

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
IRENE CAHILL
ROBERT PEÑA
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, DECEMBER 2, 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 [November 18, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Authorize a Contractual Agreement with [Axon Enterprise, Inc.](#) to Purchase Seventeen New Tasers and Associated Equipment
 - b. Resolution to Authorize a Contract with [Guardian Tracking, LLC](#)
2. Homeland Security & Emergency Management
 - a. Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2022 Capital Region Integrated [Critical Skills Training Program](#)
 - b. Resolution to Accept Grant Funds from the State of Michigan for the [Emergency Management Performance Grant](#) American Rescue Plan Act for Fiscal Year 2021
 - c. Resolution to Adopt the Updated [Emergency Operations Plan](#) for Ingham County
 - d. Resolution to Authorize an Equipment Purchase Agreement with [W.S. Darley & Company](#) to Purchase a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System
3. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Contract for [Delinquency Attorney Services](#)
 - b. Resolution to Amend Per Diem with [Highfields Inc](#) for Residential Care and Treatment Services
 - c. Resolution to Authorize Contracts for [Lawyer Guardian Ad Litem](#) Representation
4. Facilities Department – Resolution to Authorize a Purchase Order to [Knight Watch Inc.](#) for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse
5. Controller's Office – Resolution Authorizing [Adjustments](#) to the 2021 Ingham County Budget

6. Community Corrections
 - a. Resolution to Authorize a Contract with [Northwest Initiative](#), Prevention and Training Services, and Judicial Services Group (JSG) for 2022 Community-Based Programming as Authorized by the Justice Millage
 - b. Resolution to Reclassify the [Community Corrections Manager](#) Position
 - c. Resolution Honoring [Mary Sabaj](#)
 - d. Resolution Honoring [James Webster](#)
 - e. Hiring Process for Community Corrections Manager (*Discussion*)

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
November 18, 2021
Draft Minutes

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

Members Absent: Crenshaw.

Others Present: Lisa Bonney, Peg MacDougall, Teri Morton, Mary Konieczny, and others.

The meeting was called to order by Chairperson Polsdofer at 6:00 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 October 28, 2021 Minutes

MOVED BY COMM. TRUBAC, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE OCTOBER 28, 2021 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Sheriff's Office – Resolution to Authorize the Purchase of the Apex Officer Training Simulator from Govred Technology
3. Probate Court
 - a. Resolution to Authorize Agreement for Attorney Services for Mental Health Proceedings in the Ingham County Probate Court
 - b. Resolution to Authorize Agreement to Provide Statutorily Required Guardianship Reviews
4. Prosecuting Attorney's Office
 - a. Resolution to Accept the Coronavirus Emergency Supplemental Funding Grant from the Michigan State Police

- b. Resolution to Authorize a Memorandum of Understanding with the Department of the Attorney General, the Jackson County Prosecutor’s Office, Aware Inc., and a Subcontract with End Violent Encounters
5. Controller’s Office
- a. Resolution to Authorize an Agreement to Accept Grant Funds from the Michigan Economic Development Corporation
 - b. Resolution Approving Various Contracts for the 2022 Budget Year

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

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

- 1. Resolution Services Center of Central Michigan – Request for Additional Funding
(*Presentation*)

Lisa Bonney, Resolution Services Executive Director, and Peg MacDougall, Resolution Services Program Manager, presented to the Law & Courts Committee.

Chairperson Polsdofer asked if the need for funding beyond 2022 had been considered.

Ms. Bonney stated she was concerned about how to cover the costs of the virtual services if that volume of virtual services would still be requested by the courts. She further stated it would be great to receive multi-year funding, as the virtual service expansion allowed for increased access to justice in a more timely manner.

Commissioner Celentino stated he supported the request, and asked Teri Morton, Deputy Controller, for her recommendation.

Ms. Morton stated the Controller’s Office recommended using some of the 2022 contingency funds for the current request, as none had yet been allocated. She further stated the funding could then be included in the 2023 budgeting process and would assist Resolution Services Center with the budgeting process.

Commissioner Peña asked for the age range of the volunteer mediators.

Ms. Bonney stated the volunteers’ ages ranged from 20 to 70 years old.

Commissioner Peña asked for information regarding the ongoing backlog of cases in the Magistrate Court.

Ms. MacDougall stated she was only able to provide insight into the increase of cases, and could not provide a guess regarding the case backlog for the Magistrate Court.

Commissioner Celentino asked for the balance of the Contingency Fund.

Ms. Morton stated the balance of the 2022 Contingency Fund was \$355,142.

Commissioner Schafer asked what other sources funded the Resolution Services Center of Central Michigan.

Ms. Bonney stated funding was received from the State Court Administrator Office, various fees, grants, and more to maintain a balance of funding.

Ms. MacDougall stated there was not a charge for small claims cases.

Commissioner Trubac stated his thanks. He further stated he was curious about opportunities for state-level funding.

Chairperson Polsdofer stated he would also like to know if the Cities of Lansing and East Lansing had been contacted for funding.

Ms. Bonney stated state-level funding was determined by the Legislature, and statewide conversation for amending the funding formula was not currently possible. She further stated she wanted to hold conversations with the six counties covered by Resolution Services Center of Central Michigan.

Commissioner Trubac stated in similar situations, the Law & Courts Committee recommended having conversations with state legislators.

Ms. Morton stated Ingham County did not provide funding for all of the courts within Ingham County, and recommended reaching out to Lansing and East Lansing to hold similar conversations.

Commissioner Cahill asked for information regarding the accessibility of services through and without Zoom.

Ms. MacDougall stated Zoom supported a phone call-in connection for virtual meetings, and in-person opportunities were also provided.

Commissioner Schafer stated he wanted to see communication from the Cities of Lansing and East Lansing.

Chairperson Polsdofer stated he hoped the municipalities were able to see the value of services and offer to provide funding to allow the courts to continue to flourish. He further stated he wanted to know the proposed funding from the Cities of Lansing and East Lansing to prepare fiscally.

Ms. Morton recommended including a budget describing the services provided within the three courts.

Commissioner Schafer asked if the American Rescue Plan (ARP) Funds were eligible to cover the services.

Ms. Morton stated the ARP funds had been committed and recommended the contingency funds should be used instead.

Commissioner Schafer stated he would like to receive an update on the funds at an upcoming meeting.

Ms. Morton stated she expected the update would be included next week in the Controller's Report. She further stated it seemed the Committee was supportive of some type of additional funding for Resolution Services Center of Central Michigan.

Announcements

Commissioner Peña stated the Logan's Roadhouse Veterans Day event was a success and provided a summary of the event. He further stated he wanted to give kudos to the Sheriff's Office and Officer Stack.

Commissioner Peña stated the Bike and Seek event to raise funds for the Lansing Bike Co-Op was a success.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:30 p.m.

**DECEMBER 2, 2021 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1a. Sheriff's Office – Resolution to Authorize a Contractual Agreement with Axon Enterprise, Inc. to Purchase Seventeen New Tasers and Associated Equipment

This resolution will authorize the Sheriff's Office to purchase seventeen Taser 7 weapons and associated equipment and training from Axon Enterprise, Inc. in the amount of \$47,898.27. This purchase is for new and replacement Tasers and will include necessary batteries and cartridges for certification training. Axon Enterprise, Inc. is a sole source company for this equipment. Funds for this purchase are included in the 2022 capital budget.

