Law & Courts Committee.

Chairperson Polsdofer stated that he wanted to thank Ms. Yorko and Ms. Morton. He further stated that he had received press calls about this program, and both of them had been great in providing additional information.

Chairperson Polsdofer stated that he hoped that Commissioners would work together as they put together their next fiscal year budget to find the funding to get the program running in the County.

#### **THE MOTION CARRIED UNANIMOUSLY.**

#### **Announcements**

Commissioner Celentino stated that he wanted to thank Commissioner Crenshaw for the questions asked during the October 15, 2020 presentation. He further stated that because of those questions, and the answers provided, the Board of Commissioners did a much better job at understanding the program.

#### **Public Comment**

None.

Adjournment

The meeting was adjourned at 6:14 p.m.

**APRIL 1, 2021 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

2. *Controller's Office – Resolution Authorizing a Contract with the Cardinal Group II to Assist in the Selection Process for the 9-1-1 Central Dispatch Center Director*

This resolution will authorize a contract with the Cardinal Group II to assist in the selection process for the 9-1-1 Central Dispatch Director for a cost not to exceed \$20,700. The position of 9-1-1 Central Dispatch Director is currently vacant and the Controller's Office is recommending contracting with the Cardinal Group II to assist in the selection process of a new Director. The recommended contract provides for a competency-based interview design and implementation, trained assessors, post event reporting, and a competency based assessment center design and implementation, including three role players.

As this is a large expense, an alternate proposal of \$10,350 is also presented. This proposal would eliminate the assessment center portion of the proposal, but maintain the competency-based interview and trained assessors. The lower cost option would also be a valuable improvement to our current process, but the Controller's Office considers the greater expense to be worth the investment in order to identify the best candidate. Funds are available in the 9-1-1 Fund for this expense.

See memo for details.

- 3a. *Sheriff's Office – Resolution to Authorize an Equipment Purchase Agreement with Open Air Accuracy, INC. for Ballistic Vests and Associated Accessories*

This resolution will authorize the purchase of new ballistic vests and associated accessories for the Ingham Regional Special Response Team in the amount of \$40,328.76 from Open Air Accuracy, INC. The FY2018 Homeland Security Grant Program (HSGP) approved by Resolution 18-546 has approved a minimum of \$35,000.00, and may approve up to the full amount of \$40,328.76 of the grant funds to be used for this purpose. Any remaining balance not paid for by the HSGP grant will be paid from the Ingham County Sheriff's Office, Special Units, Uniform & Accessories line item.

Open Air Accuracy, INC is a sole source distributor of the C2R FAST tactical product recommended for purchase.

See memo for details.

- 3b. *Sheriff's Office – Resolution Authorizing Ingham County Sheriff's Office to Continue the Employee Firearm Purchase Program*

This resolution will authorize the Ingham County Sheriff's Office to purchase firearms and related equipment for each MCOLES licensed Deputy, firearms instructor, and hospital guard team member through the Firearms Purchase Program and provide Ingham County with Law Enforcement services while maintaining the industry firearms standard. This firearms purchase program will be similar to the ones instituted by Board Resolution in 2013, 2015 and 2017. The only modification to this from 2017 is the addition of Corrections Hospital Guard trained staff being authorized to participate.

The Ingham County Sheriff's Office Firearms Purchase Program would run from June 2021 through June 2023 totaling up to 120 Officers' rifles, firearms, safes, and firearm accessories assignment, for a total of up to \$420,000. This program will be funded from the employee benefit fund to be reimbursed by employees via payroll deduction.

See memo for details.

*4a. Circuit Court – Resolution to Authorize an Agreement with Thomson Reuters*

This resolution will authorize a five-year contract with Thomson Reuters not to exceed the total cost of \$139,316.00 for the entire contract term, effective no later than June 1, 2021 through May 31, 2026, to be paid from the Law Library Fund and the Circuit Court supplies line item.

Ingham County Circuit Court Judges, department heads, law clerks and other professional employees utilize print legal law books to perform essential research. In the past several years, Thomson Reuters has positioned itself to be the primary print provider for government law libraries and its prices continue to increase yearly. Without a contract in place, it is estimated by Thomson Reuters that costs for legal books will increase 12% in the next year. In an effort to keep costs manageable, the Circuit Court recommends entering into a five-year contract for print legal law books with a 2% year over year increase in costs.

See memo for details.

*4b. Circuit Court – Resolution to Authorize Five Year Contracts For West Proflex Electronic Law Library and Clear Access for Various Ingham County Departments and Courts*

This resolution will approve authorize five-year contracts with the Thomson Reuters West Publishing Company for WEST PROFLEX for Government and CLEAR for on-line legal research and investigation tools. The contract will be paid out of budgeted operational and LOFT Funds, with the exceptions of Friend of the Court and the Prosecuting Attorney's Office Family Support Unit, which will be paid through the Title IV-D Cooperative Reimbursement Program Contract with the State of Michigan.

In an effort to contain costs, the LOFT (Law and Order Fund for Technology) Committee recommends entry into five-year contracts for services effective June 1, 2021 through May 31, 2026, with a 1% year over year increase. Costs are \$60,948.00 for the first year, not to exceed \$64,000.00 in the fifth year.

See memo for details.

*5. Community Corrections – Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Services and Notice to Judicial Services Group, Ltd. (JSG) that Additional Funds are Available to Maintain Services through December 31, 2021*

This resolution will authorize providing JSG written notice that additional funds in an amount not to exceed \$230,000 are available for Electronic Monitoring (EM) services through December 31, 2021. Resolution #19-393 authorized the current contract with JSG Monitoring for indigent user electronic monitoring services. Resolution #20-589 approved \$70,000 in Justice Millage Programming Funds for Indigent Electronic Monitoring services. Due to the continued impact of COVID-19, EM utilization remains high and is projected to continue at the current level through the remainder of 2021, requiring an additional \$230,000 to maintain services through December 31, 2021. Pursuant to the terms of the current JSG contract, written notice can be provided, as additional funds are made available.

Electronic monitoring continues to be an essential resource during the current COVID-19 crisis, proven to be an effective and cost efficient option for monitoring appropriate offenders in the community. The proposed additional \$230,000 for indigent electronic monitoring funds are available from unspent programming funds within the Justice Millage Fund to maintain services through December 31, 2021. The balance of unspent programming funds at the end of 2020 was \$537,805.

