

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 SCHAFFER

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, JANUARY 14, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/82608771031>.

Agenda

Call to Order

Approval of the [December 3, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Continue Maintenance and Support from [LexisNexis](#) for their E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming Program
  - b. Resolution to Authorize a Second Amendment to Resolution #20-087 to Extend the Agreement with [Danielle Patrick](#) to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office through June 30, 2021
  - c. Resolution to Authorize the Sheriff's Office to Contract with Lansing Mason Area [Ambulance Service](#) for Emergency Medical Response and Legal Blood Draw Services
  - d. Resolution to Authorize Contract Extension with [TIGGS Canteen](#) to Continue Food and Laundry Services
  - e. Resolution to Authorize Contract Extension with [TIGGS Canteen](#) to Continue Commissary Services
2. Community Corrections – Resolution to Authorize a Contract with the [City of Lansing](#) for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2020-2021 City Fiscal Year
3. Public Defenders Office – Resolution to Create the Position of [Social Worker](#) within the Ingham County Office of the Public Defender
4. Facilities Department
  - a. Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 [Carpet Replacement](#) Project
  - b. Resolution to Authorize an Agreement and Purchase Orders for the Health and [Safety Enhancements](#) for the Front Counter Area in the Probate Court Office
  - c. Resolution to Authorize an Agreement Amendment with [Safety Systems](#) for Building Monitoring Services at the Ingham County 9-1-1 Center

5. Animal Control and Shelter – Resolution to Authorize a Memorandum of Understanding between Capital Area [Humane Society Spay/Neuter Clinic](#) and Ingham County Animal Control
6. 9-1-1 Dispatch Center
  - a. Resolution to Renew Pre-Employment Testing with [Ergometrics](#)
  - b. Resolution to Authorize [Electronic Training Records](#) Program

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

LAW & COURTS COMMITTEE  
December 3, 2020  
Draft Minutes

The meeting was called to order by Chairperson Slaughter 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: Slaughter (Ingham County), Celentino (Ingham County), Crenshaw (Ingham County), Polsdofer (Ingham County), Schafer (Ingham County), Sebolt (Ingham County), and Trubac (arrived at 6:03 p.m.).

Members Absent: None.

Others Present: Major Darin Southworth, Teri Morton, Gregg Todd, Heidi Williams, Bob Peña, Mike Cheltenham, Morgan Cole, Cynthia Johnson, Terri Thornberry, Kendall O'Connor, Becky Bennett, Richard Terrill, and Michael Tanis.

Approval of the November 12, 2020 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE NOVEMBER 12, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

Additions to the Agenda

Late –

8. Law & Courts Committee
  - c. Resolution Honoring the 50<sup>th</sup> Anniversary of the Ingham County Animal Control and Shelter

Limited Public Comment

None.

Commissioner Trubac arrived at 6:03 p.m.

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

1. Probate Court – Resolution to Authorize an Agreement with Thomson Reuters

2. Circuit Court – General Trial Division – Resolution to Authorize a Contract with Jill Rhode, CPA to Provide Bookkeeper Services for 30<sup>th</sup> Circuit Court, General Trial Division
3. Circuit Court – Family Division
  - a. Resolution to Authorize a Contract for Delinquency Attorney Services
  - b. Resolution to Authorize a Contract with Michigan State University for the Juvenile Risk Assessment Project and Quarterly Program Evaluations
  - d. Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation
4. Community Corrections – Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and Judicial Services Group for 2021 Community Based Programming as Authorized by the Justice Millage
5. 9-1-1 Dispatch Center
  - a. Resolution to Authorize Payment of Arcserve Maintenance Support Costs to Central Square Technologies for the Computer Aided Dispatch (CAD) System
  - b. Resolution to Authorize Funding and Continuation of Rave911 Suite Services for the Ingham County 9-1-1 Center
  - c. Resolution to Amend Resolution #20-144 – Changing the Amount Awarded Ingham County 9-1-1 Central Dispatch in the 9-1-1 Grant Program by the State 9-1-1 Office
7. Controller’s Office – Resolution Authorizing Adjustments to the 2020 Ingham County Budget
8. Law & Courts Committee
  - a. Resolution Honoring Judge Janelle Lawless
9. Sheriff’s Office – Resolution to Authorize a Contract Amendment with Securus Technologies, LLC. for eMessaging Cost
10. Prosecuting Attorney’s Office – Resolution to Amend Resolution #20-469
11. Board Referral – Letter from the Michigan Department of Health and Human Services Regarding the Liability of Counties for the Cost of Services for State Wards

THE MOTION CARRIED UNANIMOUSLY.

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

3. Circuit Court – Family Division
  - c. Resolution to Authorize a Contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem and Truancy Court Legal Representation

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

Commissioner Crenshaw stated that he wanted to disclose that he was an employee of the Lansing School District, and the contract with Kaitlin Fish was to represent students of the Lansing School District. He further stated that as an employee, he petitioned students through the Truancy Court program.

THE MOTION CARRIED UNANIMOUSLY.

6. Facilities Department
  - a. Resolution to Authorize Purchase Orders Issued for Probate Courtrooms Carpet Replacement

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

Discussion.

Commissioner Schafer stated that capital improvements of absolute necessity were important. He further stated that improvements that were cosmetic, such as carpet, were not of absolute necessity.

Commissioner Schafer stated that the County was in the middle of an economic crisis. He further stated that he would prefer to defer all capital improvements that were not of absolute necessity.

Commissioner Celentino stated that he shared Commissioner Schafer's concerns. He further stated that he was not sure that spending \$25,000 during the COVID-19 pandemic needed to be approved right now.

Commissioner Polsdofer stated that he wanted to echo the concerns of Commissioner Schafer.

Commissioner Sebolt stated that while he understood the County's current financial situation, this item was appropriated for in the budget recommendation for this year. He further stated that he did not recall any of the budget recommendations being asked to be reduced by the Controller's Office or Budget Office.

Richard Terrill, Facilities Director, stated that this item was an approved capital improvement plan (CIP). He further stated that the carpet was worse for wear inside the Probate Courtrooms.

Mr. Terrill stated that Judge Richard Garcia, Chief Circuit and Probate Court Judge, and Morgan Cole, Probate Court Administrator, would like the carpet replaced because of its current condition. He further stated that as an approved CIP, he was present to recommend approval to move forward.

THE MOTION CARRIED. **Yeas:** Slaughter, Sebolt, Trubac, Crenshaw  
**Nays:** Celentino, Polsdofer, Schafer      **Absent:** None

6.      Facilities Department

- b.      Resolution to Authorize a Lease Amendment for the Public Defender's Office Space

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

Commissioner Celentino asked if the grant would pay for the staff that would be added. He further asked how many staff members would be added.

Teri Morton, Deputy Controller, stated that this was the 2021 request from the Public Defender's Office to the Michigan Indigent Defense Commission (MIDC). She further stated that the Public Defender's Office requested two new attorney positions and one paralegal position, and those were approved in the annual grant, as well as additional space.

Commissioner Celentino asked what line item the \$20,360.42 came from.

Ms. Morton stated that it came from the State of Michigan grant for the Public Defender's Office.

Chairperson Slaughter stated that he had taken a tour of the Public Defender's Office in the past, and had discussed the need to expand. He further stated that he thought the additional space would be used wisely by the Public Defender's Office.

THE MOTION CARRIED UNANIMOUSLY.

8.      Law & Courts Committee

- c.      Resolution Honoring the 50<sup>th</sup> Anniversary of the Ingham County Animal Control and Shelter

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

Commissioner Crenshaw stated that he wanted to thank Heidi Williams, Animal Control Director, for notifying the Board of Commissioners of the fiftieth anniversary of the Animal Control Shelter. He further stated that a couple of years ago, the voters of Ingham County approved the County to build a new Animal Control Shelter.

Commissioner Crenshaw stated that the article that Ms. Williams sent mentioned the old Animal Control Shelter and how the County had outlived that space. He further stated that the work that Ms. Williams, her staff, and the volunteers made the Animal Control Shelter a topnotch place, and so he wanted to thank Ms. Williams and her staff for all of their work.

