

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, MAY 13, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/86770206549>.

### Agenda

Call to Order

Approval of the [April 29, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Update on [Jail Programming](#) Funded by the Justice Millage (*Presentation*)
  - b. Resolution to Authorize a Contract for Psychological Services with [Dr. Richard Janka](#) for Pre-Employment Screening of Applicants and Additional Psychological Services as Needed with the Ingham County Sheriff's Office
  - c. Resolution to Purchase Body Scanner Technology from [Tek-84, Inc.](#) for Usage in the Ingham County Correctional Facility
  - d. Resolution to Authorize a Contract to Purchase and Train a Replacement [Canine Dog](#)
  - e. Resolution to Honor the Service of [Canine Titan and Deputy Matusko](#) and to Approve the Sale of Titan to Deputy Matusko
  - f. Resolution to Honor [Captain Greg Harris](#) of the Ingham County Sheriff's Office
2. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with [W.S. Darley & Company](#) to Purchase a DJI Mavic 2 Enterprise Advanced Drone Package
3. Probate Court
  - a. Resolution to Authorize Project Change Request No. 20336 with [ImageSoft](#) Corporation for the Probate Court Imaging Project
  - b. Resolution to Authorize Agreements to Provide Statutorily Required [Guardianship](#) Reviews
4. Prosecuting Attorney's Office – Resolution to Authorize Acceptance of a Grant Amendment with the [Michigan State Police](#) and the Ingham County Prosecutor's Office
5. Community Corrections – Resolution to Authorize Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program [Subcontracts for FY 2021-2022](#)

6. Animal Control and Shelter – Resolution to Convert the Part-Time Animal Behaviorist/Enrichment Coordinator Position to Full-Time and Accept a Grant in the Amount of \$17,500 from Petco Love for the Ingham County Animal Control and Shelter

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  
April 29, 2021  
Draft Minutes

The meeting was called to order by Chairperson Polsdofer at 6:01 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 vote and the present location of the Committee members was taken for the record.

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

Members Absent: None.

Others Present: Teri Morton, Rob Dale, and Michael Tanis.

Approval of the April 15, 2021 Minutes

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE APRIL 15, 2021 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with TSI Inc. for the Purchase of One Portacount Respiratory Fit Tester
2. 9-1-1 Dispatch Center – Resolution to Authorize Payment of 2021 Arcserve Maintenance Support Costs to Central Square Technologies for the Computer Aided Dispatch (CAD) System

3. Controller's Office
  - a. Resolution Updating Various Fees for Law & Courts Committee Services Provided by the County
  - b. Resolution to Authorize Adjustments to the 2021 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY.

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

#### Announcements

Commissioner Schafer stated that at the Tuesday meeting of the Board of Commissioners, he had mentioned how the ambulance services and their authorities were hurting due to COVID-19 related activities. He further stated that as he talked to more agencies, he would like the County to look at reimbursing any entity that provided ambulance services.

Commissioner Peña stated that Mayor Andy Schor, City of Lansing Mayor, and Police Chief Daryl Green, Lansing Police Department Chief, were involved in a nationwide initiative for gun safety.

Discussion.

Chairperson Polsdofer stated that he looked forward to reaching out.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:07 p.m.

**MAY 13, 2021 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

*1b. Sheriff's Office – Resolution to Authorize a Contract for Psychological Services with Dr. Richard Janka for Pre-Employment Screening of Applicants and Additional Psychological Services as Needed with the Ingham County Sheriff's Office*

This resolution will authorize a contract for the time period of June 1, 2021 – December 31, 2023 with Dr. Richard Janka for psychological services for the Ingham County Sheriff's Office for pre-employment screening of applicants who receive conditional job offers at a rate of \$525 per encounter, at a rate of \$175 per hour for post-traumatic stress reviews on an as needed basis, and \$200 per hour for fit for duty evaluations. The costs for these services will not exceed \$12,000 per year for the term of the agreement. Funds for this contract are included in the 2021 budget for the Sheriff's Office.

*1c. Sheriff's Office – Resolution to Purchase Body Scanner Technology from Tek-84, Inc. for Usage in the Ingham County Correctional Facility*

This resolution will authorize the purchase one Tek-84 Intercept Whole Body Security Scanning System from Tek-84 Inc. in an amount not to exceed \$145,000. The Corrections Division received a decommissioned RapiScan 1000 from Transportation Safety Administration (TSA) in 2014 like many Jails throughout the state of Michigan. The technology was extremely useful in a Corrections setting, but the machine did not come with any warranty or service contract. The machine required repairs that became extremely expensive, and the machine was often out of service. There is currently no body scanning technology being used in the Ingham County Correctional Facility. Having such technology will assist corrections staff with identifying contraband before it is introduced into the facility or transferred to other local lockups or courtrooms. This body scanner unit is smaller than other body scanners and it is not permanently attached to the building, so it will transition to the new Ingham County Justice Complex seamlessly when construction is finished. Funds for this purchase are included in the 2021 Capital Improvements budget.