See memo for details.

1b. Sheriff's Office – Resolution to Authorize a Contract with Guardian Tracking, LLC

This resolution would approve a contract with Guardian Tracking for a software program to track employee performance, equipment, and training and use-of force records. The current system of paper, physical file folders and emails is outdated and inefficient. This software program will solve several issues in one single computer software program.

During the procurement of this system, members of the Sheriff's Office participated in demonstrations by three separate vendors. Guardian Tracking was the least expensive and meets or exceeds current needs. The subscription for Guardian Tracking is \$5,094 per year, with a first-year implementation fee of \$1,783. The anticipated increase of subscription fees is not greater than 3% over the current or previous years' subscription. Funds are available within the Sheriff's Office budget for this purpose.

See memo for details.

2a. Office of Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2022 Capital Region Integrated Critical Skills Training Program

This resolution will approve the acceptance of the 2022 Michigan Justice Training Fund grant for the Capital Region Integrated Critical Skills Training Program in the amount of \$119,927.56, with an in-kind match of \$39,975.99 for a total budget of \$159,903.55 for the time period of January 1, 2022 through December 31, 2022.

The grant award provides reimbursement funding for personnel wages, supplies, and operating expenses relating to in-service training intended to develop critical skills in an integrated format, consistent with how officers perform in the field. Critical skills include both cognitive and physical skills. The required in-kind match of \$39,975.99 will be assumed by the Ingham County Sheriff's Office in personnel wages and equipment.

See memo for details.

2b. Office of Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the State of Michigan for the Emergency Management Performance Grant American Rescue Plan Act for FY 2021

This resolution will approve the acceptance of the FY 2021 Emergency Management Performance Grant American Rescue Plan Act award from the State of Michigan in the amount of \$34,026 for the time period of October 1, 2020 to September 30, 2021. This is a supplemental award in addition to the annual Emergency Management Performance Grant awarded by the State of Michigan and will reimburse Ingham County for an additional portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

See memo for details.

2c. Office of Homeland Security and Emergency Management – Resolution to Adopt the Updated Emergency Operations Plan for Ingham County

This resolution is will accept and approve the updated Ingham County Emergency Operations Plan. The current plan has been updated and revised to account for lessons learned as well as to match the Michigan State Police Emergency Management and Homeland Security template. The Emergency Operations Plan develops the framework for Ingham County to effectively mitigate, prepare, respond, and recover from emergencies and disasters that affect Ingham County and those who reside or visit the county. It also assigns responsibilities and specific actions that need to be carried out during a disaster or state of emergency.

The updated plan is being sent out as a document separate from the committee agenda.

See memo for details.

2d. Office of Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with W.S. Darley & Company to Purchase a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System

This resolution will authorize the purchase of a DJI Mavic 2 Enterprise Advanced drone package from W.S. Darley & Company at a cost of \$6,969. This drone package was selected for the specific features and capabilities it offers for a wide variety of Emergency Management planning, services and responses. Three quotes were obtained and W.S. Darley & Company provided the most competitive pricing. Funds for this purchase are available with the Emergency Operations budget.

See memo for details.

3a. Circuit Court – Juvenile Division – Resolution to Authorize a Contract for Delinquency Attorney Services

This resolution will authorize a contract with Attorney Robert Ochodnický, for Judge Richard J. Garcia's delinquency cases, at \$1,335.46 per month, not to exceed \$16,025.48, a 3% increase over the 2021 contract amount. The contract would be effective January 1 through December 31, 2022. This is a contract for legal representation of juveniles in delinquency cases assigned to Judge Garcia.

See memo for details.

3b. Circuit Court – Juvenile Division – Resolution to Amend Per Diem with Highfields Inc. for Residential Care and Treatment Services

This resolution will authorize an agreement with Highfields Inc. for care and treatment services of Court adjudicated youth at a rate not to exceed the prevailing state rate, effective January 1, 2022 through September 30, 2023. Highfields has requested an increase in their per diem of \$230 due to an increase in costs associated with Qualified Residential Treatment Programs, as part of the state’s implementation of the Families First Preservation Services Act. Highfields believes the increase in per diem is consistent with actuarial rates established by the state. The new per diem would reflect the prevailing state rate for residential placement which is \$283.28. Funds are available within the Child Care Fund to cover this increased expense.

See memo for details.

3c. Circuit Court – Juvenile Division – Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation

This resolution will authorize to the continuation of the following contracts for calendar year 2022, with a 3% increase over the 2021 amounts:

- A contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol N. Koenig at a rate of \$4,291.67 a month, not to exceed \$51,500
- A contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Lisa McCormick at a rate of \$4,291.67 a month, not to exceed \$51,500
- A contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of \$3,862.50 a month, not to exceed \$46,350
- A contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate of \$3,862.50 a month, not to exceed \$46,350

This resolution will also authorize the Circuit Court Juvenile Division to provide web based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant and additional payments to Attorney Annette Skinner, Attorney Michael Staake, Attorney Kaitlin Fish, and Attorney Michael Van Huysse, not to exceed \$132,928 for calendar year 2022, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

See memo for details.

4. Facilities – Resolution to Authorize a Purchase Order to Knight Watch Inc. for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

This resolution will authorize a purchase order to Knight Watch Inc. for security enhancements to the south stairwell of the Veterans Memorial Courthouse for an amount not to exceed \$14,040.51. Additional card swipes and push bars are needed to enhance the security of the south stairwell to the lower garage and first floor Circuit Court Clerk’s area. Knight Watch Inc. is on the GSA co-operative contract, which means three quotes are not required, per the Ingham County Purchasing Policy. Funds for this purchase are available within the Public Improvement Fund and the Veterans Memorial Courthouse operating fund.

See memo for details.

5. Controller's Office – Resolution Authorizing Adjustments to the 2021 Ingham County Budget

As part of the year-end budgeting process it is necessary for the Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 *et seq.*), and to balance the 2021 Budget. Also authorized by this resolution are quarterly budget amendments to make necessary adjustments to the adopted budget as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues. This resolution will authorize adjustments to increase the General Fund by \$312,447.

Also included is General Fund Budget to Actual report as of September 30 and an update of contingency fund spending so far this year. The current contingency amount is \$217,614.

See memo for details.

6a. Community Corrections – Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and Judicial Services Group (JSG) for 2022 Community Based Programming as Authorized by the Justice Millage

Resolution #21-534 approved Justice Millage funds in the amount of \$475,600 for Community Corrections programs, including Day Reporting, MRT, and Electronic Monitoring. This resolution will authorize entering into contracts with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$18,600 and with JSG Monitoring for electronic monitoring services in an amount not to exceed \$400,000 for the performance period of January 1, 2022 through December 31, 2022.

See memo for details.

6b. Community Corrections – Resolution to Reclassify the Community Corrections Manager Position

This resolution will approve the reclassification of the Community Corrections Manager position. The position will become vacant in January of 2022 and the job description was last updated and reviewed by Human Resources in September of 1999. Prior to posting the position, the job description was updated and sent to Human Resources for review and it recommend that the position be reclassified from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39). The long-term cost of this increase (wages and fringes) will be \$9,121.