See memo for details.

6. *Animal Control Shelter – Resolution to Accept Banfield Foundation Grants on an Ongoing Basis*

This resolution will authorize the Ingham County Animal Control and Shelter (ICACS) ongoing authorization to participate in and receive grant funds from the Banfield Foundation on an ongoing basis, provided that the grant amounts do not exceed \$20,000 and have no match requirement. ICACS has applied for and has been approved to receive grants from the Banfield Foundation in the past and anticipates future grants to reimburse ICACS for costs associated with pet vaccination clinics and other expenses associated with Shelter activities. As grants supporting ICACS have been routinely approved by the Board of Commissioners on a recurring basis, a request is being made to accept grants from the Banfield Foundation on an ongoing basis.

See memo for details.

**OTHER AGENDA ITEMS:**

1. *Interviews – Animal Control Shelter Advisory Committee*

7. *9-1-1 Central Dispatch Center – Public Safety Radio Project Update*

## **Agenda Item 2**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** March 25, 2021  
**SUBJECT:** Resolution Authorizing a Contract with the Cardinal Group II to Assist in the Selection Process for the 9-1-1 Central Dispatch Center Director

For the meeting agendas of April 1 and 7

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### **BACKGROUND**

The position of 9-1-1 Central Dispatch Director is currently vacant. The Controller's Office is recommending contracting with the Cardinal Group II to assist in the selection process of a new Director. This position is critically important to the successful operation of the 9-1-1 Central Dispatch Center. Ingham County and the Center have an established relationship with the Cardinal Group II and they are familiar with Center operations and staffing issues.

Two options were presented by the Cardinal Group II. The detailed proposal is attached. The contract provides for a competency based interview design and implementation, trained assessors, post event reporting, and an option for a competency based assessment center design and implementation, including three role players.

### **ALTERNATIVES**

The County could use its traditional interview based selection process. This may result in a successful candidate, but research has shown that assessment centers and competency-based interviews have a greater chance of identifying the best candidate.

### **FINANCIAL IMPACT**

Of the two options presented, the option recommended by the Controller's Office, and included in the proposed resolution, is for \$20,700. Understanding that this is a large expense, an alternate proposal of \$10,350 is also presented. This proposal would eliminate the assessment center portion of the proposal, but maintain the competency-based interview and trained assessors. The lower cost option would also be a valuable improvement to our current process, but the Controller's Office considers the greater expense to be worth the investment in order to identify the best candidate. Funds are available in the 9-1-1 Fund for this expense.

### **OTHER CONSIDERATIONS**

While previous Directors of the 9-1-1 Center have each had their areas of strength, neither was able to provide the necessary leadership to support and motivate staff or ensure a healthy climate at the Center. It is hoped that a more robust selection process will identify a candidate who can meet these expectations.

### **RECOMMENDATION**

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

**Proposal**

***Conduct Selection Process***

***Director 9-1-1 Central Dispatch  
Center***

**Prepared for**

***Ingham County Administration***

**Submitted by The Cardinal Group II**  
PO Box 130718, Green Rd.  
Ann Arbor, MI 48107

March 25, 2021



## **ABOUT THE CARDINAL GROUP II**

Founded in 2015, The Cardinal Group II offers professional development consulting and training curricula development covering topics including executive leadership, communications training program design and interpersonal communications for police service professionals.

The Cardinal Group II brings an innovative approach to training design and delivery by incorporating its “Ultimate Outcomes” philosophy, allowing forward-thinking organizations to maximize their effectiveness by deliberately targeting specific behavioral changes of its employees. These behavioral changes translate into enhanced performance, higher quality interactions and achievement of organizational goals.

The Cardinal Group II is comprised of public safety professionals, curriculum design experts, and research partners in a variety of fields and disciplines.

## **ABOUT JERRY L. CLAYTON, CEO**

Jerry L Clayton is a 30-year criminal justice professional with experience in police service, corrections and special weapons and tactics. Jerry has provided training, consulting and subject matter services to a wide array of public and private sector clients. Jerry has leveraged his experience and training to deliver progressive instruction to his clients based on an “Ultimate Outcomes” philosophy.

## **ABOUT J. ERIC WADDELL, CLO**

J. Eric Waddell is a 20-year public safety professional specializing in public safety communications, training curricula design and instructor development. Eric has designed adult learning-based courses for police service professionals, public safety dispatchers, corrections officers and other government agencies. In addition to curricula development, Eric is a frequent presenter at the Michigan APCO and NENA conferences covering topics ranging from interpersonal communications to effective leadership.

## **SERVICE REQUEST**

Ingham County Administration is seeking to hire a new Director of the Ingham County 911 Central Dispatch Center. Currently the position is filled on an interim basis by a member of the Dispatch Center administration staff.

Ingham County Administration has indicated a preference for conducting a competency-based assessment center (CBAC) process for evaluation of candidates and selection of final candidates for consideration for an offer of employment.

## **PROPOSED STRATEGY**

We propose the utilization of a Competency-Based Assessment Center (CBAC) for the selection of the next 911 Director. An assessment center is a tool for making personnel decisions, including the selections, promotion, and transfers. A team of individuals, including key stakeholders, personnel experts, and others impacted by the agency, can make up the center. The team employs numerous assessment activities to help them recommend a personnel action. The activities help them analyze the knowledge, skills, abilities and associated competencies the employee may have to successfully perform the job. For purposes of a CBAC, we define competencies as a group of related behaviors, which when demonstrated by a candidate, and observed by an assessor, indicates competence in a particular aspect of the target job.

## **ASSESSMENT CENTER CONSTRUCT**

TCG2 will develop assessment center activities and procedures that have a content and construct valid relationship with the results of our job analysis and identification of core competencies. Content validity refers to activities selected from the potential types of actual activities that the 911 Director will perform. By comparison, construct validity relates to the underlying skills, knowledge, abilities, behavior, and traits the 911 Director needs to perform the critical or important aspects of their job.

- Based on information gathered from key stakeholders, TCG2 will work with County Administration and conduct a job analysis identifying job related performance expectations and key characteristics, such as the ability to analyze particular problems or build relationships with a variety of constituencies. TCG2 will design activities that can measure behaviors indicating competence in the identified skills and abilities areas related to the job of 911 Director.
- Utilizing the County-approved job description and information gathered from key stakeholders regarding performance expectations, TCG2 will recommend a set of core competencies and develop the competency framework that will be used to establish the evaluation criteria used during the CBAC.
- In collaboration with County Administration, TCG2 will establish scoring criteria based on the following: core competency prioritization, activity weighting, and final candidate banding labels.