Chairperson Slaughter stated that he echoed what Commissioner Crenshaw said. He further stated that he had the pleasure of being part of the opening ceremony of the new Animal Control Shelter, and Ms. Williams and her staff did a great job, especially under these peculiar circumstances.

THE MOTION CARRIED UNANIMOUSLY.

8. Law & Courts Committee

b. Impact of Coronavirus Pandemic on Jail Programming (*Discussion*)

Cynthia Johnson, Ingham County Sheriff's Office (ICSO) Program Coordinator, presented on the impact of the COVID-19 pandemic on jail programming.

Commissioner Crenshaw asked what costs they did not incur because of the cancellation of classes and issue with the provider.

Ms. Johnson stated that because of the suspension of classes, they did not receive any billings from March 2020 until August 2020.

Commissioner Crenshaw asked Ms. Morton if that was included in the previously provided report with the amounts available.

Ms. Morton stated that it was part of the projections, that there would be unspent funds.

Commissioner Crenshaw asked Ms. Johnson to talk about the virtual classes.

Ms. Johnson stated that the classes would be the court-ordered classes. She further stated that Ingham Intermediate School District (ISD) would be starting to provide special education classes.

Major Darin Southworth, ICSO Corrections Major, stated that Ms. Johnson and the other program providers had been patient. He further stated that like other Departments, ICSO had found ways to keep the train on the tracks through a virtual environment.

Major Southworth stated that classes would be smaller and court-ordered classes be prioritized. He further stated that Correctional Assessment & Treatment Services (CATS) would be resuming Monday, December 15, and would be meeting with clients through glass in the lobby, the best way for ICSO to resume those services.

Major Southworth stated that unhealthy employees were gradually returning. He further stated that ICSO had worked with the Health Department to ensure best practices to provide for the complete overall health of the population.

Major Southworth stated that Ms. Johnson was passionate about her work. He further stated that he could not sing her praises enough on behalf of Sheriff Scott Wriggelsworth, County Sheriff, for her passion and pride.

Major Southworth stated that this year had helped ICSO look at what was most valuable. He further stated that they had to suspend services and had service provider changes, and that did not help to articulate for the Commissioners what worked best.

Major Southworth stated that as they moved forward, they would not like an aggressive expansion of other things because what they currently managed was what they could handle. He further stated that they wanted to conduct the programs they believed in well.

Commissioner Crenshaw asked Ms. Johnson how the virtual instruction was being provided.

Ms. Johnson stated that they had purchased two laptops and created two virtual carts that could be taken anywhere in the Ingham County Jail with internet connection. She further stated that there were four classrooms, and three of the classrooms were for the larger classes with eight individuals.

Ms. Johnson stated that each of the facilitators had Zoom accounts. She further stated that each of the facilitators would be patched out to computers, and it would be similar to this virtual meeting of the Law & Courts Committee.

Commissioner Schafer stated that he appreciated the information. He further stated that sometimes, COVID-19 was the least risk to some people, as they dealt with substance abuse and alcoholism, and so he wanted to make sure that they not depriving people of resources out of fear of COVID-19.

Chairperson Slaughter thanked Major Southworth and Ms. Johnson for their work.

Chairperson Slaughter asked Ms. Morton to email the report to the Commissioners.

Ms. Morton stated that the report was inside the packet.

### Announcements

Commissioner Trubac stated that he thanked Chairperson Slaughter for his service as Chair of the Law & Courts Committee. He further stated that his passion for maintaining a fair and equitable justice system had been evident in his work.

Commissioner Trubac stated that he admired how Chairperson Slaughter managed to navigate the virtual meetings. He further stated that he looked forward to seeing Chairperson Slaughter step up as Vice-Chair of the Board of Commissioners in 2021.



Commissioner Celentino stated that Chairperson Slaughter had done an excellent job as Chair of the Law & Courts Committee. He further stated that he also looked forward to seeing Chairperson Slaughter become Vice-Chair of the Board of Commissioners in 2021.

Commissioner Celentino asked about the status of Advance Peace.

Chairperson Slaughter stated that there had been discussions with the City of Lansing City Council, in particular Council Member Patricia Spitzley. He further stated that there would be conversations with the City of Lansing City Council, and then be brought back to the Board of Commissioners.

Commissioner Crenshaw stated that as Chair of the Board of Commissioners, he signed a contract last week with the Health Department who was doing work with Advance Peace. He further stated that Chairperson Slaughter led the Law & Courts Committee very well, and he looked forward to him being Vice-Chair of the Board of Commissioners in 2021.

Commissioner Sebolt stated that he appreciated how Chairperson Slaughter ran the Law & Courts Committee.

Commissioner Schafer stated that he thanked Ms. Morton and the County Clerk's staff, including Michael Tanis, Recording Secretary, for being phenomenal during the virtual meetings. He further stated that he appreciated Chairperson Slaughter's leadership and kindness, and he enjoyed serving together.

Discussion.

Commissioner Polsdofer stated that Chairperson Slaughter had done a great job as Chair of the Law & Courts Committee. He further stated that the Law & Courts Committee was handled well, and it was a great guide for him to take over the reins as Chair of the Law & Courts Committee.

Commissioner Polsdofer stated that he was fascinated by the discussion and approach of Advance Peace. He further stated that he would like to make sure funds were set aside in the next fiscal year to turn it into a permanent fixture in the future.

Chairperson Slaughter stated that he thanked Ms. Morton and staff for their work. He further stated that he thanked the Commissioners for making his time as Chair of the Law & Courts Committee one to remember.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:43 p.m.

**JANUARY 14, 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 Continue Maintenance and Support from LexisNexis for their E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming Program*

This resolution will authorize a contract with LexisNexis to purchase their E-Citation program, which includes the Michigan UD-10 Crash reporting and diagramming program, and a one-year maintenance contract at a cost not to exceed \$3,863.70. This is a continuation contract and funds are budgeted for this in the IT fund.

See memo for details.

- 1b. Sheriff's Office – Resolution to Authorize a Second Amendment to Resolution #20-087 to Extend the Agreement with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office through June 30, 2021*

This resolution will authorize a second amendment to Resolution #20-087, a Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office, to extend the agreement through June 30, 2021 at a cost not to exceed the original \$14,400. This is a contract to continue the Ingham County Sheriff's Office (ICSO) work over the past three years to reconcile evidence and evidence related records. This work was overseen by Lieutenant Danielle Patrick, who has recently retired from the Sheriff's Office. The Board of Commissioners had previously approved a contract with Danielle Patrick to continue her efforts. Due to the COVID-19 pandemic, the audit was not able to be completed in the allotted time frame and it is necessary to extend the period of the agreement through June 30, 2021 utilizing the remaining funds.

- 1c. Sheriff's Office – Resolution to Authorize the Sheriff's Office to Contract with Lansing Mason Area Ambulance Service for Emergency Medical Response and Legal Blood Draw Services*

Ingham County and Lansing Mason Area Ambulance (LMA) have an agreements for emergency medical services (EMS) for the jail and legal blood draws for suspected drunk drivers that expired in December 2020. An RFP process resulted in LMA being the only respondent for the scope of services sought. EMS assessments and ambulance transports are a common occurrence for inmate care at the Sheriff's Office. The need for a legal blood draw for suspected drunk and drugged driving is also common.

See memo for details.

- 1d. Sheriff's Office – Resolution to Authorize Contract Extension with TIGGS Canteen to Continue Food and Laundry Services*

1e. Sheriff's Office – Resolution to Authorize Contract Extension with TIGGS Canteen to Continue Commissary Services

These resolutions will approve contract extensions with TIGGS Canteen Services for Commissary and Food and Laundry Services for the time period of November 30, 2020 through November 29, 2021. TIGGS Canteen and Ingham County entered into three year agreements for Commissary and Kitchen and Laundry Services which expired 11/30/20. The agreements contained two one-year options for service extensions. Also in progress is Amendment I which addresses temporary emergency per meal costs related to the unintended impacts of the COVID-19 pandemic on the inmate population.

See memo for details.