See memo for details.

HONORARY RESOLUTIONS:

6c. Community Corrections – Resolution Honoring Mary Sabaj

6d. Community Corrections – Resolution Honoring James Webster

DISCUSSION:

6e. Community Corrections – Hiring Process for Community Corrections Manager

TO: Law & Courts and Finance Committees
FROM: Undersheriff Andrew R. Bouck
DATE: November 10, 2021
SUBJECT: Resolution authorized a contractual agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. to purchase seventeen new Tasers and associated equipment.

For the meeting agendas of December 2, 2021 and December 8, 2021

BACKGROUND

Corrections personnel currently use two different versions of a dated Taser device, the Taser X26, and Taser X26P, the latter being the newer of the two devices. The Taser X26 was first released in May of 2003 and was discontinued by Axon in December of 2014. Additionally, Axon Enterprise now offers a much-improved model of the Taser device, the Taser 7. The new Taser 7 offers some benefits to the Taser X26 and X26P including:

- 1) Dual cartridges which offer faster deployment and better effectiveness at close range
- 2) Dual laser sighting system for greater accuracy
- 3) Rechargeable batteries
- 4) Integration with Axon Body Worn Cameras

This resolution requests approval for the Ingham County Sheriff's Office to enter into an agreement with Axon Enterprise, Inc. for the purchase of seventeen new Tasers and associated equipment.

ALTERNATIVES

AXON is a sole source vendor and all equipment must be purchased through them exclusively.

FINANCIAL IMPACT

The total cost of the seventeen new Tasers and associated equipment is \$47,898.27. This item was approved in the 2022 budget as a Capital Outlay item.

The total cost will include seventeen Taser 7 weapons, seventeen new holsters, a dock mount for the Tasers, battery packs, training equipment, both duty and training cartridges, and a five-year extended warranty for the Tasers, dock mount, and battery packs.

STRATEGIC PLANNING IMPACT

Not applicable

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to contract with Axon Enterprise, Inc. for seventeen new Tasers and associated equipment.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT WITH
AXON ENTERPRISE, INC. TO PURCHASE SEVENTEEN NEW TASERS AND
ASSOCIATED EQUIPMENT**

WHEREAS, the Ingham County Sheriff's Office is responsible for police patrols and correctional security for Ingham County; and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA), the County insurance carrier, fully supports their clients obtaining Tasers as a tool to maintain safe and secure operations in daily police patrols and corrections operations; and

WHEREAS, Deputies properly equipped and trained with functional, up-to-date Tasers have greatly limited use of force complaints, deadly force situations, and legal issues since the initial release of these police tools; and

WHEREAS, the Sheriff's Office has determined the need to purchase seventeen (17) new Tasers and associated Taser equipment to supply our Correctional Division; and

WHEREAS, the purchase order also includes needed batteries and cartridges for certification training; and

WHEREAS, AXON Enterprise, Inc. is a sole source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed \$47,898.27.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase seventeen (17) Taser 7 weapons and associated equipment and training from AXON Enterprise, Inc. in the amount of \$47,898.27, as approved as a 2022 Capital Outlay item in the 2022 budget.

BE IT FURTHER RESOLVED, that Ingham County recognizes AXON Enterprise, Inc. as a sole source vendor for this equipment and training.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2022 Sheriff's Office budget.

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

TO: Law & Courts, Finance Committee
FROM: Captain Robert Earle, Jail Administrator
DATE: November 18, 2021
SUBJECT: Service Agreement with Guardian Tracking
For the meeting agenda of December 2, 2021 and December 8, 2021

BACKGROUND

The Ingham County Sheriff's Office currently uses paper and physical file folders for employee performance and discipline records. This system is outdated and not efficient for our operations. In addition, our use-of-force tracking system relies on emails between command and administration. Those emails are then saved in a shared drive on the county network. Data is not extractable and contains no early warning capability that alerts us to potential personnel concerns. The Sheriff's Office also tracks equipment and training records using Microsoft excel spreadsheets which are inefficient for sharing information or record retention. These tracking software programs solve several issues in one single computer software program.

ALTERNATIVES

The current process of employee performance, use-of-force, equipment, and training records is not sustainable. Records are incomplete and difficult to recover for possible litigation. It also lacks checks and balances of the records due to a lack of storage and handling continuity. Continuing as currently practicing is not the most suitable for meeting transparency, training, and accountability demands.

During the procurement of this system, members of the Sheriff's Office participated in demonstrations by three (3) separate vendors, including IAPro, Benchmark Analytics and Guardian Tracking. Guardian Tracking was the least expensive of the three (3) vendors and meets or exceeds our current needs.

FINANCIAL IMPACT

Subscription for Guardian Tracking is \$5,094 per year, with first year implementation fee of \$1,783. Anticipated increases of subscription fees are not greater than 3% over the current or previous years subscription.

STRATEGIC PLANNING IMPACT

This project is in line with the objectives of the County's 5 year strategic plan. It is innovative and cost-effective of services. The program is a performance-based measurement system for monitoring and reporting County services.

OTHER CONSIDERATIONS

The current times demand greater accountability for Police and Corrections staff in the performance of their duties to our community. Detecting potentially harmful patterns in an officer's behavior or recognizing exceptional performance are essential to accountability and continued excellence. A comprehensive performance management tool is the most effective way to support officers, create a positive culture, and demonstrate professionalism in the communities we serve.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the service agreement with Guardian Tracking Systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH GUARDIAN TRACKING, LLC

WHEREAS, the Ingham County Sheriff's Office uses physical file folders and hard copies of paper to track employee performance; and

WHEREAS, the Sheriff's Office uses the county email system to communicate reviews of use-of-force and employee praise by Sheriff's Office staff; and

WHEREAS, the Sheriff's Office uses Microsoft Excel to track equipment and training records; and

WHEREAS, these systems lack the ability to detect potentially harmful patterns in an officer's behavior that are essential to an officer's accountability or exceptional performance that reinforces the Mission; and

WHEREAS, these systems are outdated and lack transparency and accountability; and

WHEREAS, Guardian Tracking, LLC is the Benchmark of Police Early Warning Systems; and

WHEREAS, Guardian Tracking, LLC has modules that include, but are not limited to, the ability to record and track employee equipment and employee training.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract with Guardian Tracking, LLC.

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: Bob Boerkoel, Sergeant, Ingham County Sheriff's Office
DATE: November 12, 2021
SUBJECT: Resolution to accept grant funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2022 Capital Region Integrated Critical Skills Training Program
For the meeting agendas of *December 2, 2021, December 8, 2021*

BACKGROUND

This Resolution is for the approval to accept the 2022 Michigan Commission on Law Enforcement Standards (MCOLES) Michigan Justice Training Fund for the 2022 Capital Region Integrated Critical Skills Training Program. The grant award provides reimbursement funding for personnel wages, supplies, and operating expenses relating to in-service training intended to develop critical skills in an integrated format, consistent with how officers perform in the field. Critical skills include cognitive skills, (such as communication, decision-making, de-escalation), as well as physical skills (such as First Aid & CPR, proper restraint techniques, or control device(s) employment.)