See memo for details.

*1d. Sheriff's Office – Resolution to Authorize a Contract to Purchase and Train a Replacement Canine Dog*

This resolution will approve the entry into a contract on behalf of the Ingham County Sheriff's Office with Mid-Michigan Police K9, in an amount not to exceed \$13,500 to purchase a new Canine dog and to train its handler. This will be a replacement for Canine Titan, who will retire due to age on July 2, 2021. Funds are available within the Sheriff's Office budget for this purchase.

See memo for details.

1e. Sheriff's Office – Resolution to Honor the Service of Canine Titan and Deputy Matusko and to Approve the Sale of Titan to Deputy Matusko

This resolution will approve the transfer of ownership of Canine Titan from the County of Ingham to his handler Deputy Dustin Matusko upon Canine Titan's retirement, which is effective July 3, 2021. Deputy Matusko has provided a caring home for Titan for the past 8 years, and Titan is too old to reassign. Due to the dog's police training it is important that he be turned over to his handler upon retirement.

See memo for details.

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

This resolution will authorize the purchase of a DJI Mavic 2 Enterprise Advanced Drone Package from W.S. Darley & Company for \$6,709.00, utilizing funding from the Hazardous Materials Equipment budget. This is part of an ongoing project to improve hazmat responses in the county through the Ingham County Sheriff's Office drone team.

3a. Probate Court – Resolution Authorizing Project Change Request No. 20336 with ImageSoft Corporation for the Probate Court Imaging Project

This resolution will authorize entering into an agreement with ImageSoft for Project Change Request No. 20336 to repurpose remaining hours under the Statement of Work No. 12270. There is no additional cost for this Project Change Request and any costs approved by previous resolutions regarding agreements between ImageSoft and the Probate Court will be paid through the Probate Court's Capital Improvement Project Budget. As part of implementation of the imaging project, the Probate Court and ImageSoft have discovered areas where the current imaging system can be more fully realized and provide greater efficiencies, which are addressed in this change request.

3b. Probate Court – Resolution Authorizing Probate Court to Enter into Agreements to Provide Statutorily Required Guardianship Reviews

This resolution will approve amending the current contracts with Robert Refior and Elias Kafantaris to include guardianship reviews and to increase by \$6,000 each, for a total of \$12,000, to be funded from the 2021 contingency account. These contract amendments will address the immediate need to meet the Probate Court's statutorily required duty to perform guardianship reviews. Historically, these reviews were provided by unpaid externs from local law schools. Due to COVID, it is not possible to have externs in the Probate Court office due to social distancing requirements. Additionally, it appears local higher education institutions and the externs themselves do not favor performing off-site work due to COVID exposure, and there has been a decreased enrollment in higher education institutions, which has also led to a large decline in available externs. This contract amendment will address the issue through the end of 2021 with plans to contract for these services for the full year in 2022.

See memo for details.

4. Prosecuting Attorney – Resolution Authorizing Acceptance of a Grant Amendment with the Michigan State Police and the Ingham County Prosecutor’s Office

This resolution will authorize the Ingham County Prosecutor’s Office to enter into an amended total contract in the amount of \$510,475 with Michigan State Police (MSP) and a sub contract with Jackson County Prosecutor’s Office and Blackman Leoni Township Department of Public Safety. The Prosecutor’s Office regularly receives grant extensions from MSP for the 2015 Sexual Assault Kit Initiative Grant. This grant provides funds to assist local prosecutors with the investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). Previous grant extensions were approved by Resolutions #20-531 and #21-180. Currently, MSP has received additional funding and is extending this grant through September 30, 2021. The increase in funding is for \$120,602 and will bring the grant total to \$510,475.

See memo for details.

5. Community Corrections – Resolution to Authorize Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for FY 2021-2022

This resolution will authorize the annual submission of a grant application and a contract with the Michigan Department of Corrections for FY 2021-2022. The application request will provide funding in the amount of \$285,312, covering partial administration costs and all PA511 treatment and service programs for adult felony probationers. Probation Residential Services are also available and valued at \$574,875. Funding requests include CHOICES programming, Relapse Prevention and Recovery treatment groups for men and women, a part-time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

See memo for details.

6. Animal Control – Resolution to Convert the Part-Time Animal Behaviorist/Enrichment Coordinator Position to Full-Time and Accept a Grant in the Amount of \$17,500 from Petco Love for the Ingham County Animal Control and Shelter

This resolution will approve the conversion of the Animal Behaviorist/Enrichment Coordinator from part-time to full-time. It will also authorize the acceptance of a grant from the Petco Love Foundation in the amount of \$17,500 toward the cost of this position. Increasing the position to full-time will enable the Ingham County Animal Control and Shelter to continue to expand its Fear Free Sheltering model. The part-time position was initially authorized by R20-489, partially offset by funding of \$35,000 from the Animal Shelter Fund, with the balance funded by the Animal Shelter Millage. The current cost of the position at full-time is \$66,414, with \$35,000 paid by the Animal Shelter Fund, \$17,500 from this Petco Love Foundation Grant, and \$13,914 from the Animal Shelter Millage. The long-term (topped out) cost for this position at full-time is \$97,498.

