

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW & COURTS COMMITTEE
MARK POLSDOFER, CHAIR
CHRIS TRUBAC
VICTOR CELENTINO
BRYAN CRENSHAW
ERIN GRAHAM
ROBERT 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, FEBRUARY 11, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/85344473817>.

Agenda

Call to Order

Approval of the [January 28, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. [Advance Peace](#) – Update from Jessica Yorke, Health Promotion & Prevention Division Manager
2. [Circuit Court](#) – Resolution to Amend Contract for [Graphic Sciences, Inc.](#) for Supplies and Packing of Circuit Court Files
3. [Circuit Court – Family Division](#)
 - a. Resolution to Authorize a Contract with [Child and Family Charities](#) for Recruiting and Licensing in a Foster Home
 - b. Resolution to Authorize a [Vehicle Lease](#) Agreement between Ingham County and Highfields, Inc
 - c. Resolution Honoring [Richard Gentry](#)
4. [Community Corrections](#) – Resolution to Authorize [Revisions](#) to Originally Approved FY 2020-2021 State Funded Community Corrections Program Subcontract Allocations
5. [9-1-1 Dispatch Center](#) – Resolution to Renew the Contract with [911 Solutions](#)
6. [Sheriff's Office](#) – Sheriff's Office [Reorganization](#) (*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
January 28, 2021
Draft Minutes

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

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

Members Absent: None.

Others Present: Teri Morton, Heidi Williams, Richard Terrill, Mike Cheltenham, Teresa Carter, and Michael Tanis.

Approval of the January 14, 2021 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE JANUARY 14, 2021 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Sheriff's Office – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2021 Capital Area Emergency Vehicle Operations Training Program
3. Prosecuting Attorney's Office – Resolution to Authorize Work Study Agreement between the Ingham County Prosecutor's Office and the Michigan State University College of Law
4. Facilities Department – Resolution to Authorize a Purchase Order to Justice Fence Co. for the Security Gate Operator Replacement at the Ingham County Youth Center

THE MOTION CARRIED UNANIMOUSLY.

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

1. Animal Control – Update from Animal Control Director Heidi Williams

Heidi Williams, Animal Control Director, provided an update to the Law & Courts Committee.

Commissioner Crenshaw thanked Ms. Williams for the one-page report she put out a month ago and for getting the word out about the responsibilities of the Animal Control because there was a lot of misinformation.

Commissioner Peña asked if microchipping was part of their data collection program.

Ms. Williams stated that he was correct. She further stated that once an animal was microchipped, it automatically registered with the microchip company when the adoption was completed.

Commissioner Peña asked if the funds toward PetPoint were gifted funds and not County funds.

Ms. Williams stated that it was for the first year. She further stated that the Animal Shelter Fund agreed to purchase the hardware for staff to access the software, and then it would cost the County about \$2,500 per year for software support.

Commissioner Peña stated that he would like to see the dollar amount identified to make sure that it was a sustainable program.

Commissioner Celentino stated that he was appreciative of the past assistance she had given him and his constituents.

Commissioner Celentino asked if the one-page report had been given to the Lansing Neighborhood Council, and then disbursed to other neighborhood groups.

Ms. Williams stated that she was not sure. She further stated that she had distributed the report to the Board of Commissioners.

Commissioner Crenshaw stated that he believed it was posted on the Animal Control's Facebook page.

Discussion.

Chairperson Polsdofer asked Ms. Williams to resend the one-page report to the members of the Law & Courts Committee.

Ms. Williams stated that she would do so.

Commissioner Trubac asked Ms. Williams if there would be similar changes to the atmosphere for the cats to reduce the glass bowl effect.

Ms. Williams stated that the cats did not react quite like the dogs. She further stated that the visual stimuli with the dogs made them more reactive.

Ms. Williams stated that dogs slept an average of 18 hours a day. She further stated that in a shelter environment, dogs only slept 10 to 12 hours a day, so additional quiet environments were intended to provide downtime.

Commissioner Trubac stated that he was interested in learning more about dog enrichment tools.

Ms. Williams stated that the mental enrichment tools wore out dogs more than playing ball.

Commissioner Trubac thanked Ms. Williams for all of her work.

Commissioner Schafer stated that he took a tour of the Animal Control and Shelter last year, and he was impressed. He further stated that he represented 245 square miles where deer were killed, but was getting too old to haul deer off the road, so if she had any advice, he would appreciate it.

Chairperson Polsdofer asked how their fundraising had been the previous year due to COVID-19.

Ms. Williams stated that they were not able to do major fundraising events, but whenever they put a call out for help, they were overwhelmed with community donations.

Chairperson Polsdofer asked if there had been an increase in online donations compared to mail.

Ms. Williams stated that it was hard to say. She further stated that all of the online donations went through the Animal Shelter Fund, and they did not monitor that, since it was a 501(c) organization.

Ms. Williams stated that it was difficult to compare to past years since it was not a normal year. She further stated that from her seat, she thought they were doing well.

Chairperson Polsdofer asked if the donation drop-off had been actively utilized.

Ms. Williams stated very much so.

Chairperson Polsdofer stated that he had seen WILX and FOX-47 had reporters reach out to cover human-interest stories. He further stated that it might help to share the positive things at the Animal Control and Shelter.

Chairperson Polsdofer stated that he could also arrange for HOMTV in Meridian Township to do some promotion.

Ms. Williams stated that would be wonderful. She further stated that she was surprised that people were still not aware of their brand new shelter.
Chairperson Polsdofer thanked Ms. Williams for her presentation.

Public Comment

None.

Announcements

None.

Adjournment

The meeting was adjourned at 6:27 p.m.

**February 11, 2021 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

2. *Circuit Court – Resolution to Amend Contract with Graphic Sciences, Inc. for Supplies and Packing of Circuit Court Files*

This resolution will authorize an amendment to the ongoing contract with Graphic Sciences, Inc. by adding \$15,000 to pay for ongoing supplies and packing of Circuit Court files, effective January 1, 2021. The current contract is for a not to exceed sum certain of \$18,856, to pay for supplies, packing, listing and labeling Circuit Court files through June 2023. The contract also provides for an annual budget of \$20,341 for file storage. Circuit Court has continued to close files and has depleted its onsite file storage space, necessitating the increase to the sum certain amount by \$15,000. Funds for this amendment are available within the Court's contractual services account.

See memo for details.

- 3a. *Circuit Court – Family Division – Resolution to Authorize a Contract with Child and Family Charities for Recruiting and Licensing a Foster Home*

This resolution will authorize a contract with Child and Family Charities for the purposes of recruiting, licensing, and monitoring a foster home, at a pass through rate not to exceed \$120.00 per day and administrative rate of \$23.10 per day for a total amount not to exceed \$91,154.70 for the contract period of January 1, 2021 through September 30, 2022. The foster home is to be used exclusively for Phoenix Court youth. Phoenix Court is a specialty court to address the needs of youth who have experienced sexual trauma and exploitation by offering services and opportunities to foster healing, resiliency, empowerment, and stability. By establishing a foster home for Phoenix Court youth, the Circuit Court Juvenile Division would be able to accelerate the early return home to the community for these youth. Child and Family Charities recruits, licenses and monitors foster homes for neglect and abuse cases and has agreed to partner with the Juvenile Division to provide these additional services at cost.

See memo for details.

- 3b. *Circuit Court – Family Division – Resolution to Authorize a Vehicle Lease Agreement between Ingham County and Highfields, Inc.*

This resolution will authorize a Vehicle Lease Agreement with Highfields Inc., for two transit vans, for the purposes of transporting adjudicated youth to and from the Ingham County Family Center. It is necessary for there to be a Vehicle Lease Agreement in order for Highfields staff to transport adjudicated youth. All vans currently at the Ingham County Family Center have these Vehicle Lease Agreements in place. This is for two new vans, one delivered at the end of January, and one expected to be delivered with the next few weeks.

See memo for details.

4. Community Corrections – Resolution to Authorize Revisions to Originally Approved FY 2020-2021 State Funded Community Corrections Program Subcontract Allocations

This resolution will authorize revisions to the FY 2020-2021 State Funded Community Corrections Program Subcontract Allocations originally approved by Resolution #20-266. Due to the impact of COVID-19 on FY 2019-2020 program utilization, the FY 2020-2021 Michigan Department of Corrections – Office of Community (MDOC-OCC) contract provides the opportunity to revise and re-submit individual program budget allocations. The revisions to the individual program budget allocations are as follows:

- Relapse Prevention and Recovery outpatient treatment provided by CEI-CMH from \$67,898 to \$71,918
- Domestic Violence Intervention Groups provided by Prevention and Training Services from \$24,900 to \$31,903
- Day Reporting services provided by Northwest Initiative – ARRO from \$40,274 to \$40,000
- MRT provided by Prevention and Training Services, Inc. from \$32,082 to \$22,000
- Opioid Specific Program provided by Tri-County Community Adjudication Services (TRI-CAP) from \$29,850 to \$30,000.

See memo for details.