ALTERNATIVES

N/A

FINANCIAL IMPACT

This award reimburses the county up to \$119,927.56, with a required in-kind match of \$39,975.99 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$159,903.55.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it enables the Sheriff's Office to achieve integrated critical skill training to achieve a highly effective, professional deputy. Additionally integrated critical skill training produces efficient law enforcement responses for our residents and visitors, which can translate into safer communities; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County to reduce financial obligation of Ingham County while providing important skills training intended to mitigate risk and liability to Ingham County.

OTHER CONSIDERATIONS

This program seeks to utilize a training methodology that integrates the critical cognitive and physical skills officers may employ during a response to county residents and visitors. Integrated skill training expands traditional singular skill focused training (skill development) into a format that requires officers to 'put everything together' including communication, to decision-making and physical skills. Integrated critical skills are imperative for the modern law enforcement officer in order to provide safe, effective law enforcement responses and services.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support accepting the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund grant award for the 2022 Capital Region Integrated Critical Skills Training Program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE MICHIGAN COMMISSION ON
LAW ENFORCEMENT STANDARDS MICHIGAN JUSTICE TRAINING FUND FOR THE
2022 CAPITAL REGION INTEGRATED CRITICAL SKILLS TRAINING PROGRAM**

WHEREAS, the Ingham County Sheriff's Office applied to receive an Integrated Critical Skills training grant from the Michigan Commission on Law Enforcement Standards (MCOLES) Michigan Justice Training Fund; and

WHEREAS, Ingham County Sheriff's Office staff need to conduct regular, on-going training to maintain high levels of proficiency in a multitude of critical integrated skills such as communication, de-escalation, decision-making, and diverse physical skills, etc.; and

WHEREAS, Ingham County Sheriff's Office staff must also complete annual training requirements and proficiency standards across a multitude of disciplines; and

WHEREAS, frequent training enhances deputy decision-making and performance to deliver effective Sheriff's Office services to the people we serve while mitigating liability; and

WHEREAS, the purpose of this training program is to improve critical cognitive and physical skills regularly employed by officers and improve law enforcement responses and services for our communities; and

WHEREAS, the award amount of the grant is \$119,927.56 for personnel wages, supplies, operating expenses, and travel, with a required in-kind match of \$39,975.99 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$159,903.55.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the 2022 Michigan Justice Training Fund grant for the Capital Region Integrated Critical Skills Training Program in the amount of \$119,927.56, with an in-kind match of \$39,975.99 for a total budget of \$159,903.55 for the time period of January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Sheriff's Office 2022 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: Law & Courts and Finance Committees
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: November 9, 2021
SUBJECT: Resolution to Accept Grant Funds from the State of Michigan for the Emergency Management Performance Grant American Rescue Plan Act (EMPG ARPA) for FY 2021.

For the meeting agenda of *December 2, 2021, December 8, 2021*

BACKGROUND

This resolution is for the approval to accept the FY2021 Emergency Management Performance Grant American Rescue Plan Act Award to reimburse Ingham County for an additional portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits. This award serves as to further supplement to the Emergency Management Performance Grant Award for FY 2021, previously accepted with Resolution #20-508.

ALTERNATIVES

N/A

FINANCIAL IMPACT

This award reimburses the county up to \$34,026 of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits. The obligated funds require a cost-match and shall not exceed 50% of the total budget for salary and fringe benefits. This is a supplemental award in addition to the annual Emergency Management Performance Grant awarded by the State of Michigan.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it promotes services to enable the protection of life, property, and vital infrastructure during times of disaster or emergency; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County to reduce the financial obligation of Ingham County.

OTHER CONSIDERATIONS

The Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program. The Emergency Management Program seeks to protect life, property, and vital infrastructure in times of disaster or emergency.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the acceptance of grant funds from the State of Michigan Emergency Management Performance Grant American Rescue Plan Act (EMPG ARPA) for FY 2021.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN FOR THE
EMERGENCY MANAGEMENT PERFORMANCE GRANT AMERICAN RESCUE PLAN ACT
FOR FISCAL YEAR 2021**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2021 requires Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the EMPG American Rescue Plan Act (ARPA) supplements the Emergency Management Performance Grant Award for FY 2021, already authorized and approved with Resolution #20-508; and

WHEREAS, the EMPG ARPA reimburses Ingham County for an additional portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits; and

WHEREAS, the EMPG ARPA FY 2021 obligates a total of \$34,026 of additional funds, requiring a cost-match of 50% towards the EMPG budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the FY 2021 EMPG ARPA award from the State of Michigan for \$34,026.00, for the time period of October 1, 2020 to September 30, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2021 Budget.

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 Committee
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: November 12, 2021
SUBJECT: Resolution to Adopt the Updated Emergency Operations Plan for Ingham County.

For the meeting agendas of *December 2, 2021, December 8, 2021*

BACKGROUND

This resolution is to accept and approve the Ingham County Emergency Operations Plan. Ingham County’s current Emergency Operations Plan has been updated and revised to account for lessons learned from previous version as well as to match the Michigan State Police Emergency Management and Homeland Security template. The Emergency Operations Plan develops the framework for Ingham County to effectively mitigate, prepare, respond, and recover from emergencies and disasters that affect our county and those who reside or visit our county. Furthermore, it assigns responsibilities and specific actions that need to be carried out during a disaster or state of emergency.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Maintaining a current, updated Emergency Operations Plan expands Ingham County’s access to state and federal resources during a disaster or state of emergency.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it establishes Ingham County’s efforts to mitigate, prepare, respond and recover in an effective, efficient manner in times of disaster or emergency; (C) Finance – Maintain and enhance County fiscal health to ensure Ingham County remains positioned to receive state and federal resources during a time of disaster or emergency.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept and renew the Ingham County Emergency Operations Plan.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE UPDATED EMERGENCY OPERATIONS PLAN
FOR INGHAM COUNTY**

WHEREAS, Ingham County Government Officials have the responsibility for the protection of the lives and property of the residents, the environment, and to recommend protective actions before, during, and after disaster situations; and

WHEREAS, Ingham County is subject to a variety of natural and man-made hazards such as storms, flooding, fires, tornadoes, infectious diseases, civil unrest, technological attack, hazardous material incident, and terrorism; and

WHEREAS, local municipalities will respond to emergencies, render assistance to the public in accordance with intergovernmental procedures, mutual aid agreements, and use of volunteer groups as needed; when local resources are exhausted, the Ingham County Office of Homeland Security and Emergency Management will be contacted for support to satisfy unmet needs; and

WHEREAS, upon occurrence of a threat or emergency, the Chairperson of the Ingham County Board of Commissioners or their designee will declare a “Local State of Emergency” in accordance with this Plan; and

WHEREAS, this Plan embraces an “all-hazards” approach that most emergency response functions are similar, regardless of the hazard, establishing a framework to mitigate, prepare for, respond to, and recover from numerous disasters that could impact our community; and

WHEREAS, Ingham County’s Emergency Response Plan has not been revised since 2009 and revisions include updates consistent with the Michigan State Police Emergency Management and Homeland Security format.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the updated Ingham County Emergency Operations Plan.

TO: Law & Courts and Finance Committees
FROM: Sgt. Bob Boerkoel, Office of Homeland Security & Emergency Management
DATE: November 12, 2021
SUBJECT: Resolution to authorize an Equipment Purchase Agreement with W.S. Darley & Company to purchase a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System.