2. Community Corrections – Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2020-2021 City Fiscal Year

This resolution will approve entering into a contract with the City of Lansing for \$15,000 for the time period of July 1, 2020 through June 30, 2021. The allocation from the City of Lansing will be used to assist with Community Corrections Advisory Board (CCAB) administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department. This allocation is \$2,000 greater than the amount requested.

See memo for details.

3. Public Defenders Office – Resolution to Create the Position of Social Worker within the Ingham County Office of the Public Defender

This resolution will approve the creation of the position of social worker within the Office of the Public Defender, classified as an ICEA County Professional Grade 8 position (wage range of \$59,140.99 - \$70,997.30). The long term (topped out) cost of the position is \$123,492. Funding for this position is included in the 2021 fiscal year Michigan Indigent Defense Commission grant budget. Many clients of the Office of the Public Defender are dealing with mental health and substance use issues that complicate representing them. Social workers are well suited to evaluate those conditions and make recommendations for treatment and lifestyle changes that enhance the path to successful conclusion and reduce recidivism.

See memo for details.

4a. Facilities – Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 Carpet Replacement Project

This resolution will authorize a purchase to Seelye Group in the amount of \$26,978.44 for the replacement of the carpet in Circuit Court Courtrooms 3 and 4 and a purchase order to Telsystems in the amount of \$2,442.00 to disassemble and reassemble courtroom technology as necessary. Seelye Group is on the MiDeals cooperative purchasing contract. The carpet being replaced is around 20 years old. Funds for this project were included in the 2020 capital budget, and will be carried over to 2021.

See meme for details.

4b. *Facilities – Resolution to Authorize an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the Probate Court Office*

This resolution will authorize entering into an agreement with Laux Construction, LLC for the renovations of the front counter area in the Probate Court Office for an amount not to exceed \$60,362.00. Laux Construction submitted the lowest responsive and responsible proposal for these renovations, which include modifications of the counter space, adding glass panels, a secure door, and ensuring ADA and social distancing compliance.

It will also authorize the following purchase orders as part of this project:

\$15,000.00 for DBI to furnish and install furniture  
\$2,443.36 for Vidcom Solutions for the access control for a new door  
\$3,672.00 for FD Hayes for the technology placement

Funds for this project were included in the 2021 capital budget.

See memo for details.

4c. *Facilities – Resolution to Authorize an Agreement Amendment with Safety Systems for Building Monitoring Services at the Ingham County 9-1-1 Center*

This resolution will authorize entering into an agreement with Safety Systems, Inc. for the monitoring services at the 9-1-1 Center for an annual amount of \$420.00 for the next five years. This is a continuation of the current agreement, which includes an increase of \$24.00 over the previous annual amount. Funds for this expense are included in the 2021 operating budget for the 9-1-1 Center.

5. *Animal Control – Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control*

This resolution will authorize a Memorandum of Understanding between the Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2021 through December 31, 2021. Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society (CAHS) Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds from the voucher sales. This cooperative partnership helps to provide low cost spay/neuter services to the community.

6a. *9-1-1 Dispatch Center – Resolution to Renew Pre-Employment Testing with Ergometrics*

This resolution will approve the continuation of services from Ergometrics for Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2020 through December 7, 2021 for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum. This contract has been in place since 2012 and has been a valuable part of the 9-1-1 Center's hiring process. Funds for this expense are included in the 2021 operating budget for the 9-1-1 Center.

6b. 9-1-1 Dispatch Center – Resolution to Authorize Electronic Training Records Program

This resolution will authorize the purchase of the Virtual Academy Solution program from Savant Learning Systems, Inc. in an amount not to exceed \$3,795.00. The Center's Training group has requested a software solution to provide training and electronically document, track, and store employee training records. The 9-1-1 Staff Services Manager, working with Center's 9-1-1 Supervisors, has reviewed the features, options, and demonstrations of programs to perform these functions and has identified Virtual Academy Solution as meeting the needs of the Center's state mandated training as well as the administrative needs to electronically document training information. Funds are available within the 9-1-1 fund for this purchase.

**Agenda Item 1a**

**TO:** Board of Commissioners: Law & Courts and Finance Committees  
**FROM:** Andrew Bouck, Undersheriff  
**DATE:** January 4, 2021  
**SUBJECT:** Annual renewal for support agreement with LexisNexis  
For the meeting agendas of January 14, 2021 and January 20, 2021

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**BACKGROUND**

This resolution requests approval for the Ingham County Sheriff's Office to continue a contractual agreement with LexisNexis for electronic ticket writing and submission (E-Citation programming) to the District Courts of Ingham County.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

Annual renewal cost for this support agreement is \$3,863.70 and is budgeted for.

**STRATEGIC PLANNING IMPACT**

N/A

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to continue the annual support agreement with LexisNexis for E-Citation and UD-10 Crash Reporting.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTINUE MAINTENANCE AND SUPPORT FROM LEXISNEXIS  
FOR THEIR E-CITATION PROGRAMMING, MICHIGAN UD-10 CRASH REPORTING  
AND DIAGRAMMING PROGRAM**

WHEREAS, the Ingham County Sheriff's Office has been using LexisNexis for its E-Citations and Michigan UD-10 Crash Reporting since 2016; and

WHEREAS, the Michigan UD-10 Crash reporting system with LexisNexis does meet the Michigan State Police requirements; and

WHEREAS, the Ingham County Sheriff's Office and the 55<sup>th</sup> District Court wish to continue the LexisNexis maintenance and support program through 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with LexisNexis to purchase their E-Citation program which includes the Michigan UD-10 Crash reporting and diagramming program, and one-year maintenance contract at a cost not to exceed \$3,863.70.

BE IT FURTHER RESOLVED, that the funds are budgeted for 2021 within account #636-25820-932050.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary adjustments to the appropriate 2021 budgets consistent with this resolution.

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

**TO:** Board of Commissioners: Law & Courts and Finance Committees  
**FROM:** Andrew Bouck, Undersheriff  
**DATE:** January 4, 2021  
**SUBJECT:** ICSO Evidence Services Agreement (Amendment NO. 2)  
For the meeting agenda of January 14, 2021 and January 20, 2021

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**BACKGROUND**

The Ingham County Sheriff's Office (ICSO) has endeavored over the past three years to reconcile evidence and evidence related records. This work was overseen by Lieutenant Danielle Patrick, who has recently retired from the Sheriff's Office. The Board of Commissioners has previously approved (the original agreement and Amendment No. 1) to have Danielle Patrick continue her efforts. There is still an ongoing need to complete all audits, inventories, and entry of evidence in the custody of ICSO to meet the current evidence recording standards and in preparation for moving into a new facility.

Due to the COVID-19 pandemic, the audit was not able to be completed in the allotted time frame and it is necessary to extend the period of the agreement (Amendment No. 2) through June 30, 2021 utilizing the remaining funds.

**ALTERNATIVES**

This is a time and labor intensive process. It is operationally and financially responsible to continue (amend) this agreement to complete the task.

**FINANCIAL IMPACT**

There are no financial impacts. Funding for this agreement remains in place and has not surpassed the Do Not Exceed amount in the original agreement.

**STRATEGIC PLANNING IMPACT**

N/A

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support amending this agreement through June 30, 2021.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A SECOND AMENDMENT TO RESOLUTION #20-087  
TO EXTEND THE AGREEMENT WITH DANIELLE PATRICK TO AUDIT EVIDENCE  
AND EVIDENCE RECORDS AT THE INGHAM COUNTY SHERIFF'S OFFICE THROUGH  
JUNE 30, 2021**

WHEREAS, the Ingham County Sheriff's Office (ICSO) has endeavored over the past three years to reconcile evidence and evidence related records; and

WHEREAS, this work was overseen by Lieutenant Danielle Patrick, who has recently retired from the Sheriff's Office; and

WHEREAS, there is still an ongoing need to complete all audits, inventories and entry of evidence in the custody of ICSO to meet the current evidence recording standards and in preparation for moving into a new facility; and

WHEREAS, Resolution #20-283 extended the original agreement (Resolution #20-087) with Danielle Patrick to audit evidence and evidence records for the time period of April 20, 2020 to December 31, 2020 (Amendment No. 1) at a cost not to exceed \$14,400.00; and

WHEREAS, due to the COVID-19 pandemic, the audit was not able to be completed in the allotted time frame and it is necessary to extend the period of the agreement (Amendment No. 2) through June 30, 2021 utilizing the remaining funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a second amendment to Resolution #20-087, Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office to extend the agreement through June 30, 2021 at a cost not to exceed the original \$14,400.00 authorized for this contract.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #20-087 shall remain in effect.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary budget adjustments to the appropriate 2021 budgets consistent with this resolution.