See memo for details.

**PRESENTATION:**

1a. Sheriff’s Office – Update on Jail Programming Funded by the Justice Millage

**HONORARY RESOLUTION:**

1f. Sheriff’s Office – Resolution to Honor Captain Greg Harris of the Ingham County Sheriff’s Office



**Andrew Bouck**  
Undersheriff

**Scott Wriggelsworth**  
Sheriff

**Darin Southworth**  
Chief Deputy

**INGHAM COUNTY SHERIFF'S OFFICE**

**PROGRAMMING AT THE  
INGHAM COUNTY CORRECTIONAL FACILITY**

**Programming Suspensions/Resumptions during COVID:**

- 03/16/2020 – classes suspended.
- 8/20/2021 - classes restarted a virtual setting for MRT/Breakout and Seeking Safety
- 9/20/2021 - GED, WIOA Program, Parenting, Restorative Justice and Trauma Sensitive Yoga restarted.
- 11/9/2020 - classes suspended due to the pandemic until 2/1/2021 when in-person groups re-started with facilitators in the classroom.
- 3/25/2021 - group classes were suspended. One on one classes allowed for GED and Special Education only.

Below are the programs that have been running in Education from March 2020 through March 2021 when there was no suspension of programming. The total attendance for each class and the savings are included for the classes funded by the Justice Millage.

**Break Out \***

CLASS	MALE	FEMALE	TOTAL
Breakout	177	91	<b>268</b>

2020 Budgeted amount \$42000.00  
Amount Paid \$8000.00  
Savings \$34000.00

1/1 – 3/31/21 Budgeted amount \$35200.00  
Amount Paid \$1800.00  
Savings \$8400.00

**Seeking Safety\***

CLASS	MALE	FEMALE	TOTAL
Seeking Safety	96	67	<b>163</b>

2020 Budgeted amount \$20800.00  
Amount Paid \$4800.00  
Savings \$16000.00

1/1 – 3/31/21 Budgeted amount \$17600.00  
Amount Paid \$1200.00  
Savings \$3600.00

**Parenting\***

	<b>CLASS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
	Parenting	22	37	59

2020 Budgeted amount \$5000.00  
Amount Paid \$2700.00  
Savings \$2300.00

1/1 – 3/31/21 Budgeted amount \$20000.00  
Amount Paid \$1000.00  
Savings \$3000.00

**Restorative Justice\***

	<b>CLASS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
	Restorative Justice	30	34	64

2020 Budgeted amount \$20800.00  
Amount Paid \$6200.00  
Savings \$14600.00

1/1 – 3/31/21 Budgeted amount \$20000.00  
Amount Paid \$1400.00  
Savings \$3600.00

**Yoga\***

	<b>CLASS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
	Yoga	7	18	25

2020 Budgeted amount \$10400.00  
Amount Paid \$3542.00  
Savings \$6858.00

1/1 – 3/31/21 Budgeted amount \$15600.00  
Amount Paid \$00.00  
Savings \$3796.00

**GED**

	<b>CLASS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
	GED	273	38	311

### Peckham/Michigan Works

CLASS	MALE	FEMALE	TOTAL
MI Works/Peckham	9	1	10

### Ingham ISD Special Education Services

CLASS	MALE	FEMALE	TOTAL
Education Services	10	4	14

### CATS / CMH Programming

The CATS Program has offered individual therapy sessions, assessments and Emergency Services screenings via telehealth (ZOOM, Securus Video Visits, Polycom) as well as in full PPE in the Jail Receiving area (ES only) and in the lobby behind plexiglass from March 2020-November 6, 2020. All CATS services were paused from November 6 through January 18. Services resumed January 19, 2021. As of April 20, 2021, CATS staff offices have been utilized for treatment sessions. CATS group sessions have been offered since March 2, 2021 but were paused again on March 30, 2021 but restarted on Tues April 27, 2021.

- Justice Behavioral Health (mental health treatment) has served 200 unique consumers and provided 2042 individual therapy sessions, 209 nursing services and 201 psychiatric services from March 2020 through April 2021.
- CATS (substance abuse treatment) has served 329 unique consumers and provided 2839 individual/group therapy sessions from March 2020 through April 2021. In addition, approximately 50 court ordered substance use residential placement have been arranged as well.
- Emergency Services provided 1747 crisis intervention services from March 2020 through April 2021 to 352 unique consumers, 7 were juvenile.
- Participants have welcomed being in the CATS Programs and have been receptive to group and individual sessions, especially during these times of additional stressors throughout the pandemic.
- No savings in cost for CMH-CATS millage supported program since staff were still working throughout the pandemic to provide individual services through various modes.