## **PROPOSED APPROACH AND ACTIVITIES**

TCG2 will design and proctor a full day assessment center incorporating the following activities:

- Pre-Session assignment and follow-up stakeholder interview
- Interactive scenarios designed to place each candidate in a position to demonstrate strengths or weaknesses in the core competencies.
- Competency-Based Interview: structured interview, with panelists asking questions and scoring answers based on behavioral indicator-based criteria.

**Candidate Briefing** - TCG2 will meet with candidates and explain the assessment process, what they can expect during the assessment process, as well as the rating methods. We will also provide the candidates an opportunity to ask any questions they may have about the Center.

**Assessment Center Management** - During the CBAC, TCG2 staff will be available to answer questions and direct all activities, ensure that all participants (candidates, assessors, role-players) have all required materials/supplies and information and are in the correct locations at the correct times.

**Assessor Scoring** - Upon completion of the Center activities each assessor will compile a score for each of the candidates based on their performance during the assessment exercises. After each assessor has completed their individual scoring, all assessors will meet during an Integration Session to discuss their ratings and to achieve a consensus score for each candidate.

**Candidate Ranking** - After reaching a consensus on each score, TCG2 will rank the candidates by converting the values into percentage ratings. By transforming the scores into percentages, TCG2 can factor in the relative weight for the assessment center score into the candidates' overall evaluation scores, including the pre-session assignment and key stakeholder interview ratings. TCG2 will evaluate candidates against the clearly defined standards established in consultation with Ingham County Administration and not against each other.

**Narrative Report** - TCG2 will compose a narrative report detailing candidates' behavior and responses during the activities, and other appropriate characteristics observed during the assessment. The CBAC Narrative Report will assist Ingham County Administration in understanding the reasons for the scores each candidate received.

**Debrief Candidates (optional for external)** - TCG2 will provide an opportunity for candidates to voluntarily talk to the assessors and receive feedback on their performances and reasons for their scores. This discussion of strengths and weaknesses not only informs candidates why they placed where they did but allows them to use the feedback to capitalize on their strengths and improve their weaknesses. For internal candidates who have an interest, the session proves beneficial for their career development.

## SERVICE DELIVERY OPTIONS

The Cardinal Group II offers two proposed options for consideration:

	<b>OPTION 1</b>	<b>OPTION 2</b>
	<b>Competency Based Assessment Center &amp; Competency Based Interview Model<sup>1</sup></b>	<b>Competency Based Interview Model</b>
Competency Based Interview Design & Implementation	Yes	Yes
Competency Based Assessment Center Design & Implementation	Yes	No
Trained Assessors	Yes (3)	Yes (3)
Trained Role Players	Yes (3)	No
Administrative Support Staff	Yes (3)	Yes (2)
Post Event Reporting	Yes	Yes
<b>Total Cost</b>	<b>\$20,700.00*</b>	<b>\$10,350.00*</b>

<sup>1</sup> While there is no such thing as a flawless selection process. Research has found that Assessment Centers identify the best candidate approximately 65% of the time compared to traditional interviews which identify the best candidate 19% of the time. This meta-analysis was completed by Mike Smith from UMIST, based on the findings of Hunter, J E and Hunter R (1984), 'Validity and utility of alternate predictors of job performance', Psychological Bulletin, 96, 72-8. Two other studies gave validities of 0.41 and 0.37 for Assessment Centres (see Gaugler, BB et al. (1987), 'Meta-analysis of Assessment Centre validity', Journal of Applied Psychology, monograph; and Schmidt N, et al. 'Meta-analysis of validity studies published between 1964 and 1982 and the investigation of study characteristics', Personnel Psychology, 37, 407-22).

\*These fees are reflective of our public safety/government reduced rates and in recognition of our longstanding relationship with Ingham County Government.

## **SERVICE DELIVERY FEES**

The Cardinal Group II proposes an all-inclusive cost (includes travel, and per diem for TCGII staff) for services provided in this proposal. Cost of the engagement is dependent on the option selected by the Ingham County Administration. TCGII will submit a single invoice upon submittal and acceptance of the CBAC Final Report by Ingham County Administration.

### **OPTION 1: PROPOSED FEES**

<b>ACTIVITY</b>	<b>HOURS</b>	<b>COST</b>
CBAC Design <sup>2</sup>	32	\$4,800.00
CBAC <sup>3</sup>	96	\$14,400.00
Post Event Reporting <sup>4</sup>	10	\$1,500.00
<b>Total Fees</b>		<b>\$ 20,700.00</b>

### **OPTION 2: PROPOSED FEES**

<b>ACTIVITY</b>	<b>HOURS</b>	<b>COST</b>
CBI Design <sup>5</sup>	20	\$3,000.00
CBI <sup>6</sup>	44	\$6,600.00
Post Event Reporting <sup>7</sup>	5	\$750.00
<b>Total Fees</b>		<b>\$ 10,350.00</b>

<sup>2</sup> **CBAC Design** - Interviewing stakeholders, reviewing job descriptions, identifying core competencies, developing competency frameworks, developing competency-based questions, weighing assessment center activities, developing pre-session assignments and interview questions, AC scenario development, developing CBAC event schedule and agenda, hiring and preparing role players and assessors.

<sup>3</sup> **CBAC** - Full day assessment center requires a minimum 12-hour commitment for 3 TCG2 staff and at least 10 hours for a minimum of 3 assessors and role players.

<sup>4</sup> **Post Event** Reporting - Compile scores, candidate narratives, event narrative, provide candidate debriefing, provide briefing for Ingham County Administration.

<sup>5</sup> **CBI Design** - Interviewing stakeholders, reviewing job descriptions, identifying core competencies, developing competency frameworks, developing competency-based questions, developing pre-session assignments and interview questions, weighing competency interview questions, developing CB Interview schedule and agenda, hiring and preparing interview assessors.

<sup>6</sup> **CBI** - Full day competency interview process requires a minimum 12-hour commitment for 2 TCG2 staff and at least 10 hours for a minimum of 3 assessors.