5. 9-1-1 Central Dispatch Center – Resolution to Renew the Contract with 911 Solutions

This resolution will approve the continuation of services from 911Solutions for data services, analysis, and tracking of all required 9-1-1 phone surcharges effective April 1, 2021, to April 1, 2022, for an annual cost of \$22,800. This is to ensure that phone carriers are collecting the correct surcharge amounts and remitting them to the County. The contractor will continue to gather data for 2017 and 2018, run a complete analysis on the data and show statistical trends in the surcharge, follow up with companies regarding any missing or incongruent surcharge reporting and create a four-year statistical report. Funds are available for this contract within the 9-1-1 fund.

PRESENTATION/DISCUSSION:

1. Advance Peace – Update from Jessica Yorke, Health Promotion & Prevention Division Manager
6. Sheriff's Office – Sheriff's Office Reorganization

The proposed reorganization would add two new Corrections Deputies dedicated to the administration of inmate programming, reclassify the Major – Jail Administrator to a Captain, and reclassify the Inmate Referral Coordinator to an Inmate Programming Coordinator. Per the County's Reorganization Procedure, proposed reorganizations must be presented to the appropriate liaison committee as a discussion item. Following support from the liaison committee, it will be presented as an action item at a future round of meetings.

HONORARY RESOLUTION:

- 3c. Circuit Court – Family Division – Resolution Honoring Richard Gentry

Lansing/Ingham Advance Peace Updates as of 2.1.21

- 1) On January 14, 2021, ICHD staff received an informal notification regarding the Project Safe Neighborhoods Grant that ICHD applied for in December. ICHD anticipates a formal notification in the coming weeks. This is a small award of \$21,905. Staff from the Ingham County Prosecutor's Office, ICHD and MPHI teamed up on this application last month and the funding will come to ICHD for next steps in exploring & implementing the Advance Peace model in Ingham County.
- 2) Leadership-level executive staff from Michigan Public Health Institute and City of Lansing joined the core exploratory team that is running point on funding options, grassroots non-profit operators, and evaluation. On January 28, 2021, this group began standing bi-monthly check-ins to stay on top of collaborative work on upcoming grant proposals and non-profit sector engagements. Capital Region Community Foundation Impact Grants are on the radar, as well as a white paper submission to W.K. Kellogg Foundation.
- 3) The core team described above (which includes leadership from MPHI, City of Lansing, ICHD, and Advance Peace) is preparing to schedule a non-profit and key individual roundtable discussion to explore the capacities within and potential partnerships among grassroots non-profit NGOs and key individuals in the community already working in the realms of restorative justice ex-offender re-entry and non-violent conflict resolution.
- 4) In regards to potential funding allocations on behalf of Ingham County and/or City of Lansing, ICHD staff worked with Advance Peace to develop the attached sketch of an Advance Peace Local Budget for a Lansing/Ingham County implementation as well as an Implementation Design graphic that lays out the key partners and relationships and information flow between and among them. During our most recent conversation with DeVone Boggan from Advance Peace (on January 28, 2021), he advised us that the most important next step is securing letters of commitment and/or resolutions of support from City and County partners regarding a three-year commitment supporting a local Advance Peace implementation. Mr. Boggan has provided an example of the resolution of support adopted by the city council of Stockton, CA.
- 5) DeVone Boggan from Advance Peace, Captain Robert Backus from LPD and Jessica Yorko from ICHD met with Major Darin Southworth from the Ingham County Jail on 12.8.21 to discuss the questions that had been posed by Commissioners at the October 15, 2020 Law & Courts Committee. During this meeting, partners discussed the prospects for implementation of the model in communities in Ingham County outside of Lansing. Attached are the notes from that meeting, which all participants in the meeting have reviewed and approved.



Phased Approach: Dedicated Street Outreach, Interruption and Intervention > ADVANCE PEACE/The Peacemaker Fellowship® - REVISE SKETCH for CITY OF LANSING MICHIGAN

Cost Estimates/Budget for Lansing, MI Implementation of Advance Peace Street Outreach & Peacemaker Fellowship® Gun Violence Prevention			
	Street Outreach [Year 1]	Fellowship [Year 2]	Fellowship [Year 3]
1. Cost allocations for program administration and evaluation by Michigan Public Health Institute	<u>\$446,410</u>	<u>\$625,720</u>	<u>\$671,610</u>
1a. Subcontract for local grassroots non-profit host/operator of Lansing Advance Peace approach	\$265,000	\$276,000	\$293,000
Staffing Costs - Salary & Fringe	\$225,000	\$231,751	\$243,339
Local Program Manager;	\$56,250	\$57,938	\$60,835
Neighborhood Change Agents (2FTE);	\$87,500	\$90,125	\$94,632
Peacekeepers (2PTE)	\$50,000	\$51,500	\$54,075
Administrative Support (1FTE)	\$31,250	\$32,188	\$33,797
<i>*Fringe calculated @25%</i>			
Rent/building costs, utilities, insurance, computers/equipment, phones, printing, accounting/payroll services and other supplies for program implementation	\$40,000	\$45,000	\$50,000
1b. Program evaluation design, data collection, analysis and reporting	\$75,000	\$100,000	\$100,000
1c. Emergency client supportive services (contingency/emergency/crisis/supportive)	\$14,000	\$25,000	\$25,000
1d. Travel and registrations for staff conferences and trainings	\$15,000	\$20,000	\$20,000
1e. Peacemaker Fellowship® LifeMAP Allowances and Horizon-Building Journeys	\$30,000	\$150,000	\$175,000
1f. Administrative fee for contract administration for 1a (17%) and 1c-e (4%)	\$47,410	\$54,720	\$58,610
2. Cost allocations to Advance Peace/Safe Passages national partner training and implementation advisement, including Fellowship/Outreach Staff Training Bootcamps (contract to be administered by Ingham County Health Department)	<u>\$61,500</u>	<u>\$86,000</u>	<u>\$63,000</u>
Grand Totals	<u>\$507,910</u>	<u>\$711,720</u>	<u>\$734,610</u>

Potential Funding Partners for Lansing, MI Implementation of Advance Peace Street Outreach & Peacemaker Fellowship® Gun Violence Prevention

	Street Outreach [Year 1]	Fellowship [Year 2]	Fellowship [Year 3]
Ingham County	\$160,000	\$210,000	\$220,000
City of Lansing	\$240,000	\$300,000	\$350,000
Department of Justice Project Safe Neighborhoods Grant	\$21,905	\$22,500	\$23,000
Private Foundation Funders, Additional Grants and Individual Donors	\$86,005	\$179,220	\$141,610
Grand Totals	<u>\$507,910</u>	<u>\$711,720</u>	<u>\$734,610</u>

Local platforming of the Peacemaker Fellowship® - it is recommended that each city commit to work to develop and secure resources that allows for a 4-5-year minimum commitment to the strategy. This allows for a year of local planning, infrastructure building, street outreach platforming, two uninterrupted 18-month Fellowship cohorts, and adequate learning & evaluation systems to be developed and delivered to the local community. These are baseline thoughts as to strategy budget considerations based on Lansing/Ingham County area operations and assuming that we need to provide dedicated and intense focused engagement to between 15-25 high-risk individuals at the center of gun violence in the Lansing area. Through street outreach, this means that between within the first 18 months, 60-100+ individuals will be engaged annually to ensure the proper focus and engagement on the 15-25 presumptive Fellows through the Peacemaker Fellowship®. Year one establishes the foundational infrastructure for developing, implementing and deploying a high functioning street outreach gun violence interruption, intervention and prevention strategy. Please Note: Program related costs would increase in years 2 and 3, as a proposed Peacemaker Fellowship® strategy would be incorporated into the street outreach strategy.

BUDGET NARRATIVE (based on Lansing Area non-profit salaries, fringe, and overhead costs):

GRASSROOTS NON-PROFIT PERSONNEL

1 FTE Local Program Manager @ \$56,250 annually (fringe costs added @25%) + 3% increase after year 1 and 5% after year 2;
 2 FTE NCA/Street Outreach Worker @ \$43,750/annually (fringe costs added @25%) + 3% increase after year 1 and 5% after year 2;
 2 PTE NCA/Street Outreach Worker @ \$25,000/ annually + 3% increase after year 1 and 5% after year 2;
 Administrative Assistant/Clerical @ \$31,250/annually (fringe costs added @25%) + 3% increase after year 1 and 5% after year 2;

GRASSROOTS NON-PROFIT OPERATIONS AND OVERHEAD

Office Space/Rent, Utilities, Office Supplies, Printing, Furniture, Technology – (iPhones, computers, printer, website/internet), Uniforms, Auto Allowances, Misc. (parking, meals/meetings, legal, insurance, etc.,)