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

**TO:** Finance & Law & Courts Committees  
**FROM:** Darin J. Southworth, Major – Sheriff’s Office  
**DATE:** December 9, 2020  
**SUBJECT:** Lansing Mason Area Ambulance Agreement for Emergency Medicine Service and Legal Blood Draws

**BACKGROUND**

Ingham County, on behalf of the Ingham County Sheriff’s Office, hereafter Sheriff’s Office, and Lansing Mason Area Ambulance, hereafter LMA, have observed agreements for emergency medical services for the jail and legal blood draws for suspected drunk drivers. The existing service agreement expires December 2020. An RFP process resulted in LMA being the only respondent for the scope of services sought.

EMS assessments and ambulance transports are a common occurrence for inmate care at the Sheriff’s Office. The need for a legal blood draw for suspected drunk and drugged driving is also common. It is the Sheriff’s Office desire to re-enter the contract for these services in light of the financial and operation efficiencies and risk reduction to be gained.

**FINANCIAL IMPACT**

LMA’s 2020 proposal increased costs of both EMS response and Blood Draw services by 33%. While EMS services by LMA have increased in the new proposal, their proposal is 3X or more less than what other services have billed the Sheriff’s Office. This is a clear savings to the Sheriff’s Office.

Previous estimates of blood draw services conducted in a hospital setting were \$236/incident. For the first two years of this proposed agreement we would spend less than the above estimate and in the third year slightly more. The intangible savings is that of liability risk associated with transporting and transferring of humans.

LMA’s fee proposal:

Blood Draws:

- 2021 - \$200.00
- 2022 - \$225.00
- 2023 - \$250.00

EMS Response:

- 2021 – \$200.00
- 2022 - \$225.00
- 2023 - \$250.00

The Sheriff’s Office has averaged 18 legal draws annual for the past two calendar years.

**ALTERNATIVES**

EMS response to the jail is common and cannot be replaced within existing resources. Assessments and transports result in services being billed by the responding EMS entity. Operating without a contracted service results in both a lesser ability for area ambulance services to project annual service demands and costs the Sheriff’s Office a considerable amount more financially.

Blood draws without LMA’s option would require deputies to respond to a medical setting likely to result in more personnel hours, greater vehicular miles/fuel, time demand of medical professionals, and risks associated with this arrestee movement.

**OTHER CONSIDERATIONS**

The practice with LMA for EMS service at the jail is established. Sheriff's Office Staff and LMA understand the relationship and work effectively within the facility and with medical providers to make sound medical decisions.

The established practice of Blood Draws occurring in an LMA ambulance while in the secure jail garage has proven to be time efficient and safe when the option is enlisted.

**RECOMMENDATION**

Based on the information presented, including the provided Purchasing Department Memo of Performance, I respectfully recommend approval of the Resolution to enter agreement with LMA for EMS and Blood Draw Services.

TO: Darin J. Southworth, Major | Correctional Administrator  
Ingham County Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: September 17, 2020

RE: Memorandum of Performance for RFP No. 133-20 Ambulance and Blood Drawing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a 3-year agreement to provide ambulance and blood drawing services for inmates of the Ingham County Sheriff's Office.

Ambulance Service

Scope of service includes, but is not limited to, providing ambulance transport to and from specified locations in the County. The Contractor shall furnish all equipment (including Posey belts), services, labor, and gasoline as required for the transportation of inmates in a manner satisfactory to the County and in accordance with the RFP. Ambulance service shall be available on a 24-hour per day basis, 7 days per week including holidays. The program will be administered by the Ingham County Sheriff's Office.

As-needed Blood Draws

Scope of service includes, but is not limited to, blood draws on inmates in the presence of a County Deputy at the Ingham County Jail. The Contractor shall be required to provide blood draw services 24 hours a day, 7 days a week, 365-days a year, including holidays. The Contractors must be available to testify in court as a result of services rendered, and pursuant to a subpoena. The Contractor shall be responsible for serving each phlebotomist with the subpoenas in a timely fashion prior to the court date. There is no commitment from the County regarding the quantity of blood draws during the term of this agreement.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	7
Vendors responding	1	1

A summary of the vendors' costs is located on the next page.

***You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.***

***This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.***

***If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.***

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Ambulance 2021	Blood Draw 2022	Ambulance 2023	Blood Draw 2021	Ambulance 2022	Blood Draw 2023
Archy's & Sons, Inc. d/b/a Lansing Mason Area Ambulance	Yes, Mason MI	\$200.00/Trip	\$225.00/Draw	\$250.00/Trip	\$200.00/Draw	\$225.00/Trip	\$250.00/Draw

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE SHERIFF'S OFFICE TO CONTRACT WITH  
LANSING MASON AREA AMBULANCE SERVICE FOR EMERGENCY MEDICAL RESPONSE  
AND LEGAL BLOOD DRAW SERVICES**

WHEREAS, the Ingham County Purchasing Director conducted a request for proposal (RFP# 133-20) for EMS response and Legal Blood Draw services and Lansing Mason Area Ambulance Service, hereafter LMA, was the sole respondent; and

WHEREAS, LMA holds the current contract with the Sheriff's Office for EMS response to the County Jail and for legal blood draws for operating while impaired investigations; and

WHEREAS, the Sheriff's Office has an ever present need for EMS response for inmate medical needs, to augment Jail Medical services or supplement in its absence; and

WHEREAS, the Ingham County Sheriff's Office, hereafter Sheriff's Office, conducts numerous Operating While Impaired (OWI) investigations necessitating legal blood draw; and

WHEREAS, the transport and transfer of arrested subjects outside of the jail comes with increased time, cost, and risk; and

WHEREAS, the Sheriff's Office Jail Medical section and/or the back of an ambulance is a legally accepted medical environment for the process of drawing blood; and

WHEREAS, an agreement with LMA allows the Sheriff's Office to have reliable and more cost effective EMS and legal blood draw response; and

WHEREAS, LMA will contract with the Sheriff's Office to provide EMS and blood draw services at the proposed rate of \$200/instance in 2021, \$225/instance in 2022, and \$250/instance in 2023.

THEREFORE BE IT RESOLVED, that the Sheriff's Office will be authorized to contract with LMA for EMS response for inmates as well as blood draw services for Operating While Impaired investigations.

BE IT FURTHER RESOLVED, that LMA has proposed a three year agreement at the identified annual cost per service instance.

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

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

## Agenda Item 1d and 1e

**TO:** Board of Commissioners Finance & Law & Courts Committees  
**FROM:** Darin J. Southworth, Major  
**DATE:** December 2, 2020  
**SUBJECT:** Tigg's Canteen, Food & Laundry and Commissary Services Agreement Extension  
For the meeting agenda of January 14<sup>th</sup> and 20<sup>th</sup>, respectively

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### **BACKGROUND**

Tigg's Canteen, hereafter "Canteen," and Ingham County on behalf of the Sheriff's Office, hereafter Sheriff's Office, entered three (3) year agreements for Commissary and Kitchen and Laundry Services which expire 11/30/20. The agreements contained two (2) one (1) year options for service extension. Also in progress is Amendment I which addresses temporary emergency per meal costs related to the unintended impacts of the COVID-19 pandemic on the inmate population. It is the mutual intent of Canteen and the Sheriff's Office to observe a one year contract extension option of each contracted service, for the period of 11/30/20 through 11/29/21.