<sup>7</sup> **Post Event** Reporting - Compile scores, candidate narratives, event narrative, provide candidate debriefing, provide briefing for Ingham County Administration.

**Agenda Item 2**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH THE CARDINAL GROUP II TO ASSIST IN  
THE SELECTION PROCESS FOR THE 9-1-1 CENTRAL DISPATCH CENTER DIRECTOR**

WHEREAS, the 9-1-1 Central Dispatch Center Director Position is currently vacant; and

WHEREAS, the selection of the best candidate is critical to ensuring the successful operation of the 9-1-1 Central Dispatch Center; and

WHEREAS, the Controller's Office is recommending the development of a more thorough and focused selection process, utilizing competency-based selection criteria and trained assessors; and

WHEREAS, Ingham County has an established relationship with the Cardinal Group II, and they are familiar with the operations and staffing issues at the Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with the Cardinal Group II to assist in the selection process for the 9-1-1 Central Dispatch Director for a cost not to exceed \$20,700.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to increase the budgeted use of fund balance and the contractual services line item in the 9-1-1 fund up to \$20,700 for this expense.

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

## **Agenda Item 3a**

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

**FROM:** Undersheriff Andrew R. Bouck

**DATE:** March 23, 2021

**SUBJECT:** Resolution to authorize an Equipment Purchase Agreement with Open Air Accuracy, INC. for ballistic vests and associated accessories.

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### **BACKGROUND**

The Ingham County Sheriff's Office participates in the Ingham Regional Special Response Team, hereinafter IRSRT. IRSRT is a regional, multijurisdictional special response team that is comprised of officers from the Ingham County Sheriff's Office, Michigan State University Police Department, East Lansing Police Department, and the Meridian Township Police Department. Members of this team are required to wear ballistic vests as part of their duties and responsibilities. The soft ballistic armor in the current vests worn by IRSRT expired in February of 2018. The hard ballistic plates in the current vests worn by IRSRT expired in March of 2019. The purchase of these products will be able to fully outfit all participating agencies of IRSRT.

### **ALTERNATIVES**

Open Air Accuracy, INC is a sole source distributor of the C2R FAST tactical product to be purchased. While there are other similar products, the C2R Fast product was selected for the following reasons:

- One size fits all/size to the individual end user (pre-sizing to fit NOT required)
- The materials used are waterproof and can be easily sanitized or decontaminated
- The rating of the body armor plates does not require secondary protective armor be worn
- The armor comes with a 15-year warranty; the competitors that were evaluated came with a 5-year warranty
- Interchangeable carriers (color options) for the armor based on the mission

### **FINANCIAL IMPACT**

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal for this purchase. The FY2018 HSGP funding was approved in Resolution #18-546. The total purchase price for the requested products is \$40,328.76. A minimum of \$35,000.00 up to the full amount of \$40,328.76 will be paid for by the FY2018 HSGP. Any remaining balance/not paid for by the HSGP monies will be paid from the Ingham County Sheriff's Office, Special Units, Uniform & Accessories line item, #10130110-745000.

### **STRATEGIC PLANNING IMPACT**

Not Applicable

### **OTHER CONSIDERATIONS**

None

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff's Office to enter into a purchase agreement for ballistic vests and associated accessories with Open Air Accuracy, INC.

**Agenda Item 3a**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH  
OPEN AIR ACCURACY, INC. FOR BALLISTIC VESTS AND ASSOCIATED ACCESSORIES**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2018 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the current ballistic vests worn by members of the Ingham Regional Special Response Team are expired; and

WHEREAS, the total expenditure for this proposal is \$40,328.76; and

WHEREAS, a minimum of \$35,000.00 of grant funding will be used to purchase ballistic vests and associated accessories for the Ingham Regional Special Response Team from Open Air Accuracy, INC.; and

WHEREAS, additional grant monies from the same source may cover the entire cost of the purchase; and

WHEREAS, any remaining balance will be paid from the Ingham County Sheriff's Office, Special Units, Uniform & Accessories line item, #10130110-745000; and

WHEREAS, Open Air Accuracy, INC. is a sole source provider; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of new ballistic vests and associated accessories for the Ingham Regional Special Response Team in the amount of \$40,328.76 from Open Air Accuracy, INC, utilizing a minimum funding amount of \$35,000.00 up to the full amount of \$40,328.76 from the FY2018 Homeland Security Grant Funding.

BE IT FURTHER RESOLVED, that any remaining balance/not paid for by the HSGP monies will be paid from the Ingham County Sheriff's Office, Special Units, Uniform & Accessories line item, #10130110-745000.

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

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

## **Agenda Item 3b**

TO: Law & Courts Committee and Finance Committee  
FROM: Darin Southworth, Chief Deputy, Sheriff's Office  
DATE: February 24, 2021  
RE: Employee Firearms Purchase Program

### **BACKGROUND**

The Ingham County Sheriff's Office, hereafter Sheriff, has utilized a firearms purchase program under Resolutions #13-082, #15-023, and #17-638. Each of these resolutions has allowed qualifying members of the Sheriff's Office to purchase firearms and related accessories, specific to their job functions. The purchase program mutually benefits the Sheriff and employee as:

- The Sheriff does not have to continuously update industry standard firearms and accessories at County cost
- Specified deputy staff who's job duties require use and proficiency in firearms and related accessories are the only members eligible
- Staff purchase equipment of their choice and tailor it to their individual physiological needs
- The Sheriff has observed no negative effect of this program during its existence and has improved over time.

### **FINANCIAL IMPACT**

This program is funded by the employee benefit fund which is reimbursed by employee payroll deductions

### **ALTERNATIVES**

The alternative is using "pool" or shared firearms and accessories not specifically set up for the individual. A lesser degree of "ownership" and wear and tear is projected that places costs on the County which can be avoided through this mutually beneficial program.

### **OTHER CONSIDERATIONS**

The only modification to this from 2017 is the addition of Corrections Hospital Guard trained staff being authorized to participate. This addition has a potential to increase the initial cost of the program but this increase has been cleared by Financial Services for standard payroll deduction.

### **RECOMMENDATION**

Based on aforementioned, we ask that the Board consider approving the continuation of this valuable program.