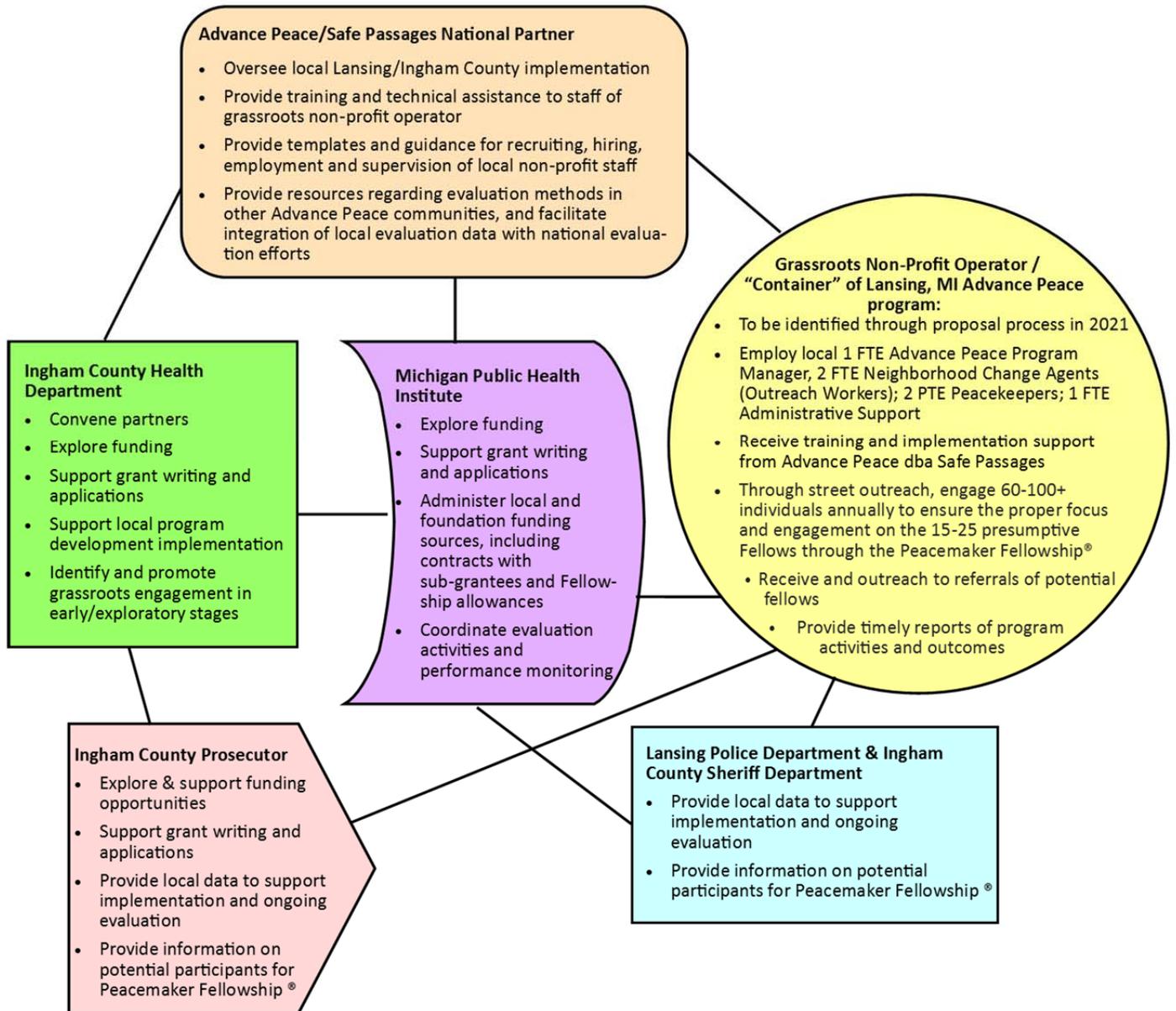
OTHER PROGRAM COSTS

Client Supportive/crisis Services Fund (\$14,000-\$25,000) – year 1-3
 Client Fellowship Services (\$355,500 over two years)
 Technical Support (\$210,500 over three years)
 Learning and Evaluation/Street Outreach Data AP (\$275,000 over three years)

Total @ three years: \$1,954,240

Although our goal is to prevent and reduce firearm assaults by 50+ percent over three years, if Advance Peace Lansing prevents just 2 firearm related incidents causing injury or death over the course of this 3-year budget the strategy would pay for itself (based on 'Costs of Gun Violence_Detroit' source: NICJR.org).

Project Design & Partner Roles for launching & deploying a high-performing street outreach interruption strategy team within neighborhoods most impacted by gun violence in Lansing, Michigan



Summary of Notes from 12/8/20 Mtg

RE Advance Peace potential implementation/benefits in various communities in Ingham County and surrounding jurisdictions

Major Darin Southworth, Ingham County Sheriff's office

Captain Robert Backus, Lansing Police Department

DeVone Boggan, Advance Peace

Jessica Yorke, Ingham County Health Department

- **People at the center of gun violence are not concerned with jurisdictional boundaries, and most shootings involve extensive coordination across multiple locations in the region.** Examples include:
 - Because East Lansing tends to be the hub of entertainment activities for young people in the area, there have been numerous incidents where guns involved in shootings throughout the county end up being recovered in East Lansing by ELPD.
 - Because Holt and Lansing Township have limited law enforcement resources, there is typically involvement by Ingham County Sheriff, Lansing Police Department and other units of law enforcement in regards to shootings that occur in these municipalities.
 - The gun used in the October 20, 2020 shooting at Zap Zone in Delta Township where a 3-year old was shot was recovered by Michigan State Police at a traffic stop in Lansing and was also connected to a gang-related shooting in Lansing.

- **Not everyone coming back into the community from Ingham County Jail with gun charges is of lethal concern.**
 - While it is a new way of thinking and operating, the relationship and communication flow between Advance Peace and Law Enforcement is typically one-way. This means that while Advance Peace staff are willing to receive information from law enforcement entities about individuals who might be a good fit for the Peacemaker Fellowship® or other participation with Advance Peace, the integrity and success of the Advance Peace model hinges on remaining distinct and separate from any two-way coordination with law enforcement.
 - Official in the meeting expressed their support for the model and a desire to see the model implemented in the county.

Resolution No.

STOCKTON CITY COUNCIL

=====

RESOLUTION APPROVING A PARTNERSHIP WITH ADVANCE PEACE WITH AN INTENT TO HELP BUILD AND SUSTAIN LOCAL COMMUNITY CAPACITY TO INTERRUPT GUN VIOLENCE IN STOCKTON

WHEREAS, the City is committed to ensuring that youth and young adults most impacted by gun violence lead productive, safe, healthy, and law-abiding lives free from gun violence; and

WHEREAS, evidence-based and promising practices related to gun violence intervention and interruption are needed to help build individual, family, and community strength and resiliency in neighborhoods most impacted by gun violence; and

WHEREAS, Advance Peace introduced by Mayor Michael Tubbs on January 9, 2018, interrupts cyclical and retaliatory gun violence in urban neighborhoods by providing transformational opportunities to those at the center of firearm hostilities and placing them in a high-touch, personalized 18-month Fellowship grounded in evidence-based practices that include:

- Street Outreach;
- Mentoring;
- Intensive Case Management;
- Life Skills Training;
- Cognitive Behavioral Therapy;
- Subsidized Employment;

and consisting of seven intensive touch points that include:

1. LifeMAP Goals;
2. Multiple Daily Check-ins;
3. Social Services Navigation;
4. Transformative Travel;
5. Elders Circle/Intergenerational Mentoring;
6. Internship Opportunities;
7. LifeMAP Milestone Allowance; and

WHEREAS, Advance Peace has been nationally and internationally recognized for delivering and sustaining positive outcomes with its Fellowship participants, contributing to a 60%-71% reduction in gun violence in Richmond California; and

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS FOLLOWS:

1. The City of Stockton hereby includes in its 2018-22 public safety planning, a commitment, support and partnership with Advance Peace which will help save lives and reduce the life altering trauma experienced both by people living in the impacted communities and by the service providers who support them (including law enforcement).

PASSED, APPROVED, and ADOPTED January 9, 2018.

MICHAEL D. TUBBS, Mayor
of the City of Stockton

ATTEST:

BRET HUNTER, CMC
Interim City Clerk of the City of Stockton

Agenda Item 2

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

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

DATE : February 3, 2021

SUBJECT: Resolution Amending Contract with Graphic Sciences, Inc. for
Supplies and Packing of Circuit Court Files

For the meeting agendas of February 11 and 17, 2021

BACKGROUND

In 2015, Ingham County Circuit Court was granted funding and entered into a contract with Graphic Sciences, Inc., not to exceed a sum certain of \$18,856.00, to pay for supplies, packing, listing and labeling Circuit Court files through June 2023. The contract also provides for an annual budget of \$20,341.00 for file storage. (Resolution #15-422).

The Resolution attached with this memorandum requests the authority to amend the contract with Graphic Sciences, Inc. by funding an additional \$15,000.00 which increases the remaining sum certain available from \$4,990.40 to \$19,990.40, to pay for supplies, packing, labeling, and listing of Circuit Court files by Graphic Sciences, Inc.

Circuit Court has continued to close files and has depleted its onsite file storage space. Other closed files are currently housed at different off-site locations. At this time, approximately 220 linear feet of Circuit Court files remains housed at the Road Commission Building, but must be permanently moved as the 911 Communications Center requires use of this space. In addition, 1,312 linear feet of files are housed at the Hilliard Building and may need to be temporarily packed and stored elsewhere if the electronic filing system is replaced.

ALTERNATIVES

The Circuit Court contracted with Graphic Sciences, Inc. in 2015 to store files because the previous storage locations in the Annex and Hilliard buildings had deteriorated, causing files to be exposed to elements detrimental to their preservation and safekeeping. The Circuit Court does not have an alternative location where the remaining files can be stored and are accessible, and which provides a secure environment.