### **ALTERNATIVES**

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

### **FINANCIAL IMPACT**

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

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

### **OTHER CONSIDERATIONS**

I remain highly engaged with the Michigan Jail Administrator network and have monitored communications regarding food service and commissary vendors. Canteen is the chosen provider in many Michigan jails and sentiments about their service have been overwhelmingly favorable. Jails who do not contract with Canteen and are happy with their commissary and food service provider do not identify superior qualities that would influence the Sheriff's Office to seek a change in these complex times.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACT EXTENSION WITH TIGGS CANTEEN TO  
CONTINUE FOOD AND LAUNDRY SERVICES**

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

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

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

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

BE IT FURTHER RESOLVED, that the contract will be effective November 30, 2020 through November 29, 2021.

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

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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACT EXTENSION WITH TIGGS CANTEEN TO  
CONTINUE COMMISSARY SERVICES**

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

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

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

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

BE IT FURTHER RESOLVED, that the contract will be effective November 30, 2020 through November 29, 2021.

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

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 2

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

**FROM:** Mary Sabaj, CCAB Manager

**DATE:** January 5, 2021

**SUBJECT: Resolution Authorizing a Contract with the City of Lansing**  
For the meeting agendas of January 14 and January 20, 2021

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### **BACKGROUND**

This resolution approves entering a contract with the City of Lansing for \$15,000 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for the City of Lansing FY 2020-2021. The contract was not received until late November and the allocation increased \$2,000 from the amount originally applied for, accounting for the delay in seeking this authorization.

### **ALTERNATIVES**

Failure to approve this resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$7,500) and the CCAB Staff Consultant costs (\$7,500).

### **FINANCIAL IMPACT**

Community Corrections administration and programs are funded with a combination of State of Michigan Public Act 511 funds, Ingham County general funds and City of Lansing grant funds.

### **OTHER CONSIDERATIONS**

Community Corrections administration and all Public Act 511 treatment and service programs for the local Circuit Court probation population are dependent upon State of Michigan, Ingham County, and the City of Lansing funding.

### **RECOMMENDATION**

Based on the information presented, the CCAB recommends approval of the attached resolution to support Community Corrections administration.

Introduced by Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE CITY OF LANSING  
FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING  
COMMUNITY CORRECTIONS FOR THE 2020-2021 CITY FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract to be entered between the County and the City of Lansing for an allocation of funds to support Community Corrections administration for the City of Lansing 2020-2021 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$15,000 to be used to assist with CCAB administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$15,000 for the time period of July 1, 2020 through June 30, 2021.

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

## Agenda Item 3

**To:** Law and Courts, County Services, and Finance Committees

**From:** Russel Church, Chief Public Defender

**Date:** January 1, 2021

**Subject:** Resolution creating social worker position within the Ingham County Office of the Public Defender

### **BACKGROUND:**

When this Board created the Ingham County Office of the Public Defender, one of the primary purposes was to improve the legal representation of people charged with criminal offenses unable to hire counsel due to their financial circumstances. A substantial percentage of the people qualifying for the Office of the Public Defender are either dealing with mental health issues, substance use disorders or both. Lawyers by training are not generally equipped to understand all of the dynamics these conditions can manifest. A social worker can advocate on behalf of clients to ensure that to the extent possible within existing resources, the client is receiving the help necessary to address those and other issues that cause the client to be involved with the criminal justice system.

### **ALTERNATIVES:**

The only potential alternative is to rely on social workers who already exist in the criminal justice system. The Ingham County Jail, Community Mental Health and the Lansing Police Department all have social workers on staff. East Lansing Police are planning to add social workers to their department in the near future. Relying on them would degrade confidentiality and the Office of the Public Defender would be unable to control the timing or quality of the services. The position will be slightly different than any of the other paraprofessionals on the staff of the Office of the Public Defender. To the extent it can be done ethically and while preserving confidentiality, it is the intent of the office to have the social worker help members of the private bar who are accepting indigent defendants navigate the issues a social worker is trained for.

### **FINANCIAL IMPACT:**

The position was budgeted as part of the fiscal year 2021 Michigan Indigent Defense Commission grant. Future years funding will also be sought via the grant. In addition to Ingham County, the MIDC is already funding social work positions in other programs in the state.

### **STRATEGIC PLANNING IMPACT:**

This position would support three core values in the County Strategic Plan. The first and probably most important is the quality of the services, especially for those clients struggling with mental health or substance use issues. The second is fiscal responsibility. By transferring the evaluation and management of some problems from the attorney to the social worker, the attorney becomes more efficient. Additionally, the social worker can help reduce recidivism which translates to savings all across the economic strata of the county. The third is creativity and innovation. Although the use of social workers is rapidly growing in this area, the vast majority of programs still do not have one, despite their demonstrated effectiveness. It is essential to the holistic approach to client services. The long term goal of the office is to address the root cause of the behavior that lead to the criminal charges.

### **OTHER CONSIDERATIONS:**

None.

**RECOMMENDATIONS:**

It is recommended that the position of social worker be created within the Ingham County Office of the Public Defender.

**Agenda Item 3**

**TO: Russel Church, Chief Public Defender**

**FROM: Joan Clous, HR Specialist**

**DATE: 11/30/2020**

**RE: Creation of new position**

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The Public Defender's office is creating a new position to better service and meet the needs of the public.

The Human Resources department has reviewed and placed the Social Worker – Public Defender's Office within the ICEA County Professional Unit at level 8 with a salary range of \$59,140.99 to \$70,997.30.

*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 or 517-930-2075).*

**INGHAM COUNTY  
JOB DESCRIPTION**

**SOCIAL WORKER**

**GENERAL SUMMARY:**

Under the supervision of the Chief Public Defender and Deputy Chief Public Defender, provide social worker services to clients appointed to the Office of the Public Defender. To the extent resources and confidentiality allow, may be called upon to provide services to other adults charged with crimes in Ingham County who are deemed eligible for a court appointed attorney. Acts as a liaison with community partners who offer substance abuse programs, mental health services and other community resources necessary for client to be able to participate equitably in the criminal justice process. Maintains a database of those community resources to leverage client success. Works with clients, and attorneys to develop mitigating information and sentencing memoranda to supply information about client needs as they relate to release into the community.

**Essential Functions:**

Work collaboratively with staff attorneys to advocate for reduced sentences or other alternatives to incarceration for clients by:

- a. Finding or developing mitigating information through interviews and obtaining records. Act as primary liaison with entities that are providing competency evaluations and reports on criminal responsibility;
- b. Research and recommend alternatives to incarceration;
- c. Assess individual clients for on-going need for services, make appropriate referrals and follow up to ensure needs are being addressed;
- d. Develop and maintain relationships with at risk clients to mitigate self-harm and encourage participation in the legal process.
- e. Develop and maintain relationships with community partners to be able to make appropriate recommendations for social service needs of clients; (drug treatment, mental health treatment, jobs training, housing, literacy and others);
- f. Write, or assist the paralegals and staff attorneys in writing sentencing memoranda to advocate for alternatives to incarceration. Also assist with other pleadings that address social service needs of the client.

Supervise, under the direction of the Chief Public Defender and Deputy Chief Public Defender, externs in social work programs or related fields providing services to clients of the Office of the Public Defender and, resources allowing, other indigent adults charged with crimes.

Make referrals to other appropriate agencies and advocate for client access to their resources.

**Other Functions:**

Must have a complete understanding of client confidentiality rules and a commitment to scrupulously protect them.

Must understand and adhere to HIPAA and other medical and legal privacy rules and privileges.

Must be able to learn new software programs and be able to generate memoranda, reports and other documents without clerical support.

Well-developed organizational tools and skills to manage high volume, fast paced involvement in the lives of people who are sometimes in crisis.

Ability to speak with people for whom English is not the primary language. Fluency in other language(s) would be a plus.

Be able to seek grants to leverage the resources of the Office of the Public Defender. Maintain data related to grant opportunities and as appropriate, act as grant manager for successful applications.

### **Employment Qualifications:**

#### **Education:**

Master's degree in Social Work. Clinical licensure is a plus but not a requirement to apply.

#### **Experience:**

Two years working with people in marginalized situations (homelessness, mental illness, incarceration, etc.) in a direct service capacity. Experience could be waived to candidate whose other qualifications are fully met.