**Agenda Item 3b**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE INGHAM COUNTY SHERIFF'S OFFICE  
TO CONTINUE THE EMPLOYEE FIREARM PURCHASE PROGRAM**

WHEREAS, for several years, Ingham County Sheriff's Office, hereafter Sheriff, in conjunction with Financial Services has managed a Firearms Purchase Program for specified staff; and

WHEREAS, the Sheriff does not have the financial means to provide each licensed deputy, and other specified staff with a sufficient industry standard of firearms and associated equipment; and

WHEREAS, this program is structured similar to numerous other law enforcement agencies' purchase programs and consistent with what we have practiced since Resolutions #17-638; and

WHEREAS, this program is mutually beneficial for the Sheriff and staff for procurement efficiencies, ownership and maintenance, and cost savings; and

WHEREAS, the Ingham County Sheriff's Office Firearms Purchase Program would run from June 2021 through June 2023 totaling up to 120 personnel and a program cap of \$420,000.00; and

WHEREAS, each specified Sheriff Member shall pay back, via payroll deductions, the cost of selected equipment over a two-year period (52 paychecks).

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners hereby authorizes the Sheriff to purchase firearms and related equipment through the Firearms Purchase Program for specified staff, who provide Ingham County public safety services.

**BE IT FURTHER RESOLVED**, that the Firearms Purchase Program would run from June 2021 through June 2023 totaling up to 120 Staff with a cost cap of \$420,000.00.

**BE IT FURTHER RESOLVED**, that this program will be funded upfront by the employee benefit fund to be reimbursed by employees.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2021- 2023 budgets.

**BE IT FURTHER RESOLVED**, that the Sheriff's Office is authorized to establish an agreement with the unions representing employees that will participate in the program to clarify the voluntary nature of the program and potential forfeiture of funds if not paid in full or if an employee does not remain employed for the full two-year period.

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

## **Agenda Item 4a**

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

FROM: Janice Dooley, Deputy Court Administrator, General Trial Division

DATE : March 24, 2021

SUBJECT: Resolution To Authorize An Agreement With Thomson Reuters

For the meeting agendas of April 1 and 7, 2021

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### **BACKGROUND**

Ingham County Circuit Court Judges, department heads, law clerks, and other professional employees utilize print legal law books to perform essential research. Ingham County purchases its print legal books from Thomson Reuters, which also happens to publish much of the literature. In the past several years, Thomson Reuters has positioned itself to be the primary print provider for government law libraries.

With this edge on the legal print market, Thomson Reuters' prices continue to increase yearly. At this time and without a contract in place, it is estimated by Thomson Reuters that costs for legal books will increase 12% in the next year. Without a contract, print books are becoming increasingly unaffordable.

Ingham County Circuit Court is committed to providing to its Judges and other court professionals those books they have identified as providing a unique research methodology not available electronically. To that end, it has negotiated pricing with Thomson Reuters which allows for a fixed annual price increase of 2% per year for essential print legal law books over a five-year term.

### **ALTERNATIVES**

The Circuit Court purchases print legal books from Thomson Reuters, however it does not have a contract in place at this time. There are currently no alternatives from which reliably to purchase print legal books.

### **FINANCIAL IMPACT**

In an effort to keep costs manageable, the Circuit Court recommends entering into a five-year contract for print legal law books, to begin no later than June 1, 2021 and to conclude no later than May 31, 2026, with a 2% year over year increase in costs. With a five-year subscription, the first year shall cost no more than \$26,750.00, and not to exceed the total cost of \$139,316.00 for the entire five-year contract term. Costs will be paid from the Law Library Fund, line item #269 13100 782000, and from Circuit Court Supplies, line item #101 13001 726010.

### **STRATEGIC PLANNING IMPACT**

Continued contracting with Thomson Reuters furthers the Ingham County Strategic Plan to enhance and provide the necessary support to meet technology needs of the Courts. Further, current and accessible research methods further the overarching County priority of enhancing service and access to promote the wellbeing for residents.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a five-year contract with Thomson Reuters for print legal law books.

**Agenda Item 4a**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the Ingham County Circuit Court wishes to enter into a five-year contract with Thomson Reuters for print legal law books in the amount of no more than \$26,750.00 for the first year, with a 2% fixed annual increase, not to exceed \$29,000.00 in the fifth year, effective no later than June 1, 2021 through May 31, 2026; and

WHEREAS, Thomson Reuters is the sole source for print legal law books, and without competition is thus able to increase their prices arbitrarily; and

WHEREAS, without a contract, it is estimated the Circuit Court will see an average price increase of 12% in 2021 and each year thereafter, based upon information provided by the Thomson Reuters print government sales representative; and

WHEREAS, the Circuit Court seeks control of print expenditures by negotiating and entering into a five-year subscription contract; and

WHEREAS, entry into a five-year agreement will reduce Circuit Court overall expenditures as the costs per year will increase at a fixed 2% contractually; and

WHEREAS, the five-year subscription shall cost no more than \$26,750.00 in the first year of the contract term, not to exceed \$29,000.00 in the fifth and final year of the contract term; and

WHEREAS, the Circuit Court recommends that the Board of Commissioners authorizes a five-year contract with Thomson Reuters for print legal books, in the amount of no more than \$26,750.00 initially, with a 2% increase annually, not to exceed the total cost of \$139,316.00 for the entire contract term, effective no later than June 1, 2021 through May 31, 2026, to be paid from the Law Library Fund, line item #269 13100 782000, and from Circuit Court Supplies, line item #101 13001 726010.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners authorizes a five-year contract with Thomson Reuters not to exceed the total cost of \$139,316.00 for the entire contract term, effective no later than June 1, 2021 through May 31, 2026, to be paid from the Law Library Fund, line item #269 13100 782000, and from Circuit Court Supplies, line item #101 13001 726010.

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

**BE IT FURTHER RESOLVED**, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract agreements/purchase documents on behalf of the county consistent with this Resolution and upon approval as to form by the County Attorney.

## **Agenda Item 4b**

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

FROM: Janice Dooley, Deputy Court Administrator, General Trial Division

DATE : March 24, 2021

SUBJECT: Memorandum Re: Resolution To Authorize Five-Year Contracts For West ProFlex Electronic Law Library and Clear Access for Various Ingham County Departments and Courts

For the meeting agendas of April 1 and 7, 2021

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### **BACKGROUND**

Various Ingham County criminal justice agencies utilize an automated Law Library and investigation software funded by LOFT (Law and Order Fund for Technology), an internal service fund solely dedicated to the technology needs of the Courts, Prosecutor's Office and Sheriff's office. LOFT recommendations for expenditures are made by the LOFT Committee, which includes representatives from Circuit Court Administration, General Trial Division, Friend of the Court, Probate Court, 55<sup>th</sup> District Court, Prosecuting Attorney's Office, and Sheriff's Office.