For the meeting agendas of *December 2, 2021, December 8, 2021*

BACKGROUND

This Resolution is for the approval to utilize the Ingham County Emergency Management budget funds to purchase an Unmanned Aerial System (drone package) as a means to update drone fleet/technology so as to improve Emergency Management services and responses in Ingham County. Specifically, budgeted funding will be used to purchase a DJI Mavic 2 Enterprise Advanced drone package at a cost of \$6,969.

This particular drone package was selected for the specific features and capabilities it offers for a wide variety of Emergency Management planning, services and responses such as pre-disaster mitigation evaluations, damage/flood assessment and hazardous materials responses. Additionally, features of this particular drone serve to advance other Ingham County emergency responses such as missing persons, crash investigations, tactical responses, fire responses, etc.

ALTERNATIVES

Three quotes were obtained. W.S. Darley & Company provided the most competitive pricing.

FINANCIAL IMPACT

The drone will be purchased with monies already budgeted and designated for Emergency Management. Furthermore, the purchase of this equipment provides an effective means to mitigate liabilities for potential hazards faced by various emergency responders in a variety of emergent situations; drones enable an effective response and scene assessment without requiring responders to enter into potentially dangerous scenes.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the Ingham County Emergency Management to conduct pre-disaster assessments and more accurately develop plans to mitigate potential future liabilities, enable quick and efficient scene or damage assessment during times of disaster, and assist in a variety of other county wide responses; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available monies paid to Ingham County budgeted for Emergency Management Services. The most cost-effective option was selected from three quotations.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH
W.S. DARLEY & COMPANY TO PURCHASE A DJI MAVIC 2 ENTERPRISE ADVANCED
UNMANNED AERIAL SYSTEM**

WHEREAS, the Ingham County Office of Homeland Security and Emergency Management conducts a variety of hazard mitigation planning, damage assessment, and disaster recovering surveys to keep the residents and visitors of Ingham County safe; and

WHEREAS, Ingham County budgets for Emergency Management activities to effectively plan for, mitigate, respond to, and recover from a variety of disasters in Ingham County; and

WHEREAS, the purchase of a DJI Mavic 2 Enterprise Advanced unmanned aerial system will allow for improved, effective pre-disaster evaluation and planning, disaster response, damage assessment, and recovery surveys while optimizing staffing resources and reducing the potential dangers or exposures to emergency responders; and

WHEREAS, the Ingham County Sheriff's Office, Office of Homeland Security and Emergency Management already maintains a team of trained, licensed Unmanned Aerial Vehicle (drone) pilots; and

WHEREAS, the W.S. Darley provides the most competitive pricing for the DJI Mavic 2 Enterprise Advanced drone package out of three potential vendors; and

WHEREAS, the total expenditure for this proposal is \$6,969.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a DJI Mavic 2 Enterprise Advanced drone package from W.S. Darley & Company for \$6,969, utilizing funding from the Emergency Management budget.

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

BE IT FURTHER RESOLVED, that the 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.

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: November 19, 2021
SUBJECT: Resolution to Authorize a Contract for Delinquency Attorney Services
For the Meeting Agendas of December 2 and December 8, 2021

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue a contract for legal representation of juveniles in delinquency cases assigned to Judge Richard J. Garcia. Attorney Robert Ochodnický has been providing this service. It is recommended that Attorney Robert Ochodnický receive a 3% cost of living increase in the 2022 contracted rate.

The Juvenile Division has entered into delinquency contracts since 2010 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children and indigent youth. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contract will be in effect from January 1, 2022 through December 31, 2022.

ALTERNATIVES

The Court assigns court appointed attorneys from the court appointed list to represent indigent juveniles assigned to Judge Richard J. Garcia.

FINANCIAL IMPACT

Funds to support this contact have been allocated in the 2022 budget. It is estimated that entering into a contract with an attorney saves the Court between \$5,000 and \$7,000 a year. No additional funding for this contract is required.

STRATEGIC PLANNING IMPACT

Develop an indigent defense service plan following guideline issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS

Contracts with delinquency attorneys will add additional cost savings as Raise the Age legislation is implemented. Raise the Age legislation will have an increase on the overall number of delinquency petitions received by Juvenile Division Judges.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR DELINQUENCY ATTORNEY SERVICES

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for juveniles, has contracted with attorneys; and

WHEREAS, the 2022 Budget approved by the Board of Commissioners, authorizes funds to contract with specific attorneys to provide legal representation; and

WHEREAS, the attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients; and

WHEREAS, Attorney Robert Ochodnický has been providing legal counsel for juvenile delinquency cases assigned to Judge Richard J. Garcia; and

WHEREAS, if authorized, the Circuit Court Juvenile Division would compensate Attorney Robert Ochodnický for providing legal representation for delinquency cases assigned to Judge Richard J. Garcia, effective January 1, 2022 through December 31, 2022 in the amount of \$1,335.46 per month, not to exceed \$16,025.48.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Robert Ochodnický, for Judge Richard J. Garcia's delinquency cases, at \$1,335.46 per month, not to exceed \$16,025.48, effective January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

Agenda Item 3b

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: November 22, 2021
SUBJECT: Resolution to Amend Contract with Highfields for Residential Care and Treatment Services
For the Meeting Agendas of December 2 and December 8, 2021

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to amend a contract with Highfields for residential care and treatment services. Highfields has requested an increase in their per diem of \$230 due to an increase in costs associated with Qualified Residential Treatment Programs, as part of the state's implementation of the Families First Preservation Services Act. Furthermore, Highfields believes the increase in per diem is consistent with actuarial rates established by the state. The new per diem would reflect the prevailing state rate for residential placement which is \$283.28.

ALTERNATIVES

The Circuit Court terminate the contract with Highfields. Should this occur, the Juvenile Division would pay the prevailing state rate for residential placement but not be afforded certain protections a contract would provide.

FINANCIAL IMPACT

The Juvenile Division is not requesting any additional funds as a result of this per diem increase.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Amend the contract with Highfields to reflect the new prevailing state rate.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND PER DIEM WITH HIGHFIELDS INC FOR
RESIDENTIAL CARE AND TREATMENT SERVICES**

WHEREAS, the Circuit Court Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, Resolution #20-465 authorized an agreement with Highfields Inc for residential care and treatment services at a per diem of \$230 not to exceed the state rate; and

WHEREAS, Highfields Inc reports a significant increase in the cost of residential care and treatment services due to requirements of being a Qualified Residential Treatment Program, as part of the state's implementation of the Families First Preservation Services Act; and

WHEREAS, the state analyzes and scrutinizes actuarial reports submitted by Highfields each year and establishes a prevailing state rate.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Highfields Inc for care and treatment services of Court adjudicated youth at a rate not to exceed the prevailing state rate, effective January 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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 and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: November 19, 2021
SUBJECT: Resolution Authorizing Entering Into a Contract for Lawyer Guardian Ad Litem Attorney Services for the Meeting Agendas of December 2 and December 8, 2021

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue contracts for legal representation of children in neglect and abuse cases. The four attorneys recommended in this resolution have already been providing Lawyer Guardian Ad Litem services (L-GAL) for the Circuit Court Juvenile Division. The case distribution for neglect and abuse cases was recalculated in 2020 thus resulting in a recalculation of the contract amounts. The case distribution for neglect and abuse cases is as follows: Judge Koenig .3, Judge McCormick .3, Judge Garcia .2 and Judge Dunnings .2 of the Family Division docket. The Juvenile Division recommends providing a 3% cost of living increase to the 2022 contracts. This allows the Juvenile Division to incrementally increase contract rates in order to avoid large increases.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contracts will be in effect from January 1, 2022 through December 31, 2022.