#### **Other Requirements:**

Valid Michigan Driver's license. Ability to travel for work to include gaining entrance to jails, prisons, mental health facilities, etc. Must be able to use own transportation for work related travel.

#### **Working Conditions:**

This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or other weather conditions.

#### **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 and endure repetitive movements of the wrists, hands, or fingers.

*(This job requires the ability to perform the essential functions contained in this job 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.)*



**From:** [Joan Clous](mailto:Joan.Clous)  
**To:** [Russel Church](mailto:Russel.Church)  
**Subject:** RE: New Position  
**Date:** Wednesday, December 16, 2020 12:00:35 PM

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yes

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**From:** Russel Church <[RChurch@ingham.org](mailto:RChurch@ingham.org)>  
**Sent:** Wednesday, December 16, 2020 11:48 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: New Position

Am I correct in understanding I should include this e-mail string with the packet?

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Wednesday, December 16, 2020 11:18 AM  
**To:** Russel Church <[RChurch@ingham.org](mailto:RChurch@ingham.org)>; Amy Prieskorn <[APrieskorn@ingham.org](mailto:APrieskorn@ingham.org)>  
**Subject:** FW: New Position

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**From:** Joan Clous  
**Sent:** Monday, November 30, 2020 12:22 PM  
**To:** Russel Church <[RChurch@ingham.org](mailto:RChurch@ingham.org)>; Amy Prieskorn <[APrieskorn@ingham.org](mailto:APrieskorn@ingham.org)>  
**Subject:** FW: New Position

Please include in you packet to the Board.

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**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Monday, November 30, 2020 12:18 PM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: New Position

Thank you. I approve.

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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, November 30, 2020 12:17 PM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** RE: New Position

The experience requirement is higher, education is the same. We felt that the essential functions were at a higher level.

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**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>

**Sent:** Monday, November 30, 2020 12:10 PM

**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Jeffrey Donahue ([JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)) <[JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)>

**Subject:** RE: New Position

I'm noticing it is at a higher pay rate than the other social workers in the union. Is the JD education requirements that different from theirs?

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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>

**Sent:** Monday, November 30, 2020 10:28 AM

**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>; Jeffrey Donahue ([JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)) <[JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)>

**Subject:** New Position

Good Morning,

The Public Defender's Office is creating a new position – Social Worker – Public Defender's Office, we have placed it at level 8 \$59,140.99 - \$70,997.30. Please review and let me know if the union is in agreement with the placement.

Joan

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CREATE THE POSITION OF SOCIAL WORKER WITHIN  
THE INGHAM COUNTY OFFICE OF THE PUBLIC DEFENDER**

WHEREAS, the Ingham County Office of the Public Defender was created by Resolution #17-445 to create a system to enhance the delivery of legal services to indigent and partially indigent defendants in adult criminal cases; and

WHEREAS, indigent defense delivery systems, especially Public Defender offices are frequently turning to other professionals to aid in the delivery of quality services that reduce incarceration and give clients the tools to successfully navigate the challenges that have brought them in to the criminal justice system; and

WHEREAS, many clients of the Office of the Public Defender are dealing with mental health and substance use issues that complicate representing them in a way that creates a path which brings a successful conclusion and reduces recidivism; and

WHEREAS, social workers are ideally suited based on training and experience to evaluate those conditions and make recommendations for treatment and lifestyle changes that enhance the path to successful conclusion and reduce recidivism; and

WHEREAS, in recognition of these circumstances, the Michigan Indigent Defense Commission has approved funding for a social worker position for the Ingham County Office of the Public Defender in its fiscal year 2021 grant; and

WHEREAS, the Human Resources Department has reviewed and analyzed the proposed position of Social Worker – Public Defender’s Office; and

WHEREAS, the ICEA County Professionals Union has been notified and is in support of the creation of this new position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner approves the creation of the position of social worker within the Office of the Public Defender, classified as an ICEA County Professional Grade 8 position (wage range of \$59,140.99 - \$70,997.30).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Budget and Position Allocation List in accordance with this resolution.

**Agenda Item 4a**

**TO:** Board of Commissioners, Law and Courts, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** January 5, 2021  
**RE:** Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 Carpet Replacement Project

For the meeting agendas of: January 14, 19 & 20

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**BACKGROUND**

The carpet in both second floor Circuit Courtrooms 3 & 4 was installed when the Veteran’s Memorial Courthouse was constructed in 2000, it is showing signs of wear and has outlived its useful life. Seelye Group, submitted a proposal of \$26,978.44 for the carpet replacement in both courtrooms. Seelye Group is on the MiDeals contract and, therefore, three quotes are not necessary. In addition to the carpet, the courtroom technology that is placed under the carpet will need to be disconnected and reconnected. TEL Systems submitted a proposal of \$2,442.00 to disassemble and reassemble the courtroom technology.

**ALTERNATIVES**

The alternative would be to do an RFP, prolonging the project at potentially higher prices.

**FINANCIAL IMPACT**

Funds are available in the approved CIP line item #245-26710-976000-20F06. The Facilities Department is also requesting a contingency of \$3,000.00 for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
#245-26710-976000-20F06	\$78,000.00	\$78,000.00	\$32,420.44	\$45,579.56
General Fund				

**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 purchase orders be issued to Seelye Group and TEL Systems for the Circuit Courtroom’s 3 & 4 carpet replacement project.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR CIRCUIT COURT  
COURTROOMS 3 & 4 CARPET REPLACEMENT PROJECT**

WHEREAS, the carpet in both Circuit Court courtrooms 3 & 4 are over 20 years old, showing signs of wear and have outlived its useful life; and

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

WHEREAS, Seelye Group, is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends authorizing an agreement with Seelye Group who submitted a proposal of \$26,978.44 for the carpet replacement in both courtrooms; and

WHEREAS, TEL Systems submitted a proposal of \$2,442.00 to disassemble and reassemble courtroom technology; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2020 CIP General Fund line item #245-26710-976000-20F06 which has a balance of \$78,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to Seelye Group, 1411 Lake Lansing Road, Lansing, Michigan 48912, in the amount of \$26,978.44 for the replacement of the carpet in both courtrooms.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to TEL Systems, 7235 Jackson Road, Ann Arbor, Michigan 48103, in the amount of \$2,442.00 to disassemble and reassemble of courtroom technology.

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:** Board of Commissioners, Law and Courts, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** January 5, 2021

**RE:** Resolution Authorizing an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the Probate Court Office

For the meeting agendas of: January 14, 19 & 20

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**BACKGROUND**

At the request of the Probate Court Administrator, the Probate Court Office front counter area is in need of health and safety improvements.

- Laux Construction submitted the lowest responsive and responsible proposal of \$60,362.00, for the renovations, which includes modifications of the counter space, adding glass panels, secure door and ensuring ADA compliance and social distancing guidelines are met.
- DBI submitted a quote of \$15,000.00 for the furniture for the modified space, and is on the MiDeals contract so three quotes are not required.
- Vidcom Solutions submitted a quote of \$2,443.36 for the access control for the new door.
- FD Hayes, who holds a contract with the IT Dept., submitted a quote of \$3,672.00 for the technology placement.

**ALTERNATIVES**

The alternative would be to put up temporary plexiglass barriers that would not provide security to the employees.

**FINANCIAL IMPACT**

Funds are available in the approved 2021 CIP line item #245-26710-976000-21F02. We are requesting a contingency of \$8,000.00 for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-976000-21F02	\$100,000.00	\$100,000.00	\$89,477.36	\$10,522.64
Public Improvements Fund				

**OTHER CONSIDERATIONS**

Other considerations would be to not go forward with the project subjecting Ingham County employees to continued health and safety risks.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction and issuing purchase orders to DBI, FD Hayes, and Vidcom for the health and safety enhancements at the Probate Court Office.

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: December 8, 2020  
RE: Memorandum of Performance for RFP No. 5-21 Probate Court Security Enhancements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making safety and security enhancements to the Probate Court office space.