The three-year contracts with Thomson Reuters for on-line legal research and investigation tools expires on May 31, 2021. The LOFT Committee met to plan for the next contract term, to review the current services Thomson Reuters provides through their West and CLEAR products, and to consider alternatives. The LOFT Committee concluded that West and CLEAR remain the most cost effective and efficient methods to provide necessary services.

### **ALTERNATIVES**

The LOFT Committee determined that Thomson Reuters, through West ProFlex for Government and CLEAR, continues to be the sole vendor that can provide all of the online research necessary for the relevant Ingham County Departments and Courts.

### **FINANCIAL IMPACT**

In an effort to keep costs manageable, the Committee recommends entry into five-year contracts for services effective June 1, 2021 through May 31, 2026, with a 1% year over year increase. Costs are \$60,948.00 for the first year, not to exceed \$64,000.00 in the fifth year. Funding is available from the LOFT Fund; additionally Friend of the Court and the Prosecuting Attorney's Office Family Support Unit will be paid through the Title IV-D Cooperative Reimbursement Program.

### **STRATEGIC PLANNING IMPACT**

Continued contracting with Thomson Reuters furthers the Ingham County Strategic Plan to enhance and provide the necessary support to meet technology needs of the Courts and Prosecuting Attorney's Office. Further, current and accessible research methods further the overarching County priority of enhancing service and access to promote the wellbeing for residents.

### **OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into five-year contracts with Thomson Reuters for West ProFlex and CLEAR services.

**Agenda Item 4b**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FIVE-YEAR CONTRACTS FOR WEST PROFLEX  
ELECTRONIC LAW LIBRARY AND CLEAR ACCESS FOR VARIOUS  
INGHAM COUNTY DEPARTMENTS AND COURTS**

WHEREAS, the LOFT Committee wishes to enter into five-year contracts with Thomson Reuters for online legal research in an amount of \$60,948.00 for the first year, with a 1% increase annually, not to exceed \$64,000.00 in the fifth year, effective June 1, 2021 through May 31, 2026; and

WHEREAS, various Ingham County criminal justice and court agencies utilize automated Law Library access through a vendor; and

WHEREAS, the LOFT (the Law and Order Fund for Technology) Committee, consisting of the Prosecuting Attorney's Office, 55<sup>th</sup> District Court, and 30<sup>th</sup> Circuit and Probate Courts collectively looked at various vendors to provide services in preceding contract years and determined that the Thomson Reuters West and CLEAR products provided the most cost effective and efficient ways to provide these services; and

WHEREAS, the LOFT Committee met earlier this year to plan for the next multi-year contracts term and determined that WEST PROFLEX for Government and CLEAR are still the most cost effective and efficient ways to provide these services; and

WHEREAS, the LOFT Committee recommends entering into five-year contracts which have a year over year increase of 1% during the minimum term, as compared to three-year contracts which have a year over year increase of 3%; and

WHEREAS, the LOFT Committee recommends WEST PROFLEX for Government and CLEAR products to provide automated law library access to the Ingham County Departments and Courts, for the contract term of June 1, 2021 through May 31, 2026.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners approves the LOFT Committee's recommendation and authorizes five-year contracts with the Thomson Reuters West Publishing Company for WEST PROFLEX for Government and CLEAR out of budgeted operational and LOFT Funds, with the exception of Friend of the Court and Prosecuting Attorney's Office Family Support which will be paid through the Title IV-D Cooperative Reimbursement Program Contract with the State of Michigan as follows:

## **WEST PROFLEX FOR GOVERNMENT:**

### **YEAR 1**

Circuit/Probate/FOC	2021/2022	\$1,643.00/month x 12 = \$19,716.00
Prosecutor	2021/2022	\$1,854.00/month x 12 = \$22,248.00
55 <sup>th</sup> District Court	2021/2022	\$212.00/month x 12 = \$2,544.00
<b>Total:</b>	<b>2021/2022</b>	<b>\$3,709.00 per month</b>
<b>Total:</b>	<b>2021/2022</b>	<b>\$44,508.00 per year</b>

### **YEAR 2**

Circuit/Probate/FOC	2022/2023	\$1,659.00/month x 12 = \$19,908.00
Prosecutor	2022/2023	\$1,873.00/month x 12 = \$22,476.00
55 <sup>th</sup> District Court	2022/2023	\$214.00/month x 12 = \$2,568.00
<b>Total:</b>	<b>2022/2023</b>	<b>\$3,746.00 per month</b>
<b>Total:</b>	<b>2022/2023</b>	<b>\$44,952.00 per year</b>

### **YEAR 3**

Circuit/Probate/FOC	2023/2024	\$1,676.00/month x 12 = \$20,112.00
Prosecutor	2023/2024	\$1,892.00/month x 12 = \$22,704.00
55 <sup>th</sup> District Court	2023/2024	\$217.00/month x 12 = \$2,604.00
<b>Total:</b>	<b>2023/2024</b>	<b>\$3,785.00 per month</b>
<b>Total:</b>	<b>2023/2024</b>	<b>\$45,420.00 per year</b>

### **YEAR 4**

Circuit/Probate/FOC	2024/2025	\$1,692.00/month x 12 = \$20,304.00
Prosecutor	2024/2025	\$1,911.00/month x 12 = \$22,932.00
55 <sup>th</sup> District Court	2024/2025	\$219.00/month x 12 = \$2,628.00
<b>Total:</b>	<b>2024/2025</b>	<b>\$3,822.00 per month</b>
<b>Total:</b>	<b>2024/2025</b>	<b>\$45,864.00 per year</b>

### **YEAR 5**

Circuit/Probate/FOC	2025/2026	\$1,710.00/month x 12 = \$20,520.00
Prosecutor	2025/2026	\$1,930.00/month x 12 = \$23,160.00
55 <sup>th</sup> District Court	2025/2026	\$221.00/month x 12 = \$2,652.00
<b>Total:</b>	<b>2025/2026</b>	<b>\$3,861.00 per month</b>
<b>Total:</b>	<b>2025/2026</b>	<b>\$46,332.00 per year</b>