FINANCIAL IMPACT

Funding is available through the Contractual Services line item of the Circuit Court budget, (101-13001-818000). The increase in funding of \$15,000.00 will pay for the necessary supplies, packing, listing and labeling for approximately 1,532 linear feet of files. When the original contract was considered, costs for supplies, packing, listing, and labeling did not accurately contemplate the ongoing closure of files and need to store offsite. Further, the potential replacement of the newly installed electronic filing system at Hilliard has caused the Circuit Court to seek out an alternative file storage location if the system is replaced.

STRATEGIC PLANNING IMPACT

Continued contracting with Graphic Sciences, Inc. for the storage of Circuit Court files furthers the overarching County priority of enhancing access to and the safekeeping of County records.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the funding increase of \$15,000.00 for Graphic Sciences, Inc. to provide supplies and perform the services to pack, list, and label Circuit Court files.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND CONTRACT FOR GRAPHIC SCIENCES, INC. FOR SUPPLIES AND PACKING OF CIRCUIT COURT FILES

WHEREAS, the Ingham County Circuit Court wishes to amend the contract with Graphic Sciences, Inc. in an amount of \$15,000.00 to increase the current monies available for the supplies and packing of Circuit Court files for storage per contract and Resolution #15-422; and

WHEREAS, the contract in 2015 initially provided a sum certain of \$18,856.00 for the supplies and packing of Circuit Court files; and

WHEREAS, the remaining balance for supplies and packing Circuit Court files is now \$4,990.40; and

WHEREAS, approximately 220 linear feet of files temporarily stored at the Road Department building located at 301 N. Bush Street in Mason must be packed, labeled, listed, and moved at an estimated cost of \$1,325.20 to provide necessary space for the 9-1-1 Operations Center; and

WHEREAS, 1,312 linear feet of files at the Hilliard Building in Mason must be temporarily packed, labeled, listed, moved, and returned at an estimated cost of \$13,394.40, while the current electronic shelving system is replaced and/or removed; and

WHEREAS, Ingham County Circuit Court seeks an amendment to the agreement with Graphic Sciences, Inc. to add \$15,000.00 to the contractual amount for supplies and packing; and

WHEREAS, money has been approved in the Ingham County Circuit Court 2021 budget, line item 101-13001-818000 - Contractual Services Record Storage and Retrieval; and

WHEREAS, Circuit Court recommends the Board of Commissioners authorize an amendment to the contract with Graphic Sciences, Inc. in an amount of \$15,000.00, for the supplies and packing of Circuit Court files to be paid from the General Fund, line item #101-13001-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the agreement between Ingham County Circuit Court and Graphic Sciences, Inc. to increase the sum certain dollar amount from \$4,990.40 to \$19,990.40 for supplies and packing of Circuit Court files.

BE IT FURTHER RESOLVED, that the Ingham County Circuit Court is hereby authorized to amend the ongoing contract with Graphic Sciences, Inc. by adding \$15,000.00 to pay for ongoing supplies and packing, effective January 1, 2021, to be paid from #101-13001-818000 - Contractual Services Record Storage and Retrieval.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2021 budget necessary to properly budget and account for these expenditures.

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

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: February 02, 2021
SUBJECT: Resolution Authorizing a Contract with Child and Family Charities for Purposes of Recruiting and Licensing a Foster Home. For the Meeting Agendas of February 11 and February 17, 2021

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to enter into a contract with Child and Family Charities for purposes of recruiting and licensing a foster home to be used exclusively for youth in Phoenix Court.

The mission of Phoenix Court is to address the needs of youth who have experienced sexual trauma and exploitation by offering services and opportunities to foster healing, resiliency, empowerment, and stability. Phoenix Court is comprised of a talented treatment team of professionals from the Juvenile Division, the Department of Health and Human Services (DHHS), the Ingham County Prosecutor’s Office and various private attorneys and community service providers. Phoenix Court has cultivated a supportive and nurturing courtroom and treatment environment where youth are viewed as victims, and not offenders, and where the court and the treatment team understand that bad behavior can be a manifestation of trauma. Our goal is to provide the youth with an alternative view of their potential and what is possible in their lives so they will have an opportunity to do more in life than simply survive.

There is a need for youth in Phoenix Court to have a stable home environment when entering back to the Ingham County community, post residential placement. Many youth in Phoenix Court are low/moderate risk on the criminogenic risk assessment but lack a structured home environment to return to. This has caused youth to linger in residential care for longer than necessary.

Child and Family Charities currently recruits, licenses and monitors foster homes for neglect and abuse wards and has agreed to partner with the Juvenile Division to provide these services at cost. Essentially, the Juvenile Division will pay Child and Family Charities a “pass-through” amount that will be allocated directly to the foster parent. This pass through amount will be determined based on the criminogenic risk of the youth prior to placement (low risk = \$80.00/day, moderate risk = \$100.00/day and high risk = \$120.00/day). The thought is that youth who are higher risk will likely have higher needs. Additionally, the Juvenile Division will pay Child and Family Charities half of an administrative rate as determined by the Michigan Department of Health and Human Services. The rate is half as the Juvenile Division will maintain case supervision. The administrative rate is currently \$46.20. By paying half of this rate, the Juvenile Division is covering the cost for Child and Family Charities to recruit, license and maintain the foster home.

ALTERNATIVES

The Juvenile Division continues its reliance on residential placement for youth in Phoenix Court.

FINANCIAL IMPACT

Funds to support this contract have been allocated in the 2021 County budget and Child Care Fund Annual Plan and Budget. The contract will cost the Juvenile Division around \$45,000.00 annually. It should be noted that the average cost of residential placement for this population is around \$275.00/day or roughly \$100,000 annually. The foster home is eligible for Child Care Fund reimbursement. No additional funding for this contract is required.

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

Enter into a contract

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH CHILD AND FAMILY CHARITIES FOR RECRUITING AND LICENSING A FOSTER HOME

WHEREAS, the Circuit Court Juvenile Division operates Phoenix Court, a specialty court to address the needs of youth who have experienced sexual trauma and exploitation by offering services and opportunities to foster healing, resiliency, empowerment, and stability; and

WHEREAS, the Circuit Court Juvenile Division has an immediate need for a foster home to be used exclusively for Phoenix Court youth; and

WHEREAS, the Circuit Court Juvenile Division would be able to accelerate the early return home to the community for youth in Phoenix Court by having an established foster home; and

WHEREAS, Child and Family Charities recruits, licenses, and monitors foster homes for neglect and abuse cases and has agreed to partner with the Juvenile Division to provide these services at cost; and

WHEREAS, the Circuit Court Juvenile Division will pay Child and Family Charities a “pass-through” amount that will be allocated directly to the foster parent; and

WHEREAS, the Circuit Court Juvenile Division will pay Child and Family Charities half of an administrative rate as determined by the Michigan Department of Health and Human Services; and

WHEREAS, the Circuit Court Juvenile Division has funds in the 2021 county budget and 2021 Child Care Fund Annual Plan and Budget to support the cost of the contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorizes a contract with Child and Family Charities for purposes of recruiting, licensing and monitoring a foster home, at a pass through rate not to exceed \$120.00 per day and administrative rate of \$23.10 per day for a total amount not to exceed \$91,154.70 for the duration of the contract.

BE IT FURTHER RESOLVED, that the contract would be effective 01/01/2021 through 09/30/2022.

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 and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: February 02, 2021
SUBJECT: Resolution Authorizing a Lease Agreement between Ingham County and Highfields, Inc. For the Meeting Agendas of February 11 and February 17, 2021

BACKGROUND

The Ingham County Family Center has a fleet of vans used to transport students to and from the Ingham Academy and other court programming. The Juvenile Division was authorized to purchase two new vans for the Family Center via resolution #19-560 and #20-466. For various reasons there was a delay in the vehicles being delivered. However, the first van was delivered January 26, 2021 and the second van is expected to be delivered in the next few weeks.

The resolution attached with this memo is requesting authorization for Ingham County and Highfields, Inc. to enter into a Vehicle Lease Agreement. It is necessary for there to be a Vehicle Lease Agreement in order for Highfields staff to transport adjudicated youth. Typically, the Vehicle Lease Agreement would be authorized via a Contract Authorization Form but with COVID-19 it was recommended that the Juvenile Division submit a resolution for authorization.

ALTERNATIVES

Only Court and County employees would be able to use the vans if the Vehicle Lease Agreement is not authorized.

FINANCIAL IMPACT

Funds to support this contract have been allocated in the 2021 County budget and Child Care Fund Annual Plan and Budget. The Lease Agreement for each van is \$1.00. Furthermore, Highfields, Inc. becomes responsible for the care and maintenance of the vehicles per the Vehicle Lease Agreement.

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

Enter into a contract

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A VEHICLE LEASE AGREEMENT BETWEEN INGHAM COUNTY AND HIGHFIELDS, INC

WHEREAS, the Ingham County Family Center has a fleet of vans used to transport adjudicated youth to and from the Ingham Academy as well as other court programming; and

WHEREAS, all vans currently at the Ingham County Family Center are currently in a Vehicle Lease Agreement as approved to form by the County Attorney; and

WHEREAS, the Circuit Court Juvenile Division recently purchased two new vans; and

WHEREAS, Highfields, Inc. provides the transportation using the county owned vehicles; and

WHEREAS, it is necessary for there to be a Vehicle Lease Agreement between Ingham County and Highfields Inc. in order for Highfields employees to transport youth.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorizes a Vehicle Lease Agreement with Highfields Inc., for the purposes of transporting adjudicated youth to and from the Ingham County Family Center.