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

ALTERNATIVES

The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse cases.

FINANCIAL IMPACT

Funds to support this contact have been allocated in the Juvenile Division's 2022 budget. No additional funding is requested.

STRATEGIC PLANNING IMPACT

Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Enter into a contract

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACTS FOR LAWYER GUARDIAN AD LITEM REPRESENTATION

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2022 Budget approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted differently by Judge; and

WHEREAS, it is recommended that Attorney Annette Skinner continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Carol N. Koenig at a rate not to exceed \$51,500 a year for calendar year 2022; and

WHEREAS, it is recommended that Attorney Michael Staake continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Lisa McCormick at a rate not to exceed \$51,500 a year for calendar year 2022; and

WHEREAS, it is recommended that Attorney Kaitlin Fish continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Richard J. Garcia at rate not to exceed \$46,350 for calendar year 2022; and

WHEREAS, it is recommended that Attorney Michael Van Huysse continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Shauna Dunnings at rate not to exceed \$46,350 for calendar year 2022; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol N. Koenig at a rate of \$4,291.67 a month, not to exceed \$51,500 for calendar year 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Lisa McCormick at a rate of \$4,291.67 a month, not to exceed \$51,500 for calendar year 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of \$3,862.50 a month, not to exceed \$46,350 for calendar year 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate of \$3,862.50 a month, not to exceed \$46,350 for calendar year 2022.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Annette Skinner, Attorney Michael Staake, Attorney Kaitlin Fish, and Attorney Michael Van Huysse, not to exceed \$132,928 for calendar year 2022, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

Agenda Item 4

TO: Law and Courts, County Services, & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: November 2, 2021
RE: Resolution to Authorize a Purchase Order to Knight Watch for Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

For the meeting agendas of: December 2, 7, & 8

BACKGROUND

The doors to enter and exit the stairwell into the lower garage and the first floor Circuit Court Clerk’s area at the Veterans Memorial Courthouse does not currently have a security mechanism going to and from the stairwell. Knight Watch, who is on the GSA co-operative contract, submitted a proposal of \$14,040.51 for the card swipes and push bars.

ALTERNATIVES

The alternative be to leave the level of security as is.

FINANCIAL IMPACT

Funds for this project will come from the 2020 CIP line item # 245-26710-932000-20F27 and the building maintenance and repair line item # 631-236720-931000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-932000-20F27	\$9,000	\$9,000	\$9,000	\$0
Public Imp. Fund				
631-26720-931000	\$40,000	\$12,157	\$5040.51	\$7,116.49
Maint. & Repair				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Knight Watch for the security enhancements to the south stairwell going to the lower garage and Circuit Court Clerk’s area at the Veterans Memorial Courthouse.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH INC.
FOR THE SECURITY ENHANCEMENTS TO THE SOUTH STAIRWELL AT THE
VETERANS MEMORIAL COURTHOUSE**

WHEREAS, to enhance the security of the south stairwell to the lower garage and first floor Circuit Court Clerk's area additional card swipes and push bars are needed; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the GSA Contract do not require three quotes; and

WHEREAS, Knight Watch Inc. is on the GSA co-operative contract; and

WHEREAS, the Facilities Department recommends authorizing a purchase order to Knight Watch Inc. who submitted a proposal of \$14,040.51 for the security enhancements to the south stairwell at the Veterans Memorial Courthouse; and

WHEREAS, funds are available in the Public Improvement Fund line item #245-26710-932000-20F27 which has a balance of \$9,000 and the Building Maintenance and Repair line item #631-26720-931000 which has a balance of \$12,157.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a purchase order to Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, for the security enhancements to the south stairwell of the Veterans Memorial Courthouse for an amount not to exceed \$14,040.51.

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

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

Agenda Item 5

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: November 18, 2021

RE: Fourth Quarter 2021 Budget Adjustments, Contingency Fund Update, Third Quarter Financial Report

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2021. The total increase to the General Fund is \$312,447.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2021 Budget.

On the expense side of the General Fund, the Circuit Court – Friend of Court (FOC) have incurred additional expense from the change in the cost allocation plan which will increase the transfer to the FOC Fund in the amount of \$119,508. The Drain tax at large has incurred additional expense in the amount of \$192,939. On the revenue side the Register of Deeds received additional revenue from real estate transfer tax to balance these changes.

The FOC total budget will go unchanged due to a decrease in state revenue offset by the increase in the transfer from the general fund to cover the increase in expenses explained above.

Due to the jail new construction, we are requesting to appropriate funds in the amount of \$4,458,699 from the Justice Millage Fund to be transferred to the Jail New Construction Fund to fund the debt.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$217,614. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$411,075.

The 3rd quarter general fund budget to actual year to date report is attached. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

2021 CONTINGENCY

Adopted Contingency Amount	\$411,075
R20-578: Additional Community Agency Funding	(12,450)
R21-027: Additional Community Agency Funding – Rural Family Services	(14,000)
R21-089: Human Resource Davenport University COM Program	(47,200)
R21-190: Equalization funding Deputy Director	(85,000)
R21-280: Additional funding Probate Court	(12,000)
R21-323: Additional fund for Parks Light Study MCF	(1,500)
R21-434: Additional funding for Probate Visiting Judges	(\$5,000)
R21-390: Additional funding for US Geo Survey Sycamore Creek	(\$6,311)
R21-561: Additional funding for Jail Medical Recruitment	(\$10,000)
Current Contingency Amount	\$217,614

Ingham County

General Fund - Budget v. Actual Report

Year to Date as of September 30, 2021

	Amended Budget		
Revenues	(Unaudited)	Actual	Percentage
Taxes	\$ 56,838,600	\$ 57,142,524	100.53
State Revenue	11,036,550	8,333,916	75.51
Register of Deeds Revenue	1,077,500	1,141,904	105.98
Police Contract	3,431,318	3,447,587	100.47
Indirect Costs	1,246,045	1,289,489	103.49
Investment earning/(loss)	250,000	62,069	24.83
Transfer In from Other Funds	3,261,564	809,483	24.82
Carryover Surplus Used	1,858,799	-	-
Other	8,827,265	5,436,012	61.58
Total Revenues	\$ 87,827,641	\$ 77,662,983	88.43
Expenditures			
Wages & Fringes	48,841,937	40,780,610	83.50
Supplies & Postage	2,087,273	1,550,744	74.30
Contractual Services	2,770,564	2,205,856	79.62
Building & Equip Maintenance	1,069,856	641,323	59.94
Drain Assessment	520,000	712,939	137.10
Utilities and Telephone	1,283,578	890,309	69.36
IT Services	2,562,301	1,978,787	77.23
Other Expenditures	6,968,034	4,166,294	59.79
Transfers Out to Other Funds	21,126,565	17,942,057	84.93
Contingency	233,925	-	-
Capital Outlay	363,608	277,157	76.22
Total Expenditures	\$ 87,827,641	\$ 71,146,077	81.01
Revenues less expenditures	\$ -	\$ 6,516,906	

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2021 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2021 Budget on October 27, 2020 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2021 Ingham County General Fund budget at \$88,422,920.

