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VICE-CHAIRPERSON
DERRELL SLAUGHTER

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LAW & COURTS COMMITTEE
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CHRIS TRUBAC
VICTOR CELENTINO
BRYAN CRENSHAW
ERIN GRAHAM
ROBERT PEÑA
RANDY SCHAFER

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, JUNE 10, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/83434382597>.

Agenda

Call to Order

Approval of the [May 27, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office – Resolution to Authorize Acceptance of the Coronavirus [Emergency Supplemental Funding](#) (CESF) Grant from the Michigan State Police
2. Public Defenders Office
 - a. Resolution to Authorize a Lease Agreement with [Pitney Bowes](#) for a Postage Meter
 - b. Resolution to Authorize a Contractual Agreement with [Axon Enterprise, Inc.](#) for Uploading and Storage of Digital Evidence
3. Animal Control and Shelter
 - a. Resolution to Approve the Addition of [Two Full-Time Animal Care Specialist Positions](#) for the Ingham County Animal Control and Shelter
 - b. Resolution to Reclassify the Customer Service and Community Outreach Manager Position to [Community Outreach Manager](#)
4. Friend of the Court – Resolution to Authorize an Amendment to the Title IV-D Cooperative [Reimbursement Program](#) (CRP) Agreement
5. Homeland Security and Emergency Management – Resolution to Authorize a Contract with Tidal Basin Group and Adjusters International for Consulting Services to Update the Tri-County [Hazard Mitigation Plan](#)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE

May 27, 2021

Draft Minutes

The meeting was called to order by Acting Chairperson Celentino at 6:00 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance and the present location of the Committee members was taken for the record.

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

Members Absent: Polsdofer and Trubac.

Others Present: Annette Ellison, Scott LeRoy, Teri Morton, Mary Konieczny, Liz Noel, and others.

Approval of the May 13, 2021 Minutes

ACTING CHAIRPERSON CELENTINO STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MAY 13, 2021 LAW & COURTS COMMITTEE MEETING WERE APPROVED AS WRITTEN.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Trubac.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Circuit Court – Family Division
 - b. Resolution Honoring Susan Parks
2. 55th District Court – Resolution to Approve the Appointment of Mark Blumer Magistrate of the 55th District Court
3. Animal Control and Shelter – Resolution to Authorize a Memorandum of Understanding between Ingham County Landbank Fast Track Authority and the Ingham County Animal Control and Shelter

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Trubac.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Trubac.

1. Circuit Court – Family Division
 - a. Raise the Age Legislation Update (*Discussion*)

Discussion.

Mr. LeRoy introduced Annette Ellison, Ingham County Juvenile Youth Center Director. He stated that Ms. Ellison that had been appointed to this position in March 2021.

Ms. Ellison stated that she had been working as a clinical social worker in the Juvenile Justice system for 24 years. She further stated that the promotion highlighted the Court’s commitment to increase trauma informed care and community involvement.

Mr. LeRoy thanked Teri Morton, Deputy Controller, and Sheriff Scott Wriggelsworth, County Sheriff, for being on the selection committee to hire Ms. Ellison.

Mr. LeRoy presented updates relating to Raise the Age Legislation to the Committee.

Commissioner Schafer thanked Mr. LeRoy for the presentation. He stated that it was a pleasure to work with Mr. LeRoy.

Commissioner Schafer stated that in the past, some Commissioners had wanted to increase the number of beds in the facility to accommodate 48 juveniles, but there had been pushback from other Commissioners. He asked what the impact on the facility would be, and if a larger facility was now needed.

Mr. LeRoy stated that the current projected occupations will be 20 kids per day, so the current capacity of 24 beds was enough. He further stated that adjusting the layout of the facility, specifically adding another day room, in order to increase safety security and capacity would be sufficient for renovations.

Commissioner Schafer stated that he remembered when the capacity for the facility was full. He asked what the source of the occupancy decrease was.

Mr. LeRoy stated that the increase in social and community programming provided support to youth within their immediate communities to enable their safety and success.

Commissioner Schafer stated that he was surprised that Lansing Community College (LCC) was not more involved in vocational training.

Mr. LeRoy stated that there have been conversations with LCC Board Member Ryan Buck to further increase the current partnership. He further stated he would like to take Commissioners on a tour of the newly renovated Peckham Youth Career Academy spaces that were used to provide youth with community-based, comprehensive, intensive vocational training.

Commissioner Graham thanked Mr. LeRoy for the presentation and asked for an email version of the presentation. She stated that the presentation contained a lot of good information.

Mr. LeRoy stated he would email a copy of the presentation. He further stated that he would be interested in bringing in the partners at Michigan State University to show the largest data set in the world for risk in youth recidivism.

Acting Chairperson Celentino thanked Mr. LeRoy and Ms. Ellison for their time.

Announcements

None.

Public Comment

None.