BE IT FURTHERRESOLVED, that the vehicles are a 2020 Ford Transit 150 Wagon 10 Passenger (VIN 1FMZK1Y81LKB78666) and 2020 Ford Transit 150 Wagon 10 Passenger (VIN 1FMZK1Y83MKA04714).

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 and Courts Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: February 02, 2021
SUBJECT: Resolution Honoring Youth Center Director Richard Gentry

BACKGROUND

The attached resolution honors Youth Center Director Richard Gentry for 20 years of service to the 30th Judicial Circuit Court Juvenile Division and the citizens of Ingham County. Richard exemplifies the best in public service through his caring commitment to his responsibilities and duties, and through his desire to improve the processes, programs, and people involved in the juvenile justice system.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

STRATEGIC PLANNING IMPACT

N/A

OTHER CONSIDERATIONS

None

RECOMMENDATION

N/A

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING RICHARD GENTRY

WHEREAS, Richard Gentry received his Bachelors of Science degree from Michigan State University and a Masters of Arts in Family Studies from Spring Arbor University; and

WHEREAS, Richard Gentry began his career in Juvenile Justice working at the State Training School for Boys (W.J. Maxey) and Highfields, Inc., a private, non-profit residential and community-based organization for youth and families; and

WHEREAS, Richard Gentry was hired by the 30th Judicial Circuit Court Juvenile Division in 2001 as a Youth Center Supervisor; and

WHEREAS, Richard Gentry was promoted in 2006 as the Youth Center Director; and

WHEREAS, Richard Gentry facilitated the implementation of the Rational Behavior Training program and Cognitive Behavior Training Curriculum 2.0; and

WHEREAS, Richard Gentry served on numerous community and state-wide projects, helping to improve the field of juvenile detention and juvenile justice; and

WHEREAS, Richard Gentry has provided assistance in helping facilities to implement evidence-based programming through presentations and workshops within and outside of Michigan; and

WHEREAS, Richard Gentry is a member of the National Partnership for Juvenile Services and the Michigan Juvenile Detention Association, where he served as President of the Association; and

WHEREAS, Richard Gentry has served as an adjunct faculty member at Lansing Community College, helping educate and train the next generation of juvenile justice professionals; and

WHEREAS, Richard Gentry has always possessed the finest leadership qualities which served to motivate the staff he led; and

WHEREAS, Richard Gentry exemplifies the best in public service through his caring commitment to his responsibilities and duties, and through his desire to improve the processes, programs, and people involved in the juvenile justice system; and

WHEREAS, Richard Gentry has given the 30th Judicial Circuit Court Juvenile Division, Ingham County Youth Center and the residents of Ingham County over 20 years of quality service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Richard Gentry for his many years of dedicated service to the County of Ingham and for the contributions he has made to the 30th Judicial Circuit Court, Youth Center.

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

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Mary Sabaj, CCAB Manager
DATE: February 1, 2021
SUBJECT: RESOLUTION TO AUTHORIZE REVISIONS TO ORIGINALLY APPROVED FY 2020-2021 COMMUNITY CORRECTIONS PROGRAM SUBCONTRACT ALLOCATIONS

For the meeting agendas of February 11 and February 17

BACKGROUND

The Michigan Department of Corrections – Office of Community Corrections (MDOC-OCC) recognized the ongoing impact of COVID-19 on program utilization and cost was not understood until well after the FY2020-2021 Application and Plan was submitted on May 1, 2020. Consequently, the FY2020-2021 MDOC-OCC contract provides the opportunity to revise individual program budgets. Original allocations were approved by County Resolution #20-266 on June 23, 2020. CCAB proposed individual program budget revisions were MDOC-OCC approved on January 21, 2021. This Resolution seeks authorization to enter program subcontracts in compensation amounts not to exceed the revised allocations. Budget Adjustment Requests can be made should utilization shift during this FY.

ALTERNATIVES

Without State approved grant funds for these programs, services will only be available on a client pay basis. Most likely precluding access to these much needed treatment and services.

FINANCIAL IMPACT

State approved revisions are to individual program allocations and do not impact the overall State allocation of \$285,312. Subcontracts are funded with the FY 2020-2021 Community Corrections State grant award.

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

Community Corrections programs provide safe program alternatives to incarceration while effectively addressing barriers to offender success. Jail beds were saved and participants are able to receive treatment and services in the community, enabling them to take responsibility for themselves and their families, as well as meet their court ordered obligations.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE REVISIONS TO ORIGINALLY
APPROVED FY 2020-2021 STATE FUNDED COMMUNITY CORRECTIONS
PROGRAM SUBCONTRACT ALLOCATIONS**

WHEREAS, the State Community Corrections Advisory Board, Lansing City Council, Ingham County Board of Commissioners and Michigan Department of Corrections – Office of Community Corrections (MDOC-OCC) approved the FY 2020-2021 Community Corrections Plan and Application; and

WHEREAS, pursuant to the FY 2020-2021 MDOC-OCC contract approved in Resolution #20-534 on November 24, 2020, the County may enter into subcontracts for the purpose of implementing programs identified in the Community Corrections Plan and Application; and

WHEREAS, due to the impact of COVID-19 on FY 2019-2020 program utilization, the FY 2020-2021 MDOC-OCC contract provides the opportunity to revise and re-submit individual program budget allocations; and

WHEREAS, on January 21, 2021, the MDOC-OCC approved revised individual program budget allocations for Relapse Prevention and Recovery outpatient treatment provided by CEI-CMH from \$67,898 to \$71,918; Domestic Violence Intervention Groups provided by Prevention and Training Services from \$24,900 to \$31,903; Day Reporting services provided by Northwest Initiative – ARRO from \$40,274 to \$40,000; MRT provided by Prevention and Training Services, Inc. from \$32,082 to \$22,000; the Opioid Specific Program provided by Tri-County Community Adjudication Services (TRI-CAP) from \$29,850 to \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering the following subcontracts for FY 2020-2021 Community Corrections programming: Relapse Prevention and Recovery provided by CEI-CMH not to exceed \$71,918; Domestic Violence Intervention Groups provided by Prevention and Training Services not to exceed \$31,903; Day Reporting services provided by Northwest Initiative – ARRO not to exceed \$40,000; MRT provided by Prevention and Training Services not to exceed \$22,000; and the Opioid Specific Program provided by Tri-County Community Adjudication Services (TRI-CAP) not to exceed \$30,000.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Terri Thornberry, Director 9-1-1
DATE: February 2, 2021
SUBJECT: Continuation of agreement with 911Solutions
For meeting agenda of Law & Court on February 11, 2021

BACKGROUND

A contract has been in place between 911Solutions and Ingham County 9-1-1 for the development of Line County Reconciliation since early September 2020.

ALTERNATIVES

We have researched alternatives however we are satisfied with the level of responsiveness from 911Solutions as they identified an additional \$42,000.00 that Ingham County 9-1-1 will be receiving from their work.

FINANCIAL IMPACT

The cost to continue to gather data for 2017 and 2018, run a complete analysis on the data and show statistical trends in the surcharge, follow up with companies regarding any missing or incongruent surcharge reporting and create a four-year statistical report is labor-intensive.

The project would take 60 hours quarterly and cost \$5,700.00 per quarter for a yearly total of \$22,800. To be billed at the end of each quarter.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our agreement with 911Solutions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW THE CONTRACT WITH 911 SOLUTIONS

WHEREAS, a major source of funding for the 9-1-1 Dispatch Center is a surcharge collected on phone devices within Ingham County, which are collected by telephone carriers and remitted to the County; and

WHEREAS, it is important to ensure that the correct amount of funds are being collected; and

WHEREAS, a contract has been in place between 911Solutions and Ingham County 9-1-1 for the development of Line County Reconciliation since early September 2020; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the Center's reconciliation of line payments from carriers; and

WHEREAS, this resolution seeks approval to continue the contract with 911Solutions to maintain receipt of surcharges based on the carriers who remitted payment and those who do not remit payments; and

WHEREAS, 911Solutions will develop a database on all carriers who serves Ingham County 9-1-1 and will create a report on a bi-annual basis to Ingham County 911 and the Treasurer's Office; and

WHEREAS, 911Solutions will create a four-year statistical report and will create a report on a bi-annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the continuation of services from 911Solutions for Ingham County 9-1-1 Central Dispatch for data services, analysis, and to track all required phone surcharges effective April 1, 2021, to April 1, 2022, for an annual cost of \$22,800.00.

BE IT FURTHER RESOLVED, that this will be paid from the Ingham County 9-1-1 Fund.