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2021 BUDGET 11/18/21</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$88,110,473	312,447	\$88,422,920
207	Justice Millage	\$1,582,049	4,458,699	\$6,040,748
215	Friend of Court	\$6,384,072	0	\$6,384,072
366	Jail New Construction	\$0	4,458,699	\$4,458,699

GENERAL FUND REVENUES

	<u>2021 Budget –</u> <u>11/18/21</u>	<u>Proposed</u> <u>Changes</u>	<u>2021 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	55,385,100	0	55,385,100
Property Tax Adjustments	(50,000)	0	(50,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
Intergovernmental Transfers			
State Revenue Sharing	6,366,473	0	6,366,473
Convention/Tourism Tax - Liquor	1,356,030	0	1,356,030
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance - Uncommitted	1,858,799	0	1,858,799
Department Generated Revenue			
Animal Control	1,654,816	0	1,654,816
Circuit Court - Family Division	1,409,572	0	1,409,572
Circuit Court - Friend of the Court	626,045	0	626,045
Circuit Court - General Trial	1,590,183	0	1,590,183
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	791,675	0	791,675
District Court	1,798,783	0	1,798,783
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	46,650	0	46,650
Elections	83,000	0	83,000
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	55,285	0	55,285
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	957,806	0	957,806
Register of Deeds	2,127,500	312,447	2,439,947

Remonumentation Grant	85,000	0	85,000
Sheriff	4,522,243	0	4,522,243
Treasurer	3,379,040	0	3,379,040
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	444,355	0	444,355
Total General Fund Revenues	88,110,473	312,447	88,422,920

GENERAL FUND EXPENDITURES

	<u>2021 Budget –</u> <u>11/18/21</u>	<u>Proposed</u> <u>Changes</u>	<u>2021 Proposed</u> <u>Budget</u>
Board of Commissioners	667,704	0	667,704
Circuit Court - General Trial	8,337,510	0	8,337,510
District Court	3,497,654	0	3,497,654
Circuit Court - Friend of the Court	1,683,058	119,508	1,802,566
Jury Board	1,190	0	1,190
Probate Court	1,893,235	0	1,893,235
Circuit Court - Family Division	5,801,771	0	5,801,771
Jury Selection	176,086	0	176,086
Elections	366,483	0	366,483
Financial Services	1,030,068	0	1,030,068
County Attorney	486,044	0	486,044
County Clerk	1,269,062	0	1,269,062
Controller	1,057,954	0	1,057,954
Equalization/Tax Services	760,234	0	760,234
Human Resources	845,310	0	845,310
Prosecuting Attorney	7,499,533	0	7,499,533
Purchasing	286,018	0	286,018
Facilities	2,161,863	0	2,161,863
Register of Deeds	857,262	0	857,262
Remonumentation Grant	85,000	0	85,000
Treasurer	897,269	0	897,269
Drain Commissioner	1,106,105	0	1,106,105
Economic Development	105,000	0	105,000
Community Agencies	218,950	0	218,950
Ingham Conservation District Court	10,500	0	10,500
Equal Opportunity Committee	500	0	500
Women’s Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	218,600	0	218,600
Sheriff	22,272,338	0	22,272,338

Non-General Fund Adjustments

Justice Millage (207)	Appropriate additional funds of \$4,458,699 to cover transfer to Jail New Construction Fund for debt.
Friend of Court (215)	Increase revenue transfer in the amount of \$119,508 from General Fund and decrease Michigan Department of Humans Services grant by the same amount.
Jail New Construction Debt (366)	To set up budget of \$4,458,699 receiving transfer from Justice Millage and funding principal, interest and fee amounts.

TO: Law & Courts and Finance Committees
FROM: Mary Sabaj, CCAB Manager
DATE: November 9, 2021
SUBJECT: Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and JSG for 2022 Community Based Programming as Authorized by the Justice Millage For the meeting agendas of December 2 and December 8

BACKGROUND

Resolution #21-534 adopted by the Board of Commissioners on October 26, 2021 approved Justice Millage funds in an amount up to \$475,600 for Community Corrections program contracts, including Day Reporting, MRT, and Electronic Monitoring.

ALTERNATIVES

Without these funds, Day Reporting and MRT will only be available with State Community Corrections grant funding which imposes strict eligibility limitations; and, on a client pay basis which limits or precludes access for indigent users. Without these funds, Electronic Monitoring will only be available on a self-pay basis, precluding access for indigent users.

FINANCIAL IMPACT

All program expenditures will be covered by Justice Millage funding approved for this purpose. Day Reporting (\$52,000) will provide services on a fee for service bases for an estimated 40-50 participants; MRT group sessions (\$18,600) will be provided for an estimated 30 participants; and, Electronic Monitoring (\$400,000) for an estimated 110-199 participants per day based on a per diem fee schedule ranging from \$5.50 to \$10.00.

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

Day Reporting and MRT provide evidence-based curricula designed to decrease offender recidivism. Electronic Monitoring provides monitoring and tracking supervision. Community-based programming frees up jail beds and allows appropriate participants to work, go to school, and take care of personal, family, and community obligations.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support 2022 millage funded Day Reporting, MRT, and Electronic Monitoring programming.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH
NORTHWEST INITIATIVE, PREVENTION AND TRAINING SERVICES, AND
JUDICIAL SERVICES GROUP (JSG) FOR 2022 COMMUNITY-BASED PROGRAMMING AS
AUTHORIZED BY THE JUSTICE MILLAGE**

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

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

WHEREAS, on the Board of Commissioners adopted Resolution #21-534 on October 26, 2021 authorizing Justice Millage funded contracts up to \$475,600 to fund community-based programs, including Day Reporting, MRT, and JSG Electronic Monitoring services; and

WHEREAS, Justice Millage funded community-based program contracts for a performance period of January 1, 2022 through December 31, 2022 will include Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, Prevention and Training Services for MRT groups in an amount not to exceed \$18,600, and JSG for electronic monitoring services in an amount not to exceed \$400,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$18,600, and notification to JSG of available funds for electronic monitoring services in an amount not to exceed \$400,000 for the performance period of January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that funds for these contracts will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2022 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 6b

TO: Law & Courts, County Services, and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: November 22, 2021
SUBJECT: Resolution to Reclassify the Community Corrections Manager Position

For the meeting agendas of December 2, 7, and 8

BACKGROUND

In January of 2022, the Community Corrections Manager position will become vacant for the first time since its creation in 1991, at which time the position was classified as a Community Corrections Advisory Board Coordinator. The job description was last updated and reviewed by Human Resources in September of 1999. Prior to posting the position, the job description was updated and sent to Human Resources for review and it is recommended that the position be reclassified.

FINANCIAL IMPACT

The wage range for the Community Corrections Manager will change from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39). The long-term cost of this increase (wages and fringes) will be \$9,121.

OTHER CONSIDERATIONS

The Community Corrections Manager is responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board. This position provides assistance in optimizing Community Corrections treatment and service programming and promoting efficiency and cooperation between criminal justice agencies.