Adjournment

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

**JUNE 10, 2021 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Prosecuting Attorney's Office – Resolution to Authorize Acceptance of the Coronavirus Emergency Supplemental Funding (CESF) Grant from the Michigan State Police to the Ingham County Prosecuting Attorney's Office*

This resolution will authorize a grant agreement for \$61,295.82 with Michigan State Police for a period from June 1, 2021 through December 31, 2021 to address the coronavirus related back log of pending jury trials. The Ingham County Prosecutor's Office intends to use the funding to hire two temporary assistant prosecuting attorneys to assist with this backlog. The award specifies an hourly rate of \$27.64 for each position for a total of 1,000 hours per position, and provides \$6,015.82 for a laptop computer and docking station for each position.

See memo for details.

- 2a. *Public Defenders Office – Resolution to Authorize a Lease Agreement with Pitney Bowes for a Postage Meter for the Office of the Public Defender*

This resolution will authorize entering into a lease agreement with Pitney Bowes Inc. for a postage meter machine for an annual cost of \$616.68. The Office of the Public Defender sends out many forms of correspondence to indigent clients as well as expert witnesses and law partners. It is cumbersome to purchase individual stamps. A mid-size postage machine will ease the labor intensive process of sending out daily mail.

See memo for details.

- 2b. *Public Defenders Office – Resolution to Authorize Contractual Agreement with Axon Enterprise, Inc. for Uploading and Storage of Digital Evidence*

This resolution will authorize an agreement between the Ingham County Office of the Public Defender and Axon Enterprises for licenses and storage fees for approximately one terabyte of storage of digital evidence provided to the Office of the Public Defender from the Ingham County Prosecutor's Office as well as any prosecuting officials at a cost of \$7,068 per year for five years. The cost for this will be included in the annual contract with the Michigan Indigent Defense Commission. Total cost could change if the number of licenses increases.

The collection and evaluation of evidence is critical to the performance of the duties of the Office of the Public Defender. Police/citizen interactions are increasingly being captured through the use of body worn cameras (BWC) and car mounted camera systems as well as privately owned media. The Lansing Police Department, the Lansing Township Police Department and the Ingham County Sheriff's Office archive their BWC and car mounted evidence through an agreement with Axon Enterprise, Inc. through a web based media collection server under the trade name Evidence.com and provide this evidence to the Ingham County Prosecutor's Office and their prosecuting officials through Evidence.com. This agreement with Axon Enterprises, Inc. will provide licensing and storage of their product, Evidence.com, in a manner that would allow the attorneys and staff of the Office of the Public Defender to utilize the media they store in an efficient and effective manner.

See memo for details.

3a. *Animal Control – Resolution to Approve the Addition of Two Full-Time Animal Care Specialist Positions for Ingham County Animal Control and Shelter*

This resolution will approve the addition of two full-time Animal Care Specialists (CCLP Animal Control grade 1) for the Ingham County Animal Control & Shelter (ICACS). ICACS currently employs five full time Animal Care Specialists (ACS) and two temporary staff whose responsibilities include daily feeding, cleaning, and medicating of all animals in ICACS care. When an ACS calls in sick or takes a vacation, it often results in overtime or having inadequate coverage. Additionally, with only five employees being able to perform all essential functions of the job, burn out, compassion fatigue, and eventual turnover of full-time staff are of concern. Staffing is supplemented with temporary employees but there are issues with relying on temporary positions. The training period occupies a large portion of the six-month term we are limited to with these positions. In addition, temporary employees are restricted from performing certain job functions such as euthanasia, distribution of medication, rabies testing, diagnostic, and laser therapy treatments, which all require training that is more extensive. Additionally, due to the nature of the temporary position, the staff we hire for these positions often have limited availability and scheduling them where needed is challenging.

The long-term (topped out) cost for each position at full-time is \$97,492 for a total cost of \$194,984. Funding exists in the Ingham County Animal Shelter Millage Fund to cover these positions. At the end of 2020, the millage fund had a balance of around \$815,000. With these position additions, as well as the previous addition of the Animal Behavior Coordinator, the fund is projected to have a balance of around \$650,000 at the end of 2022, which is the end of the current millage approval. This will allow adequate funds for any capital projects that may be needed between now and the end of 2022. The Animal Control Director and Controller's Office would like to start having discussions with the Law and Courts Committee toward the end of 2021 concerning options for a 2022 millage renewal.

See memo for details.

3b. *Animal Control – Resolution to Reclassify the Customer Service and Community Outreach Manager Position to Community Outreach Manager at the Ingham County Animal Control and Shelter*

This resolution will approve the conversion of the vacant position #421028 from a Customer Service and Community Outreach Manager (MC group level 8, \$54,281.32 - \$65,155.40) to Community Outreach Manager (MC group, level 7, \$49,600.76-\$59,539.82). Topped out wages and fringes will decrease costs by \$8,240 annually. This position is funded by the Animal Shelter millage.