**CLEAR:****YEAR 1:**

Circuit Court	2021/2022	\$171.25/month x 12 = \$2,055.00
55 <sup>th</sup> District	2021/2022	\$171.25/month x 12 = \$2,055.00
Probate	2021/2022	\$171.25/month x 12 = \$2,055.00
Prosecutor	2021/2022	\$342.51/month x 12 = \$4,110.12
FOC	2021/2022	\$513.75/month x 12 = \$6,165.50
<b>Total:</b>	<b>2021/2022</b>	<b>from LOFT \$513.75/month from LOFT \$6,165.00/year</b>
<b>Total:</b>	<b>2021/2022</b>	<b>from Title IV-D for Prosecutor/FOC \$856.26/month from Title IV-D for Prosecutor/FOC \$10,275.12/year</b>

**YEAR 2:**

Circuit Court	2022/2023	\$172.96/month x 12 = \$2,075.52
55 <sup>th</sup> District	2022/2023	\$172.96/month x 12 = \$2,075.52
Probate	2022/2023	\$172.96/month x 12 = \$2,075.52
Prosecutor	2022/2023	\$345.93/month x 12 = \$4,151.16
FOC	2022/2023	\$518.88/month x 12 = \$6,226.68
<b>Total:</b>	<b>2022/2023</b>	<b>from LOFT \$518.88/month from LOFT \$6,226.56/year</b>
<b>Total:</b>	<b>2022/2023</b>	<b>from Title IV-D for Prosecutor/FOC \$864.81/month from Title IV-D for Prosecutor/FOC \$10,377.72/year</b>

**YEAR 3:**

Circuit Court	2023/2024	\$174.69/month x 12 = \$1,868.16
55 <sup>th</sup> District	2023/2024	\$174.69/month x 12 = \$1,868.16
Probate	2023/2024	\$174.69/month x 12 = \$1,868.16
Prosecutor	2023/2024	\$349.39/month x 12 = \$3,736.44
FOC	2023/2024	\$524.08/month x 12 = \$6,378.84
<b>Total:</b>	<b>2023/2024</b>	<b>from LOFT \$524.07/month from LOFT \$6,288.84/year</b>

<b>Total:</b>	<b>2023/2024</b>	<b>from Title IV-D for Prosecutor/FOC      \$873.47/month</b>
		<b>from Title IV-D for Prosecutor/FOC      \$10,481.64/year</b>

**YEAR 4:**

Circuit Court	2024/2025	\$176.44/month x 12 = \$2,117.28
55 <sup>th</sup> District	2024/2025	\$176.44/month x 12 = \$2,117.28
Probate	2024/2025	\$176.44/month x 12 = \$2,117.28
Prosecutor	2024/2025	\$352.89/month x 12 = \$4,234.68
FOC	2024/2025	\$529.32/month x 12 = \$6,351.84

<b>Total:</b>	<b>2024/2025</b>	<b>from LOFT      \$529.32/month</b>
		<b>from LOFT      \$6,351.84/year</b>

<b>Total:</b>	<b>2024/2025</b>	<b>from Title IV-D for Prosecutor/FOC      \$882.21/month</b>
		<b>from Title IV-D for Prosecutor/FOC      \$10,586.52/year</b>

**YEAR 5:**

Circuit Court	2025/2026	\$178.20/month x 12 = \$2,138.40
55 <sup>th</sup> District	2025/2026	\$178.20/month x 12 = \$2,138.40
Probate	2025/2026	\$178.20/month x 12 = \$2,138.40
Prosecutor	2025/2026	\$356.41/month x 12 = \$4,276.92
FOC	2025/2026	\$534.61/month x 12 = \$6,415.32

<b>Total:</b>	<b>2025/2026</b>	<b>from LOFT      \$534.60/month</b>
		<b>from LOFT      \$6,415.20/year</b>

<b>Total:</b>	<b>2025/2026</b>	<b>from Title IV-D for Prosecutor/FOC      \$891.02/month</b>
		<b>from Title IV-D for Prosecutor/FOC      \$10,692.24/year</b>

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract agreements/purchase documents consistent with this Resolution and upon approval as to form by the County Attorney.

**Agenda Item 5**

**TO:** Board of Commissioners Law and Courts and Finance Committees  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** March 24, 2021

**SUBJECT: RESOLUTION TO AUTHORIZE ADDITIONAL JUSTICE MILLAGE PROGRAMMING FUNDS FOR INDIGENT ELECTRONIC MONITORING SERVICES AND NOTICE TO JUDICIAL SERVICES GROUP, LTD. (JSG) THAT ADDITIONAL FUNDS ARE AVAILABLE TO MAINTAIN SERVICES THROUGH DECEMBER 31, 2021**

**BACKGROUND**

Resolution #19-393, approved September 24, 2019, authorized the current contract with JSG Monitoring for indigent user electronic monitoring services. Resolution #20-589 approved \$70,000 in Justice Millage Programming Funds for Indigent Electronic Monitoring services. Due to the continued impact of COVID-19, EM utilization remains high and is projected to continue at the current level through the remainder of 2021, requiring an additional \$230,000 to maintain services through December 31, 2021. Pursuant to the terms of the current JSG contract, written notice can be provided, as additional funds are made available.

**ALTERNATIVES**

When current funding runs out, the only available option for Electronic Monitoring services is client-pay, reducing or precluding access to services.

**FINANCIAL IMPACT**

The proposed additional \$230,000 for indigent electronic monitoring funds are available from unspent programming funds within the Justice Millage Fund to maintain services through December 31, 2021.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

Electronic monitoring continues to be an essential evidence based resource during the current COVID-19 crisis, proven to be an effective and cost efficient option for monitoring appropriate offenders in the community. The cost of services is \$5.50 to \$10 per day compared to \$97.19 per day for a jail bed. The Ingham County JSG Electronic Monitoring Compliance Rate for January through March 18th is 98.05%, above the National Compliance Rate of 93-94%.

Adequate indigent electronic monitoring resources will continue to be needed as an alternative to jail for those unable to pay for services. It is expected that the increased need for electronic monitoring resources will continue through 2021, to provide services for users with reduced hours, lay-offs and lost employment due to the pandemic.

**RECOMMENDATION**

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution.