### Classes/programming that has been suspended during COVID

These programs are volunteer facilitated and not funded by the Justice Millage.

- **AA & NA** – Had contact with one of the AA facilitators and they are ready to come back to the jail once jail administration approves for evening classes.

- **Connections in Corrections** – This program gives inmates the opportunity to read a book to their children. The Capital Area District Library provides volunteers for this program. The CADL is only providing contactless limited access in the library only.
- **Employment Skills** - The facilitator who teaches the Employment Skills class is medically at risk so we are holding off on this class.
- **CATS/CMH:** All CATS services, with the exception of Emergency Services mental health screenings, were stopped from November 6, 2020 through January 18, 2021. Staff were relocated to other parts of CMH during this time period. Group therapy sessions have also been stopped during surges in covid+ infections within the jail. Offered beginning March 2- March 29, 2021 and we recently restart again on April 27, 2021.
- **CATS/CMH:** Due to limited scheduling ability, Peer Recovery Coach and Case Management services were reduced during this timeframe. Lobby scheduling was prioritized for therapy however, now that CATS has been allowed to see clients in the office space again the last few weeks these services are no longer restricted.

#### **Classes/Programming announcements**

- We use the Securus system by adding banners as flyers for new programs and word of mouth in order to get the word out on any class. If anyone requests to attend a class, they will use the Securus system to kite Education to be placed on the list of the program that was selected.
- Inmate Requested: Most of the inmates kite Education through the Securus system in order to request participation in a program. At that time, the inmate's computer file goes through a review to determine their risk level. The inmate's name is added to the class list they are interested in taking.

Court Ordered: Education also gets a list weekly showing which inmates are court ordered for programming. I review that list, vet the inmate and add them to the appropriate list.

#### **Expand programming with Technology**

- This is possible if we find a tablet that we can put a locked for Zoom only access. There is a committee currently exploring this avenue with the Surface Tablets.
- CATS/CMH: CATS experiences is that Wi-Fi is limited throughout the facility which makes telehealth options inconsistent and further, there is no confidentiality for the client if they are on post/housing unit utilizing a tablet which makes it difficult to engage in confidential therapy.

## **Classes/programming going forward with COVID**

- The Education Wing has two portable virtual carts that give inmates access to classes anywhere in the building that can get Wi-Fi. This could be in a group or individual sessions. We also have one laptop that for use for individual zoom classes. That means we are able to modify the class schedules from small group class to individual classes on short notice and with no additional cost.
- CATS/CMH: CATS plans to continue providing individuals services for all programs and will continue to facilitate groups with proper COVID protocols in place as approved by Jail Command. Groups are capped at 8 members at this time to allow for 6 feet of space between chairs. CATS groups focus on substance use disorders and mental health concerns.

## **Problems**

- Connectivity issues on either side due to signal or equipment failures
- Classroom interruptions
- Getting inmates to feel secure communicating using Zoom
- communication and some difficulty controlling the classroom when problems result from the discussion of emotional topics.

## **New Program – Hustle 2.0: The Preseason**

- The Preseason is a mail correspondence curriculum. The program is evidence-based that equip incarcerated people with the tools to transform their lives by changing their thoughts and behaviors. The Preseason is a 348-page, softcover Hustle Guide with 12 evidence-based crash courses – each packed with self-assessments, journal exercises, case studies, testimonials, and success stories. Once the 12 crash courses are complete, they take a final exam that is mailed to Hustle 2.0 for grading. Those who pass earn a certificate.



**Scott Wriggelsworth**  
Sheriff

**Andrew R. Bouck**  
Undersheriff

---

## INGHAM COUNTY SHERIFF'S OFFICE

---

830 N. CEDAR STREET • MASON, MICHIGAN 48854-1098 PHONE: (517) 676-2431 • FAX: (517) 676-8299

### INGHAM COUNTY SHERIFF'S OFFICE INMATE PROGRAMS

The following is a current list of programming offered at the Ingham County Jail. Interest should be expressed by submitting a kite to "Education." Class sizes may necessitate periodic waiting lists. Failure to attend two sessions in a row may result in removal from the program.

#### **Parenting**

The program 'Parenting and Family Values' uses a Cognitive-Behavioral MRT program authored by Dr. Gregory Little and Dr. Kenneth Robinson of CCI Correctional Counseling Institute. The program is designed to be completed in 12 group sessions. It is a cognitive-behavioral educational approach designed to change thinking and behavior about parenting. The program will teach positive parenting skills and attitudes to parents. The three major sections will address parenting skills, values and attitudes. The class will be held once per week per gender.

#### **Break Out (Men and Women)**

Assists in preparing participants for release back into the community through interactive education. Focusing on recovery from substance misusing, abusing and dependent behaviors, participants identify thinking errors that led to criminogenic thinking and identify goals to achieve once released. Breakout is based on Moral Reconition Therapy (MRT) which is a form of cognitive-behavioral programing designed for criminal justice offenders. Jail Re-Entry Planning and Life Skills offers clients the opportunity to establish short term achievable goals, identify strengths and barriers and develop a strategic plan to capitalize on the strengths and minimize the barriers to success.