The Customer Service and Community Outreach Manager was created in 2016 for the purposes of supervising office operations, managing community outreach events, and performing fundraising. When the position recently became vacant, Ingham County Animal Control and Shelter (ICACS) and Human Resources reviewed the position. There were a number of overlapping job duties with the Office Coordinator. The position was reclassified to reflect the direction and rebranding that has been taking place over the last year. The new Community Outreach Coordinator position will be responsible for formulating and implementing a comprehensive communication strategy to promote ICACS and its programs.

See memo for details.

4. *Friend of the Court – Resolution to Authorize an Amendment to the Title IV-D Cooperative Reimbursement Program (CRP) Agreement*

This resolution will approve an amendment to the current IV-D Cooperative Reimbursement Program Agreement for up to two additional one-year periods, for FY 2022 and FY 2023. Ingham County Friend of the Court (FOC) receives Title IV-D funding to administer their child support program. This funding provides reimbursement at the rate of 66% to the County for FOC operations. To obtain IV-D funding, FOC enters into a contract with the Michigan Department of Health and Human Services (MDHHS) Office of Child Support.

The current five year IV-D Cooperative Reimbursement Program (CRP) Agreement is effective October 1, 2016 to September 30, 2021 and has an estimated contract value of \$21,781,638.41. This agreement grants MDHHS the "Option to Renew" the Agreement for up to two additional one-year periods by an Amendment not less than 30 days before its expiration. MDHHS is exercising their right to renew the current CRP Agreement for up to two additional one-year periods (FY 2022 and FY 2023). The deadline to renew the current Agreement by Amendment is June 30, 2021.

See memo for details.

5. *Homeland Security and Emergency Management – Resolution to Authorize a Contract with Tidal Basin Group and Adjusters International for Consulting Services to Update the Tri-County Hazard Mitigation Plan*

This resolution will authorize a contract with Tidal Basin Group and Adjusters International to update the Tri-County Hazard Mitigation Plan at a cost not to exceed \$85,530. The Federal Emergency Management Agency (FEMA) requires our Tri-County Hazard Mitigation Plan be maintained and updated every five years.

Bid packages from four vendors were received, and representatives from the Tri-County planning team chose Tidal Basin based on the criteria established in the RFP. Tidal Basin was also the lowest bidder. Funding from the Department of Homeland Security's FY2018 Pre-Disaster Mitigation Grant program, approved by Resolution #20-438, will be used to fund this contract.

See memo for details.

AGENDA ITEM 1

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

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: June 1, 2021

SUBJECT: Resolution to Authorize Acceptance of Coronavirus Emergency Supplemental Funding (CESP) Grant from the Michigan State Police (MSP) for the Ingham County Prosecutor's Office (ICPO) to Hire Contractual Personnel

BACKGROUND

In May of 2020, the Michigan Department of State Police (MSP) received supplement funding from the Office of Justice Programs (OJP) under the Coronavirus Supplement Funding Program (CESF). As part of the 2021 CESF program, MSP accepted applications from the county prosecutors' offices for funding to hire contractual personnel to address coronavirus related backlogs. The grant covers hourly wages for contractual employees and technology expenses related to the position. The Ingham County Prosecutor's Office (ICPO) received a CESF Grant for \$61,295.62. ICPO intends to use the funding to hire two temporary assistant prosecuting attorneys to address the case backlogs in the district and circuit court. The grant agreement runs from June 1, 2021 to December 31, 2021.

ALTERNATIVES

None at this time.

FINANCIAL IMPACT

This is a re-imbusement grant. There is no financial impact to the county.

OTHER CONSIDERATIONS

Due to the COVID-19 pandemic, court operations have been significantly scaled back in the both the district and circuit courts. Jury trials, which require substantial public participation, have been on hold during the pandemic. As a result, there is a significant backlog of cases awaiting jury trial. In the 30th Circuit Court, our office has approximately 900 felony cases pending. All three-area district courts have similar backlogs. ICPO intends to hire two temporary assistant prosecuting attorneys (APAs) to assist with resolving this backlog. The CESF grant would pay for the hourly wages of both employees and the cost of laptop computers for each.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE CORONAVIRUS EMERGENCY
SUPPLEMENTAL FUNDING (CESF) GRANT FROM THE MICHIGAN STATE POLICE**

WHEREAS, the Department of the Michigan State Police (MSP) received funding under the federal Office of Justice Programs 2021 fiscal year “Coronavirus Emergency Supplement Funding Program” (CESF); and

WHEREAS, the Michigan State Police had awarded the Ingham County Prosecutor’s Office (ICPO) a grant award under the CESF grant program in the amount of \$61,295.81; and

WHEREAS, this funding is for expenses directly related to the hiring of contractual personnel to address the coronavirus related back log in prosecutors’ offices in Michigan; and

WHEREAS, the COVID-19 pandemic has caused a significant backlog of pending jury trials in both the district and circuit courts of Ingham County; and

WHEREAS, the ICPO intends to use the funding to hire two (2) temporary assistant prosecuting attorneys (APAs) to assist with this backlog; and

WHEREAS, the grant agreement runs from June 1, 2021 to December 31, 2021 and provides re-imbusement for the hourly wages, excluding fringe benefits, and purchase of a laptop computer for each temporary APA; and

WHEREAS, the award specifies an hourly rate of \$27.64 for each position for a total of 1,000 hours per position, and provides \$6,015.82 for a laptop computer and docking station for each position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor’s Office to enter into a grant agreement for \$61,295.82 with the Michigan State Police from June 1, 2021 through December 31, 2021.