**Agenda Item 5**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ADDITIONAL JUSTICE MILLAGE PROGRAMMING FUNDS  
FOR INDIGENT ELECTRONIC MONITORING SERVICES AND NOTICE TO  
JUDICIAL SERVICES GROUP, LTD. (JSG) THAT ADDITIONAL FUNDS ARE AVAILABLE  
TO MAINTAIN SERVICES THROUGH DECEMBER 31, 2021**

WHEREAS, Resolution #19-393 adopted September 24, 2019 by the Board of Commissioners authorized entering a contract with JSG to provide electronic monitoring services for indigent users for an initial three year performance period effective December 1, 2019 through December 1, 2022 followed by two, one year automatic renewal periods not to exceed December 31, 2024; and

WHEREAS, this contract provides that upon exhaustion of the annual budgeted funds during any given year, JSG is required to cease performing services for the remainder of the year, unless or until JSG is notified in writing that additional funding is available to continue services for indigent users; and

WHEREAS, Board of Commissioners Resolution #20-589 adopted on December 8, 2020 approved \$70,000 in Justice Millage Programming funds for 2021 indigent Electronic Monitoring services; and

WHEREAS, the on-going impact of COVID-19 continues to result in high utilization of services, exhausting the initially approved Justice Millage funds totaling \$70,000 in March of 2021; and

WHEREAS, Electronic Monitoring has proven to be both effective and cost efficient; and

WHEREAS, additional Electronic Monitoring funding up to \$230,000 from unspent Justice Millage programming funds is needed to ensure that services continue through December 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes providing JSG written notice that additional funds in an amount not to exceed \$230,000 are available for Electronic Monitoring services through December 31, 2021.

BE IT FURTHER RESOLVED, that these supplemental funds will come from Justice Millage Programming funds.

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

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

**Agenda Item 6**

**TO:** Ingham County Finance and Law & Courts Committee  
**FROM:** Heidi Williams Director; Ingham County Animal Control  
**DATE:** March 23, 2021  
**SUBJECT:** Resolution to continually accept Banfield Foundation Grants  
For the meeting agendas of April 1, 2021 and April 7, 2021

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**BACKGROUND**

Ingham County Animal Control and Shelter (ICACS) was the recipient of a previous grant from the Banfield Foundation that provided funding for the surgical lights in the 2018 building project of the new shelter.

The ICACS recently applied for and was awarded a grant to reimburse for costs associated with the low cost and free pet vaccination clinics up to \$10,000 from the Banfield Foundation. The Banfield Foundation will also provide 797 doses of flea and tick preventative for the shelter to use for shelter animals and the public at these clinics.

**ALTERNATIVES**

If these grants are not accepted, ICACS will charge pet owners for vaccines.

**FINANCIAL IMPACT**

Acceptance of this grant allows the ICACS to divert budgeted vaccine cost to other areas of animal care.

**OTHER CONSIDERATIONS**

With public health protocols in place, ICACS has, and will continue, to run vaccination clinics in warm weather months in a drive-through style at the Ingham County Fairgrounds. The first scheduled clinic of this year is April 28, 2021. ICACS intends to submit future grant requests to the Banfield Foundation for continual funding for this program. The Board of Commissioners passed a similar resolution to authorize grant funds received from the Petco Foundation on an ongoing basis in 2019.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept this and all future Banfield Foundation Grants not to exceed \$20,000 with no matching requirement.

**Agenda Item 6**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT BANFIELD FOUNDATION GRANTS ON AN ONGOING BASIS**

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) has applied for and has been approved to receive grants from The Banfield Foundation in the past, most recently in the amount of \$10,000.00 and 797 doses of flea and tick preventative; and

WHEREAS, the purpose of these grants is to reimburse ICACS for costs associated with pet vaccination clinics and other expenses associated with Shelter activities; and

WHEREAS, grants supporting ICACS have been routinely approved by the Board of Commissioners on a recurring basis; and

WHEREAS, ICACS seeks Board of Commissioners approval to accept these grants on an ongoing basis; and

WHEREAS, the award amount of this grant and future grants is dependent on the amount received in the set grant periods, but will not exceed \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants the Ingham County Animal Control and Shelter ongoing authorization to participate in and receive grant funds from the Banfield Foundation for an amount to be determined by the amount received in the set grant periods, but not to exceed \$20,000 with no match requirement.

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.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget consistent with this resolution.

## Agenda Item 7

TO: Law & Courts Committee/BOC  
FROM: Missy Harris, 9-1-1 Interim Director  
DATE: March 23, 2021  
SUBJECT: Public Safety Radio Project Update

This letter is to inform you of the current radio project status. The following is a list of items being worked on, along with tentative time frames:

- *Detailed Design Plan (DDP)*: Has been approved by the state, on March 10, 2021. Consent of the DDP was a huge step forward, allowing many aspects of the radio project to get underway, like completion of installation at radio sites, location services, and microwave optimization.
- *Location Services*: All radios in the system will report GPS locations. The interface between radio and our computer aided dispatch (CAD) mapping is being conducted by our CAD vendor Central Square, Motorola, and the Michigan Public Safety Communication System (MPSCS).
- *Tower work*: Leslie site will have antennas and feedline installed March/April. Work will start soon on the two MPSCS towers in Ingham County and one in Eaton County. Weather conditions/Tower access may affect this.
- *Microwave optimization*: With the approval of DDP mentioned above, Nokia is scheduled for installation and optimization of the microwave path that links towers of the radio system together. Projected to occur May/June.
- *Radio programming*: Comsource is getting ready to program the radios, and work is being done on a Wi-Fi programming project.
- *Mobile radio installs*: Comsource will be doing the installs at our storage facility along with other selected sites to make the transition as easy as possible for all agencies.
- *Pagers*: Comsource is doing inventory on the pagers, charging them and getting ready to program.
- *Train the Trainer (TtT)*: Michigan State Police will be holding in person classes for all partner agencies on mobile and portable radios. There are four, 4-day, train the trainer sessions scheduled in May and June, agencies are currently signing their trainers up.
- Radio console training for our staff is scheduled the week of August 16th.
- *Testing*: Drive testing throughout the County and in-building portable testing in several hundred buildings, will be conducted this summer once the radio system is up and prior to go-live.
- *Go live*: Currently our go-live is on track for late August/early September 2021.