#### **Alcoholics Anonymous**

A 12-step program providing support and encouragement for alcoholics who are trying to become and remain sober.

#### **Narcotics Anonymous (Men Only)**

Offers recovery from the effects of addiction through working a twelve-step program, including regular attendance at group meetings. The group atmosphere provides help from peers and offers an ongoing support network for addicts who wish to pursue and maintain a drug-free lifestyle.

#### **Employment Skills (Men only)**

Offers help with interviewing, resume development, job search etc.

#### **Restorative Justice (Men and Women)**

Offers participants a chance to take accountability and repair the harm done by their crimes, while teaching them mediation, conflict resolution, and problem solving. Participants can earn certificates for being trained in mediation.



**Scott Wriggelsworth**  
Sheriff

**Andrew R. Bouck**  
Undersheriff

---

## INGHAM COUNTY SHERIFF'S OFFICE

---

630 N. CEDAR STREET • MASON, MICHIGAN 48854-1098 PHONE: (517) 676-2431 • FAX: (517) 676-8299

### **Hustle 2.0 – The Preseason**

The Preseason is a mail correspondence curriculum. The program is evidence-based that equip incarcerated people with the tools to transform their lives by changing their thoughts and behaviors. The Preseason is a 348-page, softcover Hustle Guide with 12 evidence-based crash courses – each packed with self-assessments, journal exercises, case studies, testimonials, and success stories. Once the 12 crash courses are complete, they take a final exam that is mailed to Hustle 2.0 for grading. Those who pass earn a certificate.

The program was developed by experts with decades of experience designing rehabilitation programs for people with criminal histories, and H2.0's Homies – a team of incarcerated co-authors and artists from the Pelican Bay Prison in California.

### **SEEKING SAFETY (Men and Women)**

The Seeking Safety program is a class that focuses on helping inmates attain a feeling of safety from trauma and/or substance abuse that they have experienced at certain times during their life. The program teaches coping skills through classroom exercises, reflective thinking exercises and some simply completed homework.

The class meets once per week for men and once per week for women.

### **Trauma Sensitive Yoga**

Trauma Centered Yoga, which will be available for inmates who are also taking the Seeking Safety program allows participants the opportunity to more deeply engage in the trauma recovery sessions.

### **GED**

Students work on schooling and take GED tests. Twice a day for men, once a day for women.

EER is now available for passing GED tests for Math, Science, Social Studies and Reading Language Arts (RLA)! Kite Education if you don't have your GED or high school diploma.

### **CONNECTIONS IN CORRECTIONS**

This is a program where inmates will be audio-recorded reading a children's book. The recording will be transferred to CD, then both the book and CD will be mailed to their child or grandchild. The purpose of this program is to help families stay intact while a family member is in jail, increase literacy in both the inmates and children, and increase wellbeing of inmates and children / grandchildren.



**Scott Wriggelsworth**  
Sheriff

**Andrew R. Bouck**  
Undersheriff

## INGHAM COUNTY SHERIFF'S OFFICE

830 N. CEDAR STREET • MASON, MICHIGAN 48854-1098 PHONE: (517) 876-2431 • FAX: (517) 876-8299

### **Michigan Works /Peckham**

Jobs for Michigan's Graduates program is funded through the WIOA (Workforce Innovation and Opportunity Act). Participants must be eligible for and enrolled in the WIOA program to be in the JMG Program.

Takes select participants meeting the following criteria:

- **Aged 16-24**
- **Currently Not Attending High School in the last 90 days (Drop Out)**
- **Has one of the following barriers:**
- **Has a Disability**
- **Reading or Math below 9th grade**
- **Homeless/Runaway**
- **Foster Care**
- **Offender**
- **English Language Learner**
- **Pregnant/Parenting**
- **Individual that requires additional assistance**

**Attendance in the GED program while in the jail is preferred.**

The program provides mentoring, job readiness, leadership development, and other academic support for young adults. The program also provides college and career-transition services with ongoing support. They continue with the services upon release.

### **INMATE INITIATIVES**

Periodic inmate activities and opportunities developed and overseen by the Inmate Program Coordinator.

Educational DVD's: Assist inmates in increasing their chances of making a successful transition to the community, overcoming barriers to employment and building their motivation and self-esteem.