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

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

TO: Board of Commissioners Laws & Courts and Finance Committees
FROM: *Russ Church*
DATE: *June 1, 2021*
SUBJECT: *Purchase of Pitney Bowes Postage Meter*
For the meeting agenda of June 10th and June 16th 2021

BACKGROUND

The Office of the Public Defender sends out welcome letters, close letters, and other forms of correspondence to indigent clients as well as expert witnesses and our law partners. It is cumbersome to purchase individual stamps. A mid-size postage machine will ease the labor intensive process of sending out daily mail.

ALTERNATIVES

If a postage meter is not purchased, the manual labor placing individual stamps on individual pieces of mail takes away valuable time from support staff that could be better placed in other areas of our daily practice.

FINANCIAL IMPACT

The cost of acquiring a mid-size postage meter that stamps the mail for us is \$618.68 annually for the postage machine, excluding the cost of postage.

STRATEGIC PLANNING IMPACT

The use of a postage machine promotes the county strategic plan by enhancing the efficiency of the service the Office of the Public Defender provides to county residents.

OTHER CONSIDERATIONS

MIDC Standard 2 requires that the Office of the Public Defender be in contact with the client within three business days. Standard 2A establishes that the interview must occur “as soon as practicable after appointment,” and for our indigent clients who are not in custody, this means getting welcome letters in the mail the same day of appointment. Having an onsite postage meter will facilitate meeting MIDC Standard 2.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the Lease Agreement with Pitney Bowes for the Postage Meter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A LEASE AGREEMENT WITH PITNEY BOWES FOR A
POSTAGE METER**

WHEREAS, the Office of the Public Defender is in need of a postage meter to stamp outgoing mail to its indigent clients; and

WHEREAS, it is recommended by the Office of the Public Defender to enter into a lease agreement with Pitney Bowes who submitted a responsive and responsible lease agreement of \$616.68 annually for the postage machine for 5.25 years; 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 a lease agreement with Pitney Bowes Inc., P.O. Box 371896, Pittsburg, PA 15250-7896, for a postage meter machine for an annual cost of \$616.68.

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 2b

TO: Law and Courts and Finance Committees

FROM: Russel A. Church, Chief Public Defender

DATE: June 1, 2021

SUBJECT: Resolution to Authorize Contractual Agreement between the Ingham County Office of the Public Defender and Axon Enterprise, Inc. for Uploading and Storage of Digital Evidence
For the Meeting Agendas of June 10, 2021 and June 16, 2021

BACKGROUND

The Ingham County Office of the Public Defender represents adults charged with crimes in all courts of Ingham County. In order to properly represent the people, much effort is put into collecting relevant information about the situation that led to charges. Increasingly, this information comes in a digital format. Several police agencies are using body cameras now. Most have been using car mounted cameras for a number of years. Lansing, Lansing Township, and, most recently, the Ingham County Sheriff's office use a product offered by Axon Enterprises, Inc. to store and manage this digital information. The office is provided a link by the Ingham County Prosecutor's Office, but they are changing the way the information is shared. Additionally, using their system limits the use that the Public Defender's Office can make of the evidence. The product is known as Evidence.com. The Ingham County Office of the Public Defender has contacted them and they have provided information about independent licensing which would improve storage and usage options. They have provided a quote that provides enough licenses for the current staff who would use them for a five year term at a cost of seven thousand sixty eight dollars (\$7,068) per year.

FINANCIAL IMPACT

The cost of acquiring this product and licenses would be included in the Michigan Indigent Defense Commission grant, so there would be little or no adverse impact to the county.

STRATEGIC PLANNING IMPACT

The primary county goal that is impacted is to provide quality services to the residents of the county and to do so in a cost-effective manner. The storage provided as part of this contract will reduce other expenses of this office because we have developed a retention plan that would require us to look elsewhere for long term storage of this digital evidence.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT WITH AXON ENTERPRISE, INC. FOR UPLOADING AND STORAGE OF DIGITAL EVIDENCE

WHEREAS, the Ingham County Office of the Public Defender is charged with the responsibility for representation of indigent defendants accused of crimes in Ingham County; and

WHEREAS, the collection and evaluation of evidence is critical to the performance of those duties; and

WHEREAS, police/citizen interactions are increasingly being captured through the use of body worn cameras (BWC) and car mounted camera systems as well as privately owned media; and

WHEREAS, the collection, storage, and ability to redact portions (on occasion) of the media is an essential function of giving appropriate advice to clients on the impact of the this evidence; and