RECOMMENDATION

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

Agenda Item 6b

TO: Teri Morton, Deputy Controller

FROM: Imelda Maloney, Human Resources Analyst
Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations

DATE: November 9, 2021

RE: Memo of Analysis for updating job description: Community Corrections Manager

Position number 336001 will become vacant due to a retirement. Human Resources has updated the job description for position number 336001, Community Corrections Manager, to accurately describe the functions the position will be performing. The changes made to the job description do change the salary. The position should be reclassified from a MC 10 (\$64,745.56 - \$77,714.89) to a MC 11 (\$69,923.85 - \$83,930.39)

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

If I can be of further assistance, please email or call me (887-4375).

**INGHAM COUNTY
JOB DESCRIPTION**

COMMUNITY CORRECTIONS MANAGER

General Summary:

This is a professional and administrative position responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB). This position provides assistance in optimizing Community Corrections treatment and service programming and promoting efficiency and cooperation between criminal justice agencies. This position is responsible for the administration of programs that are a part of the Community Corrections Plan and Justice Millage funded.

This position is appointed by the County Controller, and works under the general direction of the CCAB and the County Controller. This position provides administrative services for the CCAB

Essential Functions:

1. Provides direct staff services to the CCAB.
2. Directs, oversees, and participates, under the general direction of the CCAB, in the development and preparation of the annual State Community Corrections Plan and Application, and monitors and coordinates the implementation of the Plan, including the management of the data information system.
3. Prepares, monitors, and coordinates implementation of the annual City of Lansing Funding Application.
4. Assists in the development of grant and program contracts and subcontracts and monitors compliance.
5. Prepares and distributes, on a regular basis, reports, data analyses, financial analyses or other reports as required on existing criminal justice programs.
6. Evaluates and monitors offender diversion programs for their impact on the criminal justice system.
7. Monitors and evaluates the impact of criminal justice legislation and case law as required.
8. Administers, monitors, reviews, and evaluates all Community Corrections programs that are part of the Community Corrections Plan and the Justice Millage.
9. Prepares and administers the Community Corrections budget, including CCAB Plans and Services state grant funding, City of Lansing grant funding, and county funding.
10. Supervises the CCAB Staff Consultant.
11. Performs related work as required and other responsibilities as designated by the CCAB.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: Graduation from an accredited college or university with a major in public or business administration, criminal justice or a related field or a combination of education, training and work experience that demonstrates an ability to perform all of the duties of the classification

Experience: At least three to five years is desired, working professionally within the criminal justice system, or a closely related program, providing either program management, planning or coordination. Some experience or training is required in the implementation of automated information systems.

Other Requirements:

- None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in walking, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE COMMUNITY CORRECTIONS MANAGER POSITION

WHEREAS, Ingham County employs a Community Corrections Manager responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB); and

WHEREAS, the position will become vacant in January of 2022; and

WHEREAS, the job description was last updated and reviewed by the Human Resources Department in September of 1999; and

WHEREAS, prior to posting the position, the job description was updated and sent to the Human Resources Department for review; and

WHEREAS, the Human Resources Department has analyzed the job description and recommend that the position be reclassified from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of the Community Corrections Manager position as described above.

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

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MARY SABAJ

WHEREAS, Mary Sabaj began her career with Ingham County on May 15, 1991, as the Community Corrections Advisory Board Coordinator, later becoming the Community Corrections Manager; and

WHEREAS, Mary Sabaj facilitated the development and submission of the Comprehensive Community Corrections Plan as the basis for the original State funding request and the Plan included an in-depth study of the local criminal justice system, identified problems including jail overcrowding, and a detailed plan, including how local policies, procedures, and community-based programming would address these problems; and

WHEREAS, Mary Sabaj has facilitated the development of and prepared all subsequent annual State grant applications, securing PA511 funding for a range of evidence-based Community Corrections treatment and service programs, including employment, education, substance abuse treatment, cognitive behavior change groups, domestic violence intervention groups, and day reporting; and

WHEREAS, Mary Sabaj initiated and coordinated an annual series of Women Achieving Success Workshops for women parolees and probationers, and also developed and taught a cognitive-behavior based class in the jail for seven years, leading to the expansion of jail-inmate programming; and

WHEREAS, Mary Sabaj has coordinated Community Corrections sponsored Program Exhibits, Job Fairs, and the collection and distribution of Ingham County donations for Lansing Project Homeless Connect; and

WHEREAS, Mary Sabaj coordinated a Community Corrections Garden Project involving volunteers from MSU Extension, the Mason community, recovery community, and jail inmates, resulting in donations of produce to the Ingham County Jail and Mason Food Bank, and a presentation about the Garden Project at the 2009 International Conference of Human Ecology in Manchester England; and

WHEREAS, Mary Sabaj has built trusted relationships with the courts and local criminal justice agencies, promoting the importance of rehabilitation programs and treatment to both the offender population and public safety; and

WHEREAS, Mary Sabaj's dedication to offender rehabilitation and to providing effective evidence-based treatment programs, including electronic monitoring and enhanced Pretrial Services, has contributed to the evolution of the way offender treatment programs and services are viewed and how corrections resources are utilized in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Mary Sabaj for her 30.5 years of dedicated service to the County of Ingham and for the contributions she has made to Ingham County-City of Lansing Community Corrections.

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

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JAMES WEBSTER

WHEREAS, James Webster received his Bachelors of Science and Master's Degree in Criminal Justice from Michigan State University; and

WHEREAS, James Webster, Executive Lieutenant, served on the Community Corrections Advisory Board as the Lansing Police Department representative for two years; and

WHEREAS, James Webster began his contract position with Ingham County in November of 1998 as the Community Corrections Advisory Board Staff Consultant during a time of chronic jail overcrowding; and

WHEREAS, James Webster created a process in collaboration with local criminal justice system partners to collect and share data with stakeholders throughout the system to ensure an accurate understanding of corrections resource utilization and to facilitate appropriate resource management and developed and maintained a Gatekeeper system, linking probation agents, jail staff, and probation residential treatment program staff to ensure the timely onset of treatment and jail bed savings; and

WHEREAS, James Webster cultivated partnerships with the City of Lansing resulting in collaborative projects, additional funding for Community Corrections, and data-sharing; and

WHEREAS, James Webster, having identified the increasing pretrial population in the jail, found and proposed consulting with a national pretrial expert, whose report and recommendations brought attention to the value of expanding and enhancing Pretrial Services and he proposed and facilitated the implementation of an innovative and successful program within the House of Commons that provided acupuncture and nutritional therapy for alcohol dependent residents; and

WHEREAS, James Webster was instrumental in assisting with the implementation of Community Corrections sponsored Program Exhibits, Job Fairs, and the collection and distribution of Ingham County donations for Lansing Project Homeless Connect; and

WHEREAS, James Webster's dedication to Community Corrections, to the value of information sharing and use of data to identify and address trends, and collaboration throughout the local criminal justice system, throughout the years has helped Ingham County-City of Lansing Community Corrections become a valued component of the local criminal justice system.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors James Webster for his 23 years of dedicated service to the County of Ingham and for the contributions he has made to Ingham County-City of Lansing Community Corrections.

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