### **CMH/CATS -Behavioral Health Therapy**

Dedicated staff have been added to provide enhanced, on site behavioral health and co-occurring substance use disorder services. 60% of our population has steadily been found to have one or both conditions. CMH staff offer:

Coping Skills Group

Trauma Informed Group and/or Dialectal Behavioral Therapy Group (DBT)

Anger Management - A Cognitive Behavioral Therapy

One on one sessions

Coordinated care for release to the community

**Agenda Item 1b**

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

**FROM:** Undersheriff Andrew R. Bouck

**DATE:** April 30, 2021

**SUBJECT:** To Authorize a Contract for Psychological Services with Dr. Richard Janka and the Ingham County Sheriff's Office

---

**BACKGROUND**

Resolution to authorize a contract for psychological services with Dr. Richard Janka for pre-employment screening of applicants and additional psychological services as needed with the Ingham County Sheriff's Office.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

There is no financial impact as contractual services have been budgeted. The request is to authorize a contract, not to exceed the \$12,000 per year, for the length of the agreement. The fee schedule will be \$525 for pre-employment evaluations, \$175 per hour for post incident evaluations, and \$200 per hour for fit for duty evaluations.

**STRATEGIC PLANNING IMPACT**

Not Applicable.

**OTHER CONSIDERATIONS**

The term of this contract will be from June 1, 2021 – December 31, 2023

**RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR PSYCHOLOGICAL SERVICES  
WITH DR. RICHARD JANKA FOR PRE-EMPLOYMENT SCREENING OF APPLICANTS  
AND ADDITIONAL PSYCHOLOGICAL SERVICES AS NEEDED WITH THE  
INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, many state, county, and local law enforcement agencies in the State of Michigan conduct psychological testing for applicants who receive conditional job offers as well as assistance for personnel who suffer from potential or actual post-traumatic stress syndrome; and

WHEREAS, Dr. Richard Janka specializes in both pre-employment psychological testing as well as providing post-traumatic stress testing/additional psychological services; and

WHEREAS, the Ingham County Sheriff's Office, for liability concerns, risk management concerns, and the desire to successfully hire applicants for the position of Sheriff Deputy, wish to contract with Dr. Janka to conduct a thorough psychological testing of all applicants who are given a conditional job offer; and

WHEREAS, the Ingham County Sheriff's Office, for liability concerns, risk management concerns, and the desire to assist our current and future employees who need assistance due to high stress situations they face every day, wish to contract with Dr. Janka for specialized care as needed; and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA), our insurance carrier, promotes the use of psychological testing for conditional job offers for Deputy Sheriffs; and

WHEREAS, the contract would not exceed \$12,000 per year from June 1, 2021 – December 31, 2023; and

WHEREAS, the Sheriff's office has identified funding in the Contractual Service line item #10130102-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to contract with Dr. Richard Janka for psychological services for the Ingham County Sheriff's Office for pre-employment screening of applicants who receive conditional job offers at a rate of \$525 per encounter, at a rate of \$175 per hour for post-traumatic stress reviews on an as needed basis, and \$200 per hour for fit for duty evaluations.

BE IT FURTHER RESOLVED, that the costs for these services will not exceed \$12,000 per year for the term of the agreement.

BE IT FURTHER RESOLVED, that the term of the agreement shall be June 1, 2021 – December 31, 2023.

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

## Agenda Item 1c

TO: Law & Courts Committee  
Finance Committee

FROM: Captain Robert Earle, Sheriff's Office, Jail Administrator – Ingham County Correctional Facility

DATE: April 12, 2021

RE: RESOLUTION TO PURCHASE BODY SCANNER FOR THE INGHAM COUNTY  
CORRECTIONAL FACILITY

### **BACKGROUND**

This resolution requests approval for the Ingham County Sheriff's Office, hereafter Sheriff's Office, to enter into a contractual agreement with Tek-84, Inc. for a Body Scanner unit to be used by the Corrections Division. The Corrections Division has used similar technology previously, to detect contraband, by acquiring Transportation Safety Administration (TSA) decommissioned RapiScan machines used at airports throughout the country. We received our first RapiScan 1000 in 2014 like many Jails throughout the state of Michigan. While the technology was extremely useful in a Corrections setting, the machine itself did not come with any warranty or service contract. The machine was plagued with constant problems and repairs, that became extremely expensive, and the machine was often out of service more than in service. Several Correctional Facilities throughout the state have also experienced problems and upgraded to newer models. There is currently no body scanning technology being used in the Ingham County Correctional Facility.

### **ALTERNATIVES**

There are other vendors who provide the same body scan technology. This project went out for RFP on March 19, 2021. Three (3) companies submitted proposals: NuTech US, Inc.; Tek-84, Inc.; and Adani systems, Inc. The other alternative is to rely solely on physical body searches and human performance.

### **FINANCIAL IMPACT**

The total cost of the body scanner from Tek-84, Inc. is \$145,000 and includes: (3) year warrant, training of staff (5 staff members), annual preventative maintenance coverage, including annual dosimetry testing/Department of Health documentation, and no recurring annual fees. The cost of this technology can be funded by planned Capital Improvement Project funds. \$149,000 was approved in the 2021 CIP, fund 59530110 97800

### **STRATEGIC PLANNING IMPACT**

Improvement of facility safety and security that enhances overall public safety.