WHEREAS, the Lansing Police Department, the Lansing Township Police Department, and, most recently, the Ingham County Sheriff's Office archive their BWC and car mounted evidence through an agreement with Axon Enterprise, Inc. through a web based media collection server under the trade name Evidence.com and provide this evidence to the Ingham County Prosecutor's Office and their prosecuting officials through Evidence.com; and

WHEREAS, the Ingham County Prosecutor has indicated that the method by which they have been sharing this information with the Ingham County Office of the Public Defender is not sustainable due to the volume of files shared between the two agencies; and

WHEREAS, other storage options have been considered but would lack the ability to store the information in the method most readily usable to the Ingham County Office of the Public Defender; and

WHEREAS, Axon Enterprises, Inc. has provided an estimate to provide licensing and storage of their product, Evidence.com in a manner that would allow the attorneys and staff of the Office of the Public Defender to utilize the media they store in an efficient and effective manner at a cost of seven thousand sixty-eight dollars (\$7,068) per year under a five year service agreement with no annual increases in base cost (total cost could change if the number of licenses increases); and

WHEREAS, entering into this agreement promotes the goals of the county strategic plan to provide cost effective and efficient services to the residents of this county.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement between the Ingham County Office of the Public Defender and Axon Enterprises for licenses and storage fees for approximately one terabyte of storage of digital evidence provided to the Office of the Public Defender from the Ingham County Prosecutor's Office as well as any prosecuting officials (city/township attorneys) at a cost of seven thousand sixty-eight dollars (\$7,068) per year.

BE IT FURTHER RESOLVED, that the cost for said product will be requested annually as part of the grant process with the Michigan Indigent Defense Commission and will be funded through the use of those monies.

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

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

TO: Board of Commissioners Law & Courts, County Services and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: May 27, 2021
SUBJECT: Addition of two full time Animal Care Specialists
For the meeting agenda of June 10, June 15 and June 16, 2021

BACKGROUND

The Ingham County Animal Control & Shelter (ICACS) currently employs five full-time Animal Care Specialists (ACS) and two temporary staff whose responsibilities include daily feeding, cleaning, and medicating of all animals in our care. The ICACS follows the Association of Shelter Veterinarians (ASV), the National Animal Care and Control Association (NACA), and the Humane Society of the United States (HSUS) recommendations for capacity for care, which requires 15 minutes of care per animal per day. This means that one staff member working an eight-hour shift can adequately care for 29 animals in that shift (accounting for breaks). Our minimum staffing is routinely three to four ACS per day, which allows us to care for approximately 125 animals each day. When an ACS calls in sick or takes a vacation, it often leaves us paying overtime or having inadequate coverage. Additionally, with only five employees being able to perform all essential functions of the job, I am concerned about burn out, compassion fatigue, and eventual turnover of our full-time staff. Many parts of their job are unpleasant. These functions include animal euthanasia and rabies testing, which involves decapitation of the deceased animal. When these tasks are evenly distributed amongst more employees, the burn out and compassion fatigue is reduced.

We have been supplementing staffing with temporary employees but there are issues with relying on temporary positions. It takes four to eight weeks to properly train an incoming ACS in animal care, cleaning protocols, and animal handling to get the employee ready to work. This training period occupies a large portion of the six-month term we are limited to with these positions. In addition, temporary employees are restricted from performing certain job functions such as euthanasia, distribution of medication, rabies testing, diagnostic (fecal exams etc.) and laser therapy treatments, which all require training that is more extensive. Additionally, due to the nature of the temporary position, the staff we hire for these positions often have limited availability and scheduling them where needed is challenging.

ALTERNATIVES

If these positions are not approved, then ICACS will continue to hire temporary animal care staff to supplement our staffing.

FINANCIAL IMPACT

The long-term (topped out) cost for each position at full-time is \$97,492 for a total cost of \$194,984. Funding exists in the Ingham County Animal Shelter Millage Fund to cover these positions.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to add two full-time Animal Care Specialists to the Ingham County Animal Control & Shelter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE ADDITION OF TWO FULL-TIME ANIMAL CARE SPECIALIST POSITIONS FOR THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) currently employs five full-time Animal Care Specialists (ACS) and two temporary Animal Care Specialists; and

WHEREAS, temporary ACS positions are unable to perform all of the essential job duties because of their employment time limits; and

WHEREAS, Human Resources and the CCLP are both in agreement with adding these positions; and

WHEREAS, total (wage and fringe) top out cost for each position is \$97,492; and

WHEREAS, the cost for these positions will be paid out of the Ingham County Animal Shelter Millage Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the addition of two full-time Animal Care Specialists for the Ingham County Animal Control & Shelter (CCLP Animal Control Grade 1).

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

AGENDA ITEM 3b

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: June 1, 2021
SUBJECT: Reclassification of the ICACS Customer Service and Community Outreach Manager to
Community Outreach Manager
For the meeting agendas June 10, June 15 and June 16, 2021

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) has employed a Customer Service and Community Outreach Manager since November of 2016 (Resolution #16-471). The position was originally created for the purposes of supervising office operations, managing community outreach events, and performing fundraising. An in-depth review of the position was performed by ICACS Management and Ingham County Human Resources when the position became vacant in May of 2021. There were a number of overlapping job duties with the Office Lead position which historically had created confusion for office and other shelter staff. The position was reclassified to reflect the direction and rebranding that has been taking place over the last year. The new Community Outreach Coordinator position will be responsible for formulating and implementing a comprehensive communication strategy to promote ICACS and its programs and will be critical as the department moves forward.