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

TO: Law & Courts Committee

FROM: Andrew Bouck, Undersheriff and Darin Southworth, Chief Deputy

DATE: February 2, 2021

SUBJECT: Discussion Item ~ Sheriff's Office Reorganization

The Sheriff's Office recognizes the financial limitations of personnel growth within the County budget. We have identified a few sought after efficiencies that if approved are projected to improve our effectiveness in managing both the workforce and corrective programming services for the inmate population. On behalf of Sheriff Scott Wriggelsworth, we submit the following for Board consideration:

PROPOSAL

1. Convert the Jail Administrator, Major to a Captain level position
2. Inmate Program Coordinator increase in pay (formally Intake Referral Coordinator)
3. Add two Deputies to assist in facilitating inmate programming services

IDENTIFIED PROBLEMS

Captain, Jail Administrator:

- The Sheriff's Office has two clearly defined Divisions, Corrections and Field Services
- Elimination of positions in recent years has created an imbalanced hierarchy
- The current Major of Corrections being an MCF "at will" discourages internal interest of qualified personnel, particularly related to retirement concessions
- It is important for the Jail Administrator to possess Corrections related supervisory to administrative experience as it is an extremely complex environment
- There is a \$54,910 salary/benefit disparity between Captain and Major over the five step pay scale

Inmate Program Coordinator:

- Responsibilities for this position have evolved and increased significantly as a result of the Justice Millage
- Title change to reflect the true job description were adopted in 2020
- This position serves the organization and inmate population best by supervising and coordinating movement, progress, and people employed by ICSO and working in concert with ICSO
- The incumbent and that position is often regarded as a civilian lieutenant overseeing integral services, programs and people
- Judiciary ordered program attendance has increased, which increases demand on ICSO
- Current scale for this position is ICEA Pro6, tops at \$108,158
- Recommended increase is to Pro7, tops at \$116,215
- Difference of \$8,057

Two (2) Deputies:

- Justice Millage programming has dramatically changed the day and evening operation of the Ingham County Jail, M-F
- COVID-19 response efforts have also impacted our operation to include expansion of virtual environments to facilitate criminal and civil due process and inmate services and programs

- It is anticipated that when this health emergency has reached its end, many facets of society, will maintain a strong virtual communication medium due to new found efficiencies
- Virtual court, services and programs for inmates will predictably be continued
- While virtual meetings have become highly efficient for outside entities and certain aspects of the ICSO operation e.g. outside movement of inmates, the Jail has not observed the benefits directly
 - Virtual environments still require inmates to be moved internally to private, recorded, or otherwise secure settings to facilitate the required service
 - Without a trained program provider on site, an ICSO employee must remain in much closer attendance to maintain security during sessions
 - ICJ must also facilitate inmate-attorney visits both virtually and in specified areas of the jail, each requiring staff to move them
- Judiciary ordered program attendance and desired virtual progress reports have increased movement within the facility
- Virtual court and programming facilitation has become an untenable demand within existing staffing allocation
- We have realigned staff assigned to VMC to assist in facilitating virtual court at ICJ
 - When SCAO allows trials to commence, ~4/5/21, court security demand will force this deputy back to VMC

PROJECTED BENEFITS

Captain, Corrections Administrator:

- Balanced rank of Division Commanders
- Creates another union position (CCLP Supervisory Unit)
 - Another career ladder position for Corrections professionals to aspire
 - Providing this option communicates trust and confidence in ICSO staff
- Sheriff will know the capabilities of the next Captain, Corrections Administrator vs. an outsider
 - Shorter learning/transition curve for internal Captain
 - The Justice Complex creates a dynamic, especially in this phase, where enduring a transition with an outsider could impact efficiency
- Captain (from a Lt. rank) would have pronounced Justice Complex knowledge
- We have explored outside options informally and the interest and pool of more qualified options are both shallow
- Cost difference solution has been identified

Inmate Program Coordinator:

- Clearly functions best as and has become a supervisory position
- Compensation becomes commensurate with job responsibilities
- Employee retention
- Cost solution has been identified

Two (2) Deputies:

- Improved span of control for line staff responsibilities related to Jail Operations
 - Services and programs less likely to be delayed or cancelled
- Dedicated vs. rotating staff to fulfill regular services and programs protocols
- Expanded hours of services and programs
- Cost solution has been identified

FINANCIAL IMPACT / FUNDING SOURCES IDENTIFIED

- Major to Captain \$54,910
 - Funding Source: anticipated (pending), new revenue from Intergovernmental Agreement w/ the United States Marshal Service

- Two deputies \$229,830
 - Funding Source: Justice Millage

- Inmate Program Coordinator \$8,057
 - Funding Source: Justice Millage

Per year Total: ~\$292,797

Controller's Office has evaluated, and is supportive of, the proposed funding solutions

STRATEGIC PLANNING IMPACT

- Balanced hierarchy / Chain of Command
- Improve ability to be more humane and expand programming
- Reduce incarceration

Agenda Item 6

TO: Andrew Bouck, Under Sheriff
FROM: Joan Clous, Human Resources Specialist
DATE: February 8, 2021
RE: Memo of Analysis for the reorganization within the Sheriff's Office

Regarding the reorganization, Human Resources can confirm the following information:

1. The change of the Intake Referral Coordinator classified from ICEA County Pro Level 6 (\$49,542.52 to \$59,473.88) to an Inmate Program Coordinator at an ICEA County Pro Level 7 (\$54,220.00 to \$65,091.67).
2. Captain – no change
3. Correction Deputy – no change.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).

INGHAM COUNTY JOB DESCRIPTION

CAPTAIN

GENERAL SUMMARY:

A Captain is appointed by the Sheriff to serve as a Division Commander. The Division Commander shall be responsible to the Sheriff via the established chain of command. Captains will remain proficient in the knowledge, skills, and abilities required of line staff. The Division Commanders shall be responsible for the handling of all duties assigned within their Division and for the dissemination and enforcement of all rules and regulations, policies and procedures, and local, state and Federal laws.

TYPICAL DUTIES:

1. Assists in the formulation of the budget for the Division.
2. Plans, directs, and coordinates the activities of the Division, which includes the management of all personnel and operations involving internal and external resources.
3. Supervises all subordinate staff within the Division to ensure duties are being properly, effectively, and consistently carried out.
4. Establishes staffing requirements and assures that appropriate work schedules are disseminated as required.
5. Implements and maintains industry best practices for organizational efficiency and effectiveness.
6. Serves as Department liaison for news media and other agencies.
7. Prepares reports, reviews data, and conducts research for a variety of Divisional objectives.
8. Identifies needed training for personnel and facilitates implementation in coordination with the Training Unit, Human Resources and other entities as needed.
9. Manages personnel performance and conduct through administrative investigations and discipline processes as needed.
10. Inspects physical plant and associated assets to ensure safety, security, and functionality are maintained for constant operational readiness.
11. Manages Strategic Planning for the division.

ESSENTIAL JOB FUNCTIONS:

- With or without accommodations, will be required to communicate verbally and effectively by listening to people and by giving information, directions, and commands.

- Must be able to perform the duties required of the Division to include a ~~Field Services or Corrections officer~~ while working various shifts and schedules and attend training to remain proficient in job specific knowledge, skills and abilities, required of the position.
- Is required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Must be capable of physically restraining persons involved in police actions and inmates if necessary.
- Must be capable of reading and comprehending rules, regulations, policies, and performing enforcement activities ~~involving the inmates~~.
- Must meet all physical qualifications associated with a field services and corrections officer position as listed:
 - Weight must be in proportion to height as determined by physical examination.
 - Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses.
 - No greater than 20/40 vision in each eye correctable to 20/20 with glasses.
 - Must not be color blind.
 - Must have no prior felony conviction (includes expunged convictions).
 - Must possess and maintain a valid Michigan driver's license.

EDUCATION/EXPERIENCE:

- High school graduate or equivalent. College degree or course completion ~~training~~ in Criminal Justice preferred.
- Must currently hold the department rank of Lieutenant and have completed the probation ~~to~~ period of that rank.

If certification is required by the State for either corrections or law enforcement, the applicant must meet the requirements of those certifications. Corrections Captain must be M.S.C.T.C. Corrections Academy certified. Field Services Captain must be M.C.O.L.E.S. certified ~~for Captain of Field Services~~.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Note: This is a position designated as a career ladder position by a collective bargaining agreement. If three (3) or more eligible members from within the unit apply, this position will be closed to outside applicants.

February, 2021
CCLP-SUPERVISORS

INGHAM COUNTY
JOB DESCRIPTION

CORRECTIONS DEPUTY

General Summary:

Corrections Deputies are assigned to the Corrections Division of the Ingham County Sheriff's Office. Corrections Deputies must maintain custody and control of the inmates at all times, in a firm but fair manner; with emphasis on maintaining their health, welfare and safety.

Corrections Deputies are under the direct supervision of the Correctional Command Staff. Corrections Deputies are expected to perform any and all duties assigned to them by Command officers. Corrections Deputies are expected to conduct themselves in an exemplary manner both on and off duty.

Essential Functions:

1. Conduct inspections to assure that all inmates are accounted for and properly secured, according to their housing classification.
2. Assist in meeting the inmates' personal needs, requests and problems, in a fair, humane manner, following established policies.
3. Monitor, control, and document the movement of all persons on and off the officers assigned duty station-
4. Coordinate the movement and participation of inmates ~~with~~ to and from the various programs within the facility and maintain security of programming staff.
5. Assist in maintain records, gather data, prepare reports specific for grants, Justice Millage, and other correctional related needs.
6. Maintain a chronological record of daily activity.
7. Responsible to assure all inmates receive meals, medication, mail, personal property (as allowed), and clean laundry as provided for in policies.
8. Escort and search inmates as policies dictate.
9. Maintain key control and inspect safety equipment daily.
10. Write reports relating to inmate rule violations and other situations.
11. Maintain competency in the use of the security radios.
12. Respond promptly to calls for back-up from co-workers.
13. Administer first aid, CPR and otherwise render aid for injuries and medical emergencies.
14. Attend court on and off duty when required by a subpoena.
15. Attend and participate in Sheriff's Office authorized training, including Corrections Academy if not certified prior to hiring.