The scope of work includes, but is not limited to, demolition, carpentry, electrical and carpet installation.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	54	14
Vendors attending pre-bid/proposal meeting	4	4
Vendors responding	4	4

A summary of the vendors' costs is located on the next page.

***A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.***

***You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.***

***This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.***

***If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.***



SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Renovation of Office Space at the Ingham County Probate Court Office	Cost to Renovation the Office Space at the Ingham County Probate Court Office During Non-business Hours	Estimated Start Date	Timeline
		TOTAL BID	ADD TO TOTAL BID		
Moore Trosper Construction Co.	Yes, Holt MI	\$61,325.00	\$8,425.00	3/1/2021	3 Weeks
Nielsen Construction	Yes, Holt MI	\$58,321.00	\$3,869.25	Feb. 2021	4 Weeks
Laux Construction	Yes, Mason MI	\$54,075.00	\$6,287.00	2/22/2021	1 Month
Trumble Group	Yes, Lansing MI	\$73,766.00	\$7,500.00	Following contract award	4 Months (120 Days)

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT AND PURCHASE ORDERS FOR THE  
HEALTH AND SAFETY ENHANCEMENTS FOR THE FRONT COUNTER AREA  
IN THE PROBATE COURT OFFICE**

WHEREAS, the Probate Court Office front counter area is in need of health and safety improvements; and

WHEREAS, Laux Construction submitted the lowest responsive and responsible proposal of \$60,362.00 for the renovations, which includes modifications of the counter space, adding glass panels and a secure door, and ensuring ADA compliance and social distancing guidelines are met; and

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

WHEREAS, DBI is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends authorizing an agreement with DBI who submitted a quote of \$15,000.00 for the furniture for the modified space; and

WHEREAS, Vidcom Solutions submitted a quote of \$2,443.36 for the access control for the new door; and

WHEREAS, FD Hayes, who holds a contract with the IT Dept., submitted a quote of \$3,672.00 for the technology placement; and

WHEREAS, it is the recommendation of the Facilities Department and the Probate Court Administrator to enter into an agreement with Laux Construction and to issue purchase orders to DBI, Vidcom Solutions, and FD Hayes for the health and security enhancements for the front counter area in the Probate Court Office; and

WHEREAS, the Facilities Department is requesting a contingency of \$8,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the Public Improvements Fund line item #245-26710-976000-21F02, which has a balance of \$100,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction, LLC, 1018 Hogsback Road, Mason, Michigan 48854, for the renovations of the front counter area in the Probate Court Office for an amount not to exceed \$60,362.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to DBI, 912 East Michigan Ave, Lansing, Michigan 48912 to furnish and install furniture in the front counter area of the Probate Office for an amount not to exceed \$15,000.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Vidcom Solutions, 15559 South Old US-27, Lansing, Michigan 48906, for the access control for the new door in the front counter area of the Probate Office for an amount not to exceed \$2,443.36.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to FD Hayes, 2301 Beal Ave., Lansing, Michigan 48910, for the technology placement in the front counter area of the Probate Office for an amount not to exceed \$3,672.00.

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 4c**

**TO:** Board of Commissioners, Law and Courts, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** January 5, 2021  
**RE:** Resolution to Authorize an Agreement Amendment with Safety Systems for Building Monitoring Services at the Ingham County 9-1-1 Center

For the meeting agendas of: January 14, 19 &20

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**BACKGROUND**

The monitoring agreement with Safety Systems is increasing by \$24 annually. This will bring the cost to \$420.00 per year for the next five years.

**ALTERNATIVES**

The alternative would be to put out an RFP, risking higher prices and changing of equipment.

**FINANCIAL IMPACT**

Funds are available in the appropriate 931100 maintenance contractual line item.

**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 an agreement amendment with Safety Systems for the monitoring services cost increase at the 9-1-1 Center.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZAN AGREEMENT AMENDMENT WITH SAFETY SYSTEMS  
FOR BUILDING MONITORING SERVICES AT THE INGHAM COUNTY 9-1-1 CENTER**

WHEREAS, the current agreement for building monitoring services with Safety Systems is increasing by \$24.00 annually; and

WHEREAS, the price of monitoring services will remain \$420.00 per year for the next five years; and

WHEREAS, it is the recommendation of the Facilities Department to amend the agreement with Safety Systems for the annual increase of \$24.00 for the monitoring services of the 9-1-1 Center; and

WHEREAS, funds are available in the appropriate contractual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Safety Systems, Inc., 2075 Glenn St., Lansing, Michigan 48906, for the monitoring services at the 911 Center for an annual amount of \$420.00 for the next five years.

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:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** December 29, 2020  
**SUBJECT:** Resolution for MOU with CAHS Spay/Neuter Clinic  
For the meeting agenda of 1/14/2021 & 1/20/2021

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### **BACKGROUND**

Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society (CAHS) Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds from the voucher sales. This cooperative partnership helps to provide low cost spay/neuter services to the community.

### **ALTERNATIVES**

This service is offered as a convenience to ICACS customers. Community members could go directly to the CAHS for these services.

### **FINANCIAL IMPACT**

Sales of vouchers by ICACS are collected in a trust and agency fund, from which they are disbursed to the CAHS. Approximately \$50,000 passes through this fund annually for these services.

### **RECOMMENDATION**

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

**Agenda Item 5**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN CAPITAL AREA HUMANE SOCIETY SPAY/NEUTER CLINIC AND INGHAM COUNTY ANIMAL CONTROL**

WHEREAS, Ingham County Animal Control and Shelter sells reduced cost spay/neuter vouchers to eligible participants; and

WHEREAS, these vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic; and

WHEREAS, when a spay/neuter voucher is redeemed, Capital Area Humane Society bills Ingham County, who then pays the Capital Area Humane Society from the Trust and Agency Fund where the voucher sale proceeds are reserved; and

WHEREAS, through this cooperative arrangement, low cost spay/neuter services are provided to the community, benefitting both pets and their owners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period of January 1, 2021 through December 31, 2021, as detailed in the attached document.

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.



## Memorandum of Understanding

between

### Capital Area Humane Society Spay/Neuter Clinic

5919 South Cedar Street Lansing MI 48911

And

### Ingham County Animal Control

600 Curtis Street Mason, MI 48854

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## I. Purpose and Scope

The Capital Area Humane Society Spay/Neuter Clinic will provide a reduced cost spay/neuter and basic wellness services to animals that are at least 8 weeks of age and that weigh at least 2 pounds and that are in the care and custody of ICAC. The Capital Area Humane Society Spay/Neuter Clinic and its employees reserve the right to refuse procedures or services that are requested by ICAC. Animals that are deemed by the clinic to be unhealthy, unthrifty, or if the procedure is not in the current best interest of the animal may be refused for surgery by the clinic.

## II. MOU Term

The term commences January 1<sup>st</sup> 2020 and terminates December 31<sup>st</sup> 2020. The Capital Area Humane Society reserves the right to terminate this MOU prior to the term date.

## III. Capital Area Humane Society Spay/Neuter Clinic and ICAC agree to the following:

**Weight and Age:** All animals must be at least 8 weeks of age and weigh at least 2lbs for procedures or services to be performed.

**Appointments:** Appointments for services will be made by calling 517-908-0756 or emailing [clinic@adoptlansing.org](mailto:clinic@adoptlansing.org). Appointments will be filled as space on the clinic's general calendar allows. The CAHS spay/neuter clinic reserves the right to require non-refundable appointment deposits for multiple appointments that are made on the same day. Large appointment reservations may be subject to a pre-payment/reservation fee/pet at the discretion of the reception staff. This fee is non-refundable and will be discussed at the time the appointment is made. If you show at full capacity of the requested appointment, the fees are applied towards surgery. **If you do not show the fee will not be refunded.**

**Transportation:** ICAC is responsible for all transportation of animals to and from the clinic.



**Consent:** The morning of the animals' appointment ICAC will provide a completed consent form for each individual animal receiving service.

**Rabies Vaccination:** All animals three months of age and older are required to be up to date on their rabies vaccinations. If the animal is not up to date they will receive a vaccine during their stay for an additional charge.