ALTERNATIVES

If this reclassification is not approved, then ICACS will post and fill the current Customer Service and Community Outreach Manager position.

FINANCIAL IMPACT

The Customer Service and Community Outreach Manager position was classified in the MC group Level 8 (\$54,281.32 to \$65,155.40). The reclassified Community Outreach Manager position will be MC group level 7 (\$49,600.76 to \$59,539.82). This position is funded by the Animal Shelter Millage.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reclassify the Customer Service and Community Outreach Manager position to Community Outreach Manager for the Ingham County Animal Control & Shelter.

TO: Heidi Williams, Animal Control Director
FROM: Joan Clous, Human Resources Specialist
DATE: May 27, 2021
RE: Memo of Analysis for changes to the Customer Service & Community Outreach Manager

Regarding the change to the position listed above, Human Resources can confirm the following information:

1. The position will now be known as Community Outreach Manager and was classified in the MC group Level 7 (\$49,600.76 to \$59,539.82)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reclassification proposal. You are now ready to move forward by contacting budget for a budget analysis.

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

**INGHAM COUNTY
JOB DESCRIPTION**

**COMMUNITY OUTREACH COORDINATOR
ANIMAL CONTROL**

General Summary:

Under the supervision of ICACS Management, formulates and implements a comprehensive marketing and communication strategy to promote the shelter. Develops and maintains department social media presence, including issuing press releases. Assists with donor relations and coordinates interaction with the Ingham County Animal Shelter Fund. Plans and coordinates shelter community events and fundraisers.

Essential Functions:

1. Formulates and implements a comprehensive communication strategy to promote ICACS and its programs. Initiates and maintains positive media relations on behalf of the ICACS. Creates marketing material and press releases for distribution to appropriate stakeholders.
2. Creates and manages content on Department social media platforms and website.
3. Solicits donations to ICACS and manages donor relations.
4. Researches, applies for and administers shelter related grants.
5. Plans and implements community outreach and promotional events and programs.
6. Coordinates ICACS Outreach Center operations, including volunteer staffing, and Outreach Center programs, including but not limited to: vaccine clinics, food bank programs, dog house programs, and shelter-based internships.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

Education: A minimum of two years college coursework in communications, marketing, social media management, graphic design or equivalent experience is required.

Experience: A minimum of 2 years of experience in public relations, marketing, or media management.

Other Requirements: Proficient in use of graphic design and video editing software.

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone. Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

The work environment rotates between an office, the animal shelter and off-site locations for volunteer/public relation tasks. Regular exposure to the odors, noises and diseases of animals. Exposure to animal urine and feces as well as animal parasites such as fleas, ticks and mites. Exposure to the risk of animal bites. Exposure to cleaning products and their fumes.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY THE CUSTOMER SERVICE AND COMMUNITY OUTREACH
MANAGER POSITION TO COMMUNITY OUTREACH MANAGER**

WHEREAS, Ingham County Animal Control and Shelter (ICACS) employed a Customer Service and Community Outreach Manager for the purpose of supervising office operations and managing community outreach events; and

WHEREAS, the position became vacant in May of 2021; and

WHEREAS, ICACS Management performed an evaluation of organizational function and determined there was overlap between the Customer Service and Community Outreach Manager and Office Coordinator positions; and

WHEREAS, ICACS Management restructured the position to focus on more effectively managing community outreach programs and fundraising opportunities; and

WHEREAS, the Customer Service and Community Outreach Manager will now be known as the Community Outreach Manager; and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the conversion of the vacant position #421028 from a Customer Service and Community Outreach Manager (MC group level 8, \$54,281.32 - \$65,155.40) to Community Outreach Manager (MC group, level 7, \$49,600.76-\$59,539.82) would decrease costs by \$8,240 annually.

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

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

AGENDA ITEM 4

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

FROM: Helen Walker, Deputy Court Administrator/FOC Director

DATE : June 3, 2021

SUBJECT: Memorandum Re: Resolution Authorizing an Amendment to the Title IV-D Cooperative Reimbursement Program (CRP) Agreement
For the meeting agendas on June 10th and June 16th

BACKGROUND

Ingham County Friend of the Court receives Title IV-D funding to administer their child support program. Through the IV-D Cooperative Reimbursement Program Agreement, funds appropriated by the County and spent by the Friend of Court office will be reimbursed at the rate of 66% to the County by the federal government through the Office of Child Support. To obtain IV-D funding, the Ingham County Friend of the Court enters into a contract with the Michigan Department of Health and Human Services Office of Child Support.