### **OTHER CONSIDERATIONS**

Because this body scanner unit is smaller than other body scanners and it is not permanently attached to the building; it will transition to the new Ingham County Justice Complex seamlessly when construction is finished.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to contract with Tek-84, Inc. to purchase and maintain a body scanner – contraband detection system for the Corrections Division.

This resolution is for the approval to purchase one Tek-84 Body Scanner for the Sheriff's Office Corrections Division using 2021 Capital Improvement funds.

**Agenda Item 1c**

TO: Chief Deputy Darin J. Southworth, Sheriff's Office  
FROM: James Hudgins, Director of Purchasing  
DATE: March 19, 2021  
RE: Memorandum of Performance for RFP No. 34-21 Body Scanner

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of providing, delivering and installing one (1) new body scanner –in compliance with ANSI/HPS N43.17 Standard for Radiation Safety for Personnel Security Screening Systems Using X-Rays—for the Ingham County Sheriff's Office.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	8	0
Vendors responding	3	0

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	Grand Total Cost	Annual Maintenance Cost
Nuctech US Inc.	No, Massachusetts	\$90,000.00	Included for 3 Years
		\$118,000.00	Included for 3 Years
TEK-84, Inc.	No, California	\$145,000.00	Included for 3 Years
ADANI systems, Inc.	No, Texas	\$165,698.12	Included for 3 Years

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PURCHASE BODY SCANNER TECHNOLOGY FROM TEK-84, INC.  
FOR USAGE IN THE INGHAM COUNTY CORRECTIONAL FACILITY**

WHEREAS, the Ingham County Sheriff's Office Corrections Division, hereafter Sheriff's Office, is responsible for maintaining a safe and secure correctional facility; and

WHEREAS, attempts are made to smuggle contraband, such as narcotics, weapons, and drugs, into the correctional facility which puts inmates, staff, and visitors at risk; and

WHEREAS, the use of body scanning technology will assist correction staff with identifying contraband before it is introduced into the facility or transferred to other local lockups or courtrooms; and

WHEREAS, Requests For Proposals (RFP) were sought per county purchasing policy; and

WHEREAS, the Purchasing Department received four (4) proposals from three (3) separate companies; and

WHEREAS, after review of the proposals submitted, Tek-84, Inc. out of California was selected as the preferred vendor by corrections staff; and

WHEREAS, the total expenditure for this proposal is not to exceed \$145,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase one Tek84 Intercept Whole Body Security Scanning System from Tek-84 Inc. using 2021 Capital Improvement Funds.

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.

## Agenda Item 1d

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Andy Daenzer  
**DATE:** April 21, 2021  
**SUBJECT:** Request to purchase a new canine for ICSO  
For the meeting agendas of *May 13, 2021 and May 18, 2021*

---

### **BACKGROUND**

The Ingham County Sheriff's Office would like the approval to enter into a contract to purchase and train a Narcotics/Patrol Canine with Mid-Michigan Police K9 to replace a retired Canine.

### **ALTERNATIVES**

The alternative is to not replace this Canine. The ICSO currently has 4 Canine Teams assigned to the road patrol. The teams are a regional asset utilized by every police agency in the County. If we do not replace the retired Canine we would have less availability to respond to the average 200 plus calls for service the Canine Team handles annually.

### **FINANCIAL IMPACT**

The cost for the Canine and training is \$13,500. The training includes a 5-week handler course.

### **STRATEGIC PLANNING IMPACT**

The strategic plan may be impacted if this is not approved by reducing the Sheriff's Office's ability to maintain its current ability to locate missing and/or wanted persons as well its continued efforts to combat the opiate epidemic.

### **OTHER CONSIDERATIONS**

Our narcotics trained canines are a frontline tool in fighting the opiate epidemic in the public and in our jail facility. The Sheriff's Office has a responsibility to use every tool at its disposal to maintain safety and security in the confines of our jail by conducting random canine searches. A narcotics trained canine is a forward locating tool in eliminating the potential pit falls of narcotics in our jail.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with Mid-Michigan Police K9 to purchase and train a new canine for the ICSO Canine Team.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT TO PURCHASE AND TRAIN  
A REPLACEMENT CANINE DOG**

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Scott Wriggelsworth's tenure as the Sheriff, a Canine Team; and

WHEREAS, the Canine Team has consisted of 4 canines assigned to road patrol that serve as a regional and Ingham County Jail asset; and

WHEREAS, Deputy Matusko will retire Canine Titan on July 2, 2021 in good standing due to age and Deputy Matusko will be promoted to Detective; and

WHEREAS, the new canine team would be trained to detect narcotics, including opiates for detection in our jail, schools, and the public; and

WHEREAS, the canine team would also be trained in obedience, article search, area search and tracking for suspects and missing persons, including children and adults; and

WHEREAS, the Ingham County Sheriff's Office has a long history of purchasing trained canine dogs; and

WHEREAS, the Ingham County Sheriff's Office requests to enter into a contract with Mid-Michigan Police K9 to obtain a canine and to train its new handler at a cost not to exceed \$13,500; and

WHEREAS, the Ingham County Sheriff's Office would use account #10130110 Special Units to pay this cost; and

WHEREAS, upon retirement of this new canine, the handler, if in good standing, may purchase the ownership and any liabilities and responsibilities for the canine for \$1 from Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office to enter into a contract not to exceed \$13,500 with Mid-Michigan Police K9 to purchase a new canine dog and to train its handler.