**Late/Failure to Pick up Animals:** All animals will be picked up from the Capital Area Humane Society Spay/Neuter Clinic the same day of service. Animals that are housed overnight will be unattended and a \$25.00 charge will apply for each evening spent at the clinic. If the animal is picked up after 5p.m. on the same day of surgery, a modification of the \$25.00 fee may be charged at the discretion of the employees that are required to stay for the discharge of the patient. Animals not picked up after three days will be considered abandoned and given to the proper authorities.

**Additional Surgical Services:** Any animal that is deemed to be pregnant during their alteration will have the pregnancy terminated at an additional charge and fluids given on an as needed basis for an additional charge. Any animals with an umbilical hernia will have the site repaired for an additional charge during their alteration. Any animal with a pyometra, in heat or cryptorchid will accrue additional charges at the discretion of the clinic manager. Pregnant dogs may also be charged differently on a case by case basis.

**Charges:**

Canine Spay less than 70lbs: \$85

Canine Neuter less than 70lbs: \$65

Canine Spay over 70lbs: \$120

Canine Neuter over 70lbs: \$90

Feline Spay: \$45

Feline Neuter: \$25

Feral Cat Surgeries: \$40 (includes 2 vaccines and an ear tip is required)

\*Inj. abx will be offered at \$10/feral cat on an as needed basis.

"Already fixed" anesthesia costs: \$20/cat, \$30/dog 30# or less, \$50/dog over 30#

Vaccinations: \$4.00 ea.

Heartworm: \$12 ea.

Feline Combo Testing: \$20 ea.

Microchip: \$20 ea.

Microchip "insertion only" fee (for non-CAHS microchips): \$1.00

Heat/Hernia Repair/Cat Pregnancies: \$15.00

Fluid therapies: \$5-\$20 depending on amount, route of administration and species of animal

Fecal Flootation: \$10.00

Pre-Operative Blood work: \$35.00

Preventative: \$2 discount from retail/rounded to the nearest whole \$ amount

Example: Cat Multi \$12/dose

Rx Products: \$2 discount from price to client

(Includes de-wormers, inj. antibiotics, inj. anti-emetics, flea tx and any other tx as offered by the doctor).

Euthanasia (general cremation included): \$10/cat, \$15/dog under 30#, \$30/dog under 50#

\*Larger patients and private cremation charges available on a case by case basis.

**Specially Ordered or Priced Items:** If agreed upon by the clinic manager and the doctor, any specially ordered products will be offered at a price that is either rounded up to the nearest \$5 or \$10 amount from our cost as decided on a case by case basis through the clinic manager. Any variances of the prices listed above will be rare and will need approval by the clinic manager.

**Payments:** Payment is due within 30 days of receipt of the monthly invoice provided to you from CAHS. Failure to keep the account balance current will result in the Capital Area Humane Society declining services.

**Procedures for Personal Animals:** As a courtesy to those that work with rescue organizations, personal animals that are owned by employees of ICAC will also be extended the rescue pricing mentioned above. Proof of ownership and employment may be required.

**Grant Qualifications:** Animals that are being put up for adoption through rescue organizations do not qualify for any grant assisted procedures unless otherwise approved by the CAHS Spay/Neuter Clinic contacts listed below. In the event that an owner or employee of a rescue organization qualifies for a grant surgery with their own personal pet, the following documentation will be required and a copy of the documentation will be kept on file at the CAHS Spay/Neuter Clinic:

**Animals 6 months and younger:** Any documentation such as a bill of sale/transfer or veterinary services rendered (including microchip registrations) with the animal's name and description and the current owners name and/or address.

**Animals older than 6 months:** A rabies license and/or any of the above documentation will be required to show proof of ownership.

**Adoption Expectations/Recommendations:** As we are also directly associated with a shelter location, CAHS S/N Clinic will not allow adoptions through other rescue entities to occur on the premises. Violation of this rule can result in direct termination of all services of the spay/neuter clinic with the rescue organization and its members. While this is still to be decided at the discretion of each rescue we also do not recommended that an animal that has had a spay/neuter procedure go home to a new environment on the same day of surgery for the safety of both the animals and the new owners.

#### IV. Contacts

**Capital Area Humane Society Spay/Neuter Clinic**

**Primary:** Holly Thoms, Clinic Director 517-908-0756

[hthoms@adoptlansing.org](mailto:hthoms@adoptlansing.org)

**Secondary:** Julia Willson, President/CEO, 517-626-6060

[jwillson@adoptlansing.org](mailto:jwillson@adoptlansing.org)

**Ingham County Animal Control**

**Primary:** Heidi Williams, Director 517-676-8362

[hwilliams2@ingham.org](mailto:hwilliams2@ingham.org)

#### V. Effective Date and Signature

This MOU shall be effective upon the signature of ICAC authorized officials. It shall be enforced from January 1<sup>st</sup> 2020 to December 31<sup>st</sup> 2020.

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Signature/Date

**Agenda Item 6a**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Terri Thornberry, Director 9-1-1  
**DATE:** January 5, 2021  
**SUBJECT:** Continuation of agreement with Ergometrics – the vendor who supplies and scores the pre-employment tests for 9-1-1.  
*For meeting agendas of Law & Courts January 14, 2021 and Finance January 20, 2021*

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**BACKGROUND**

A contract has been in place between Ergometrics and Ingham County for pre-employment testing for 9-1-1 applicants since September 18, 2012.

**ALTERNATIVES**

We have researched alternatives but are satisfied with the level of responsiveness from Ergometrics, the content of their testing materials, quick turnaround time for scoring, and competitive pricing.

**FINANCIAL IMPACT**

The cost remains the same as last year's agreement with Ergometrics. \$3,600.00 annually with an additional charge of \$3 per scored test, minimum of \$25. These costs are budgeted.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW PRE-EMPLOYMENT TESTING WITH ERGOMETRICS**

WHEREAS, a contract has been in place between Ergometrics and Ingham County for pre-employment testing of 9-1-1 Center applicants, approved by the Board of Commissioners since September 18, 2012; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the 9-1-1 Center's hiring process; and

WHEREAS, this resolution seeks approval to continue pre-employment testing with Ergometrics with no increase in costs from last year for the period of December 7, 2020 through December 7, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the continuation of services from Ergometrics for Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2020 through December 7, 2021 for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum.

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

## Agenda Item 6b

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

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

**DATE:** December 16, 2020

**SUBJECT:** Purchase of Virtual Academy from Savant Learning System, Inc.

*For meeting agendas of Law & Courts Jan. 14, 2021 and Finance Jan. 20, 2020*

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### **BACKGROUND**

Virtual Academy offers approved training courses in remote virtual sessions that are necessary to maintain state required training for our entire staff. The application retains and holds our training records to report to the State 9-1-1 Office. Additionally, the application allows the 9-1-1 Dispatch Center to circulate procedures and other documents for sign-off.

### **ALTERNATIVES**

Very few companies offer this complete package of training and holding of training records. Virtual Academy is used by other 9-1-1 Centers in Michigan and comes highly recommended.

### **FINANCIAL IMPACT**

The quoted cost of the backup licenses and support as described above is \$3,795.00.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of Virtual Academy from Savant Learning Systems, Inc.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ELECTRONIC TRAINING RECORDS PROGRAMS**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 administration has identified a software solution to provide training and electronically document, track, and store employee training as requested by the Center's Training Cadre; and

WHEREAS, the 9-1-1 Staff Services Manager and 9-1-1 Supervisors have reviewed the features, options, and demonstrations of these programs to perform these functions; and

WHEREAS, the Virtual Academy Solution has been found to meet the needs of our Center's state mandated training as well as the administrative needs to electronically document training information; and

WHEREAS, the company Savant Learning Systems, Inc., provider of the Virtual Academy program, has provided a quote for these programs in the amount of \$3,795.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of the Virtual Academy Solution program from Savant Learning Systems, Inc. in an amount not to exceed \$3,795.00.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents with Savant Learning Systems, Inc. to provide their software solutions to Ingham County 9-1-1 Center for training documentation after approval as to form by the County Attorney.