The current five year IV-D Cooperative Reimbursement Program (CRP) Agreement between the State of Michigan Department of Health and Human Services and the Ingham County Friend of the Court (Agreement Number: CSFOC17-33001) is effective October 1, 2016 to September 30, 2021 and has an estimated contract value of \$21,781,638.41. Said Agreement grants the Michigan Department of Health and Human Services the “Option to Renew” the Agreement for up to two additional one-year periods by an Amendment not less than 30 days before its expiration.

The Ingham County Friend of the Court was informed, in writing, on June 2, 2021 that the Michigan Department of Health and Human Services is exercising their right to renew the current Title IV-D Cooperative Reimbursement Program Agreement for up to two additional one-year periods (FY 2022 and FY 2023). The deadline to renew the current IV-D Cooperative Reimbursement Program Agreement by Amendment is June 30, 2021.

ALTERNATIVES

None. Without continued revenue from the IV-D Cooperative Reimbursement Program and corresponding incentive revenues, the County would incur approximately \$5 million in additional expenditures to sustain Friend of Court operations.

FINANCIAL IMPACT

Ingham County Friend of the Court is in need of continued IV-D funding to administer and sustain its child support program. The Federal Cooperative Reimbursement Program (CRP) administered by the Michigan Office of Child Support is the primary source of revenue for the Ingham County Friend of the Court. In 2020, total Friend of Court expenditures were \$6,049,824.00 and the net general fund cost of the Friend of Court office to the County was \$778,940.00 (12.9% of total expenditures). Without continued revenue from the IV-D Cooperative Reimbursement Program and corresponding incentive revenues, the County would incur approximately \$5 million in additional expenditures to sustain Friend of Court operations.

STRATEGIC PLANNING IMPACT

By authorizing an Amendment to the IV-D Cooperative Reimbursement Program Agreement, the Friend of Court will continue to receive IV-D funding to sustain operations.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract to approve an Amendment to the current IV-D Cooperative Reimbursement Program Agreement for up to two additional one-year periods, for FY 2022 and FY 2023.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM (CRP) AGREEMENT

WHEREAS, the Ingham County Friend of the Court receives Title IV-D funding to administer the child support program; and

WHEREAS, through the IV-D Cooperative Reimbursement Program Agreement, funds appropriated by the County and spent by the Friend of Court office will be reimbursed at the rate of 66% to the County by the federal government through the Michigan Department of Health and Human Services Office of Child Support; and

WHEREAS, the Ingham County Friend of the Court enters into a contract with the Michigan Department of Health and Human Services Office of Child Support to provide services that are partially funded by the federal government with IV- D funding; and

WHEREAS, the current five year IV-D Cooperative Reimbursement Program Agreement between the State of Michigan Department of Health and Human Services and the Ingham County Friend of the Court (Agreement Number: CSFOC17-33001) is effective October 1, 2016 to September 30, 2021, and has an estimated contract value of \$21,781,638.41; and

WHEREAS, the current five year IV-D Cooperative Reimbursement Program Agreement grants the Michigan Department of Health and Human Services the “Option to Renew” the Agreement for up to two additional one-year periods by an Amendment not less than 30 days before its expiration; and

WHEREAS, the Ingham County Friend of the Court was informed in writing on June 2, 2021 that the Michigan Department of Health and Human Services is exercising the right to renew the current Title IV-D Cooperative Reimbursement Program Agreement for up to two additional one-year periods; and

WHEREAS, the deadline to renew the current IV-D Cooperative Reimbursement Program Agreement by Amendment is June 30, 2021; and

WHEREAS, the Ingham County Friend of the Court is in need of continued IV-D funding to administer and sustain its child support program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve an Amendment to the current IV-D Cooperative Reimbursement Program Agreement for up to two additional one-year periods, for FY 2022 and FY 2023.

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

AGENDA ITEM 5

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: June 4, 2021
SUBJECT: Resolution to authorize a contract with Tidal Basin Group and Adjusters International for consulting services to update the Tri-County Hazard Mitigation Plan

For the meeting agenda of *June 10, 2021* and *June 16, 2021*

BACKGROUND

This resolution is for the approval to secure a contract to update the Tri-County (Ingham/Clinton/Eaton) Hazard Mitigation Plan utilizing previously awarded Department of Homeland Security/FEMA FY2018 Pre-Disaster Mitigation Grant funds. Specifically, the resolution will authorize a contract with Tidal Basin Group and Adjusters International to complete this project at a cost not to exceed \$85,530.00.

ALTERNATIVES

Bid packages from four vendors were received, and representatives from the Tri-County planning team chose Tidal Basin based on the criteria established in the RFP. In addition, they were the lowest bidder.

FINANCIAL IMPACT

The consulting service contract utilizes previously accepted federal Pre-Disaster Hazard Mitigation Grant funds (Resolution #20-438) intended to increase the resilience of Ingham County to future disasters. The Pre-Disaster Mitigation Grant awarded funds up to \$163,813.61 with a required in-kind match of 25%. Services provided by Ingham County for meeting space and personnel will be used to meet the 25% match.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the development of a Hazard Mitigation Plan which will reduce the impact of future disasters; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County.