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 budget.

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

**TO:** Board of Commissioners Law and Courts Committee  
**FROM:** Captain Andy Daenzer  
**DATE:** April 22, 2021  
**SUBJECT:** Retirement and purchase of Canine Titan  
For the meeting agenda of *May 13, 2021*

---

**BACKGROUND**

The Ingham County Sheriff's Office would like the approval to transfer the ownership of Canine Titan for \$1 to his handler Deputy Dustin Matusko from the County of Ingham upon Canine Titans retirement that is official July 2, 2021.

**ALTERNATIVES**

There are no viable options other than transferring ownership. Deputy Matusko has provided a caring home for Titan for the past 8 years, and he is too old to reassign. Due to the dog's police training it is important that he be turned over to his handler upon retirement. Deputy Matusko was recently promoted to Detective effective July 3, 2021 where his duties will not include working with Titan. Titan also had a planned retirement this summer due to his age.

**FINANCIAL IMPACT**

There is no financial impact.

**STRATEGIC PLANNING IMPACT**

This does not affect the strategic plan.

**OTHER CONSIDERATIONS**

Deputy Matusko and his family have built a strong bond with Canine Titan. They will continue to provide a loving home for him during his retirement years.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support both the honoring and the transferring of ownership of Titan to Deputy Matusko.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR THE SERVICE OF CANINE TITAN AND DEPUTY MATUSKO  
AND TO APPROVE THE SALE OF TITAN TO DEPUTY MATUSKO**

WHEREAS, Canine Titan was a member of the Ingham County Sheriff's Office with his handler Deputy Matusko for the past 8 years where his duties entailed explosives detection and patrol work; and

WHEREAS, Deputy Matusko and Canine Titan assisted every agency within Ingham County; and

WHEREAS, Deputy Matusko and Canine Titan were well known by the area school children after several demonstrations done for local schools; and

WHEREAS, Deputy Matusko and Canine Titan participated in many sweeps of local schools and county facilities including the jail and the House of Commons; and

WHEREAS, Canine Titan will be officially retired from the Ingham County Sheriff's Office on July 2, 2021; and

WHEREAS, Canine Titan has formed an inseparable bond with Deputy Matusko and his family; and

WHEREAS, the Sheriff's Office would like to transfer ownership of Canine Titan to Deputy Matusko for \$1 to ensure he has an enjoyable retirement; and

WHEREAS, Ingham County gives up all ownership rights and any liabilities and responsibilities that pertain to Canine Titan effective July 3, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Deputy Dustin Matusko and Canine Titan for their contributions they have made to the Sheriff's Office and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board approves the transfer of ownership of Canine Titan to Deputy Matusko for \$1.

**TO:** Board of Commissioners Law & Courts Committee  
**FROM:** Captain Andy Daenzer  
**DATE:** April 23, 2021  
**SUBJECT:** RESOLUTION HONORING CAPTAIN GREG HARRIS RETIREMENT  
For the meeting agenda of May 13, 2021

---

**BACKGROUND**

The Ingham County Sheriff's Office would like to honor Captain Greg Harris for 25 years of service.

**ALTERNATIVES**

Honorary Resolution

**FINANCIAL IMPACT**

None.

**STRATEGIC PLANNING IMPACT**

None.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR CAPTAIN GREG HARRIS  
OF THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, Captain Greg Harris has been a distinguished member of the Law Enforcement Community since 1996; and

WHEREAS, Captain Greg Harris began his career with the Ingham County Sheriff's Office as a Deputy Sheriff in 1996 and from 1996 to early 2002, Greg Harris served the Sheriff's Office in the Corrections Division; and

WHEREAS, in 2002, Greg Harris completed the 69<sup>th</sup> Mid-Michigan police academy and transferred to the Field Services Division where he served as a deputy until 2014, having been assigned to Delhi Township, Webberville, Out County, and as a K9 handler; and

WHEREAS, during the period of 2006-2014, Greg Harris and K9 partner Luger, served in distinguished fashion apprehending many criminal assailants, finding missing persons, identifying numerous illicit substances, and meeting and mentoring hundreds of area school children; and

WHEREAS, in 2014, Greg Harris was promoted to the rank of Sergeant where he served as Field Services Supervisor and Detective Bureau supervisor until 2017; as a Detective Sergeant, he took pride in the oversight of investigations of several homicides that led to convictions; and

WHEREAS, in 2017, Greg Harris was promoted to the rank of Lieutenant where he presided over the Staff Services Section; and

WHEREAS, in 