16. Work mandatory overtime when directed by a supervisor.

17. Follow the lawful orders from their superior officers concerning all aspects of the Sheriff's Office pertaining to assignments, duties and tasks.

Employment Qualifications:

Education: High school graduate or equivalent required. College degree or course completion in Law Enforcement, Criminal Justice or Corrections preferred. Michigan Corrections Academy certification preferred.

Experience: Prior corrections work or Military experience preferred, not required.

Other Requirements:

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must be a minimum of 18 years of age.
- Must meet entrance requirements for Sheriff's Office as stated above.
- Must pass a security clearance.

(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.)

Physical Requirements/Working Conditions:

- Required to communicate verbally and effectively by listening to people and by giving information, direction, and commands.
- Must be able to perform Corrections Deputy functions while working rotating shifts and unanticipated overtime.
- Required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Must be capable of controlling physical resistance and counter assaultive behavior through employment of trained skills, when necessary.
- Must be capable of reading and comprehending rules, regulations, policies, and procedures for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the inmates.
- Must be capable of performing tasks which require lifting, carrying, dragging people or heavy objects while performing cell checks, rescues or other general corrections functions.

Michigan Sheriff's Coordinating Training Council Minimum Standards (MSCTC):

Effective 1/1/2013 all corrections deputies in the State of Michigan must meet several standards developed by the MSCTC that include:

- Physical Agility Test*
- Reading and Writing Test
- Psychological Test**
- Pass a comprehensive illegal substance test
- Must not be less than 18 years of age
- Must be a United States Citizen

- Must have earned a high school diploma or General Education Degree equivalent
- Must have no prior felony convictions
- Must possess a valid Michigan Operator's License

Those who apply for this position must pass the Reading and Writing test that is administered by EMPCO which is a test contractor for the Michigan Corrections Council. Your application must be accompanied with a certificate that you have passed this testing. Go to www.empco.net to sign up to take the test.

The Physical Agility test schedule information http://www.misctc.org/downloads/LCOPAT_Schedule.pdf

The Psychological testing will be provided to any applicant after they pass a thorough background investigation and final interview, if given a conditional job offer.

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

CCLP/Corrections
0401
01/2021

**INGHAM COUNTY
JOB DESCRIPTION**

INMATE PROGRAM COORDINATOR

General Summary

Under the supervision of the Corrections Administrator, coordinates inmate activities within the jail. Coordinates, facilitates and supervises several jail rehabilitative programs and their facilitators. Screens and classifies inmates for placement in educational, recreational, treatment, and community support programs. Consult with outside agencies and family regarding inmate programs. Prepares a variety of activity written proposals, activity/status reports and documents for court, medical, behavioral health, administration and Board of Commissioners review. Researches/monitors national "best practices" for program implementation here at Ingham County. Contributes to the design and content of the Sheriff's Office Web site.

Essential Functions

1. Analyzes inmate program requests based on expressed need, correctional demographics, social, emotional, medical, educational, and vocational and substance abuse history. Determines eligibility of inmates for programs in accordance with jail policy and procedure.
2. Refers inmates to appropriate programs within the jail to match expressed needs as well as eligibility requirements.
3. Meets regularly with inmates to encourage their participation in recommended programs and to review their status.
4. Produces custom reports from the record management system or other reporting software.
5. Compiles a variety of weekly documents, which are used for recreation and educational programs. Provides program reports and other data for administrative/BOC status reports and inclusion in the Sheriff Office annual report.
6. Manages and coordinates the staff and programming occurring in the education wing of the Correctional Center.
7. Meets regularly with the local Adult and Alternative Continuing Education staff to evaluate educational programming and to maximize class offerings.
8. Prepares a variety of correspondences to document educational achievements and to respond to other correctional facilities' requests for inmate educational records. Enters and updates information into the computer database.
9. Directly supervises several volunteers, college interns and inmates relating to program content, program attendance, movement of inmates, the garden project and other duties.
10. Consults with inmate family members, community agencies, educational institutions, and correctional facilities in reference to inmate programs.
11. Assists inmates with enrollment procedures into Lansing Adult Education classes. Administers diagnostic academic testing.

12. Contributes to the design and content of the Sheriff's Office Web Site.
13. Maintains a variety of records on inmate group meetings, testing, and other program areas.
14. Attends and contributes to monthly Corrections Command meetings.
15. Serve as a liaison between Sheriff's Office personnel and civilian service providers.
16. Trains new civilian staff, volunteers and interns in the safe and effective practices for working in the correctional setting.
17. Manages the inmate greenhouse and garden projects to include material procurement, maintenance, and consultation with experts and produce delivery.

Other Functions

None listed.

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 employees may be expected to perform.)

Employment Qualifications

Education: Possession of a Bachelor's Degree in Sociology, Psychology, Criminal Justice or a related area.

Experience: Two or more years' experience working in a correctional setting or in a capacity translatable to correctional system programs and operations.

Other Qualifications: Certification as a G.E.D. tester and supervisory experience are desirable.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as shovels, hoes, spades and other gardening tools

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, 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 climbing, balancing, stooping/crouching, squatting, kneeling crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, twisting, bending, lifting, carrying, reaching, and grasping.

- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

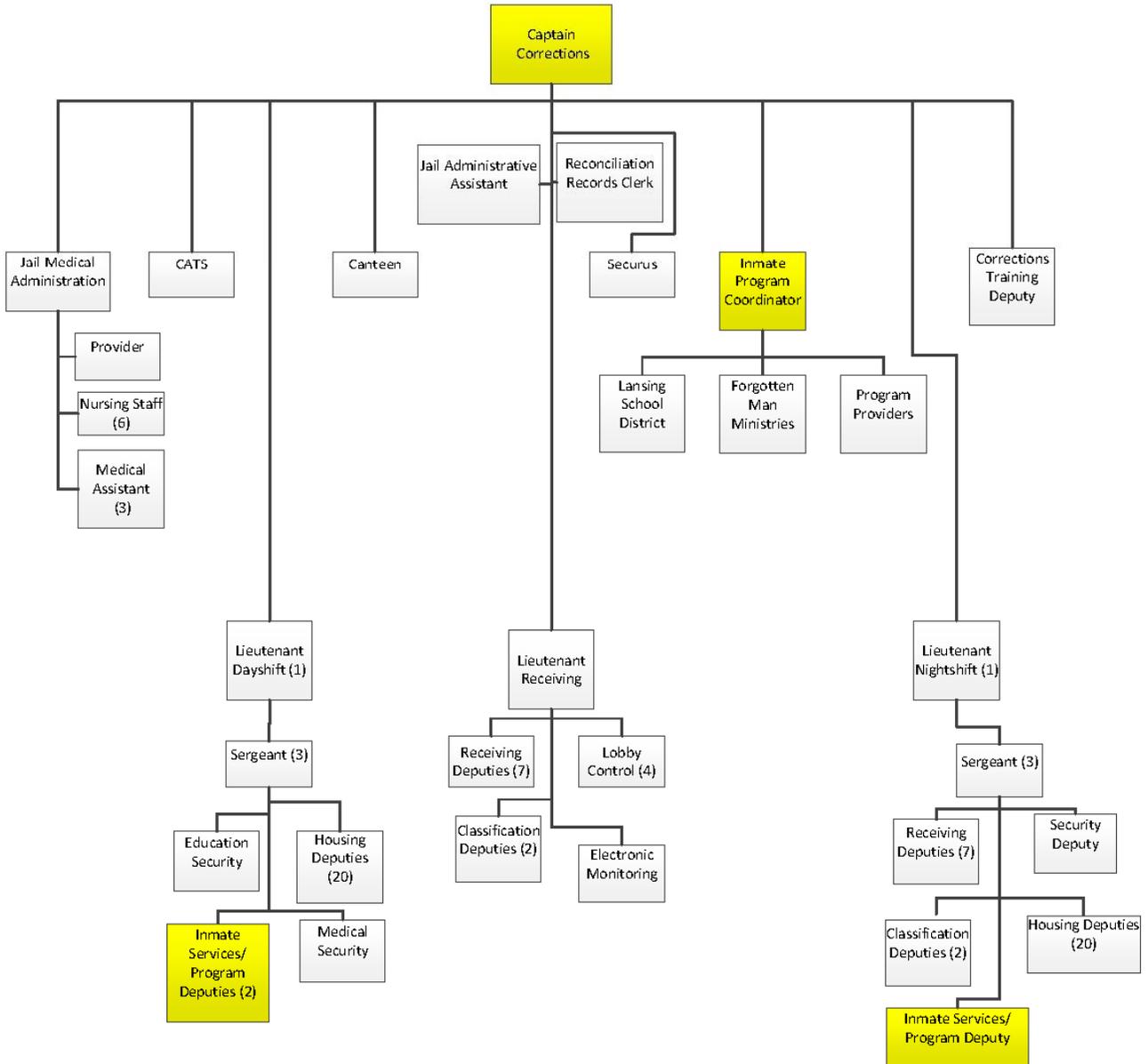
11/25/2020
ICEA COUNTY PRO 07

Sheriff Reorganization Proposal

<u>Current Wages and Fringes</u>		<u>Proposed Wages and Fringes</u>		<u>Additional Cost</u>	<u>Funding Source</u>
Major - Jail Administrator (MC14)	179,643	Captain - Jail Administrator (CCLP SUP 03)	234,553	54,910	
			Subtotal	54,910	US Marshals Revenue
Intake Referral Coordinator (ICEA PRO6)	108,158	Inmate Program Coordinator (ICEA PRO7)	116,215	8,057	
		Corrections Deputy - Programming (CCLP COR 01)	114,915	114,915	
		Corrections Deputy - Programming (CCLP COR 01)	114,915	114,915	
			Subtotal	237,887	Justice Millage
			Total	292,797	