OTHER CONSIDERATIONS

FEMA requires the existing plan to be updated every 5 years and the current plan has expired.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the contract with Tidal Basin Group and Adjusters International for the Hazard Mitigation Plan update.

TO: Rob Dale, Emergency Management Planner, Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: May 11, 2021

RE: Memorandum of Performance for RFP No. 36-21 Consulting Services to Update the Tri-County Hazard Mitigation Plan

Per your request, the Purchasing Department sought proposals from qualified and experienced consultants for the purpose of entering into a contract to provide professional consulting services to update the Tri-county Hazard Mitigation Plan in compliance with the Federal Emergency Management Agency.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	121	29
Vendors responding	4	0

A summary of the vendors' costs:

Vendor Name	Local Pref	Total Cost Not-to-Exceed
Tidal Basin Group & Adjusters International	No, Utica, NY	\$85,530.00
Integrated Solutions Consulting	No, Edwardville IL	\$154,584.72
MCM Consulting Group Inc.	No, State College, PA	\$161,795.50
Bold Planning	No, Nashville, TN	\$162,000.00

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 or by phone at 676-7309.

EVALUATION FOR REQUEST FOR PROPOSAL

Packet Number: 36-21 Tri-County Hazard Mitigation Plan

Vendor Name	Local Pref	Total Cost Not-to-Exceed
Tidal Basin Group & Adjusters International	No, Utica, NY	\$85,530.00
Integrated Solutions Consulting	No, Edwardville IL	\$154,584.72
MCM Consulting Group Inc.	No, State College, PA	\$161,795.50
Bold Planning	No, Nashville, TN	\$162,000.00

Corporate Information – 5%

Size, number of employees, number of years in business and government experience.

References – 10%

Provide references for similar projects conducted. Contact names and telephone numbers.

Overall Proposal – 15%

Understanding of the project, methodology to be followed, project plan, schedule, tasks, and deliverables.

Prior Experience – 15%

Established competency with respect to strategic planning hazard mitigation planning. List qualifying experience, including project descriptions, costs, start and end dates. Include name, address and phone number of the responsible official of the client organization who may be contacted.

Personnel – 15%

The assigned project team clearly must possess the talents and experience in strategic planning and implementation of hazard mitigation planning. Identify the assigned personnel listing their skills, qualifications, and related experience.

Cost – 40%

Reasonableness of the costs with the associated activities/tasks.

Scale 1=Poor 2=Fair 3=Good 4=Very Good 5=Excellent	Criteria						
	Corporate Information 0.05 Insert Ranking in this column	References 0.10 Insert Ranking in this column	Overall Proposal 0.15 Insert Ranking in this column	Prior Experience 0.15 Insert Ranking in this column	Personnel 0.15 Insert Ranking in this column	Cost 0.40 Insert Ranking in this column	Total
Vendor / Local Preference							
Tidal Basin Group & Adjusters International / No	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Integrated Solutions Consulting / No	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MCM Consulting Group Inc. / No	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Bold Planning / No	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Comments:

Tidal Basin Group & Adjusters International / No	
Integrated Solutions Consulting / No	
MCM Consulting Group Inc. / No	
Bold Planning / No	

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TIDAL BASIN GROUP AND
ADJUSTERS INTERNATIONAL FOR CONSULTING SERVICES TO UPDATE THE
TRI-COUNTY HAZARD MITIGATION PLAN**

WHEREAS, the Ingham County Sheriff's Office of Homeland Security and Emergency Management are to develop and maintain a response plan capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the Federal Emergency Management Agency (FEMA) requires our Tri-County Hazard Mitigation Plan be maintained and updated every five years; and

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management applied for and was awarded grant funds from the Department of Homeland Security/FEMA FY2018 Pre-Disaster Mitigation Grant previously accepted with Resolution #20-438; and

WHEREAS, the amount of the grant awarded up to \$163,813.61 with an additional required in-kind match of 25% (\$54,604.54) assumed by Ingham County, Eaton County, Clinton County, Delhi Charter Township, and Delta Charter Township in personnel wages, meeting space, and equipment; and

WHEREAS, the purpose of these grant funds includes the use of a consultant to oversee the Tri-County Hazard Mitigation Plan update; and

WHEREAS, bid packages were sought from consultants seeking to oversee the Tri-County Hazard Mitigation Plan update and four vendors submitted bid proposals; and

WHEREAS, the proposal submitted by the Tidal Basin Group and Adjusters International met the criteria established in the RFP while at the lowest total project cost; and

WHEREAS, the total expenditure for the proposal from Tidal Basin Group and Adjusters International is not to exceed \$85,530.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Tidal Basin Group and Adjusters International to update the Tri-County Hazard Mitigation Plan at a cost not to exceed \$85,530, utilizing funding of \$85,530 from the Department of Homeland Security's FY2018 Pre-Disaster Mitigation Grant program.

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

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