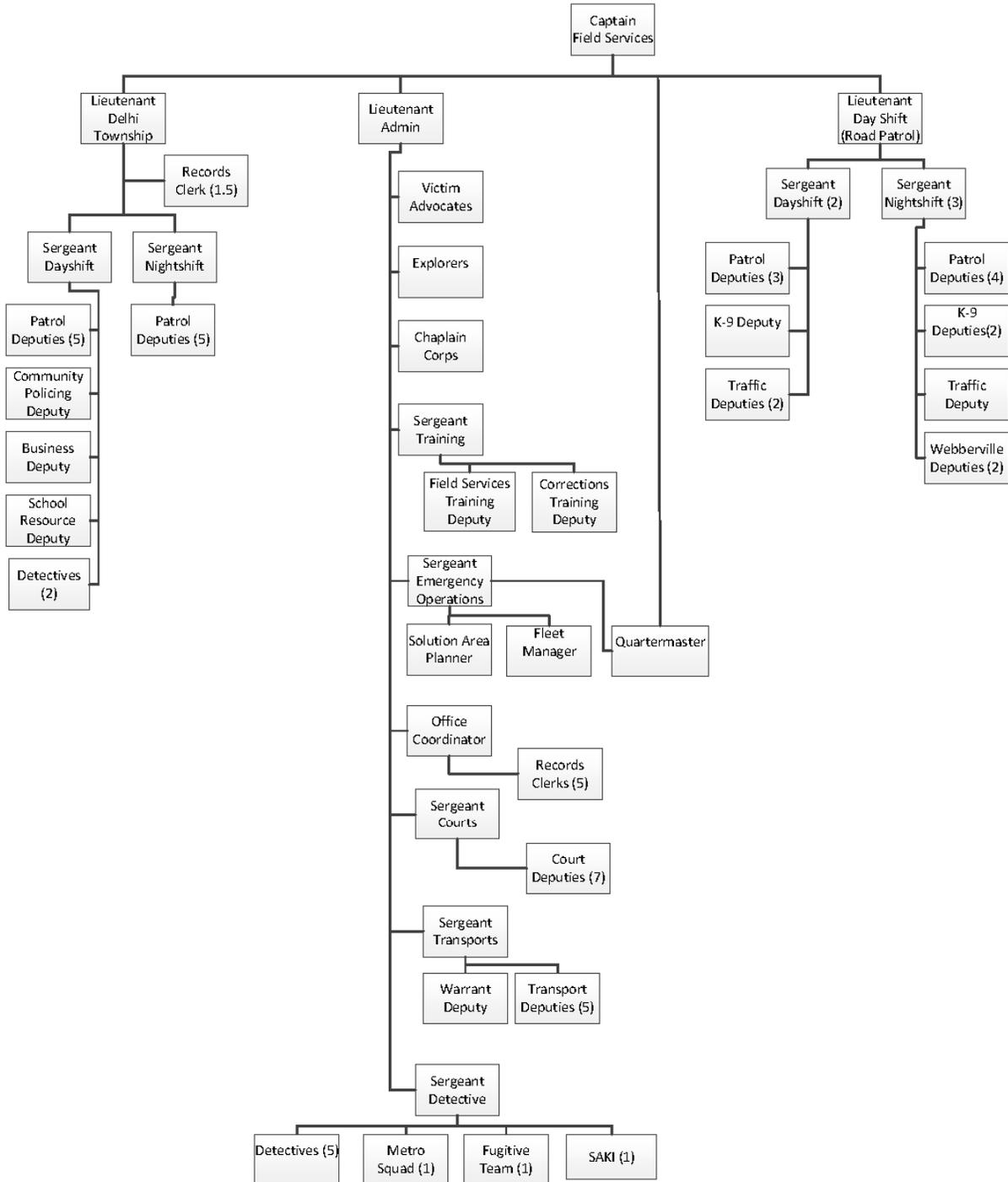


Ingham County Sheriff's Office Corrections Division





Ingham County Sheriff's Office Field Services Division



Andrew Bouck

From: Joan Clous
Sent: Friday, February 5, 2021 12:27 PM
To: Andrew Bouck
Subject: FW: Changes to JD

Andy,

Here is the email from CCLP accepting changes to the Corrections Deputy. Please include in your packet to the Board.

Joan

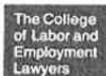
From: Jeffrey Donahue <jdonahue@whiteschneider.com>
Sent: Friday, February 5, 2021 11:20 AM
To: Joan Clous <JClous@ingham.org>; Ben DeRosa <BDeRosa@ingham.org>
Cc: John Welling <JWelling@ingham.org>; Bradley Richman <brichman@cclp.us>
Subject: RE: Changes to JD

Joan, we are ok with this. Jeff

Jeffrey S. Donahue
White Schneider PC
1223 Turner Street, Suite 200
Lansing, Michigan 48906
www.whiteschneider.com
P: 517/347-7225
F: 517/349-8295



White Schneider PC



LEADERSHIP FOR GREATER PURPOSE

NOTICE: This email and any attachments are CONFIDENTIAL and may be protected by one or more legal privileges. It is intended solely for the use of the intended addressee. If you are not the intended recipient, any use, disclosure, copying or distribution of this email is UNAUTHORIZED. Nothing in this message is intended to constitute an electronic signature unless a specific statement to the contrary is included in this message. If you have received this email in error, please immediately notify the sender by calling (517) 347-7225 and delete this email from your computer.

From: Joan Clous <JClous@ingham.org>
Sent: Friday, February 5, 2021 8:26 AM

Andrew Bouck

From: Joan Clous
Sent: Monday, February 8, 2021 09:52 AM
To: Andrew Bouck
Subject: FW: Inmate Program Coord

Andy,

Please use this email in your packet as proof of approval by the ICEA Pro.

Joan

From: Desiree Cook <DCook@ingham.org>
Sent: Monday, February 8, 2021 9:37 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Inmate Program Coord

It wasn't clear if I needed to approve but if so, approved.

From: Joan Clous <JClous@ingham.org>
Sent: Monday, February 8, 2021 9:34 AM
To: Desiree Cook <DCook@ingham.org>
Subject: RE: Inmate Program Coord

As soon as the Sheriff's Office can get it to the BOC.

From: Desiree Cook <DCook@ingham.org>
Sent: Monday, February 8, 2021 8:49 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Inmate Program Coord

Do you know when the change will be made?

From: Joan Clous <JClous@ingham.org>
Sent: Monday, February 8, 2021 6:44 AM
To: Desiree Cook <DCook@ingham.org>
Subject: Inmate Program Coord

Desiree,

We factored out the Inmate Position, we came in at an ICEA Pro 7, which has a salary range of \$54,222.00 - \$65,091.67. Please Let me know if you have any questions.

Thanks,
Joan

Joan Clous SHRM-CP

Andrew Bouck

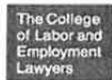
From: Jeffrey Donahue <jdonahue@whiteschneider.com>
Sent: Monday, February 8, 2021 12:57 PM
To: Joan Clous; Robert Gengler
Cc: Andrew Bouck
Subject: RE: Change to Captain JD

Joan, we are fine with the changes. Thank you. Jeff

Jeffrey S. Donahue
White Schneider PC
1223 Turner Street, Suite 200
Lansing, Michigan 48906
www.whiteschneider.com
P: 517/347-7225
F: 517/349-8295



White Schneider PC



LEADERSHIP FOR GREATER PURPOSE

NOTICE: This email and any attachments are CONFIDENTIAL and may be protected by one or more legal privileges. It is intended solely for the use of the intended addressee. If you are not the intended recipient, any use, disclosure, copying or distribution of this email is UNAUTHORIZED. Nothing in this message is intended to constitute an electronic signature unless a specific statement to the contrary is included in this message. If you have received this email in error, please immediately notify the sender by calling (517) 347-7225 and delete this email from your computer.

From: Joan Clous <JClous@ingham.org>
Sent: Friday, February 5, 2021 8:28 AM
To: Robert Gengler <RGengler@ingham.org>; Jeffrey Donahue <jdonahue@whiteschneider.com>
Subject: Change to Captain JD

Please review the attached the JD for changes, there is no change to salary level.

Joan

Joan Clous SHRM-CP
Human Resources Specialist
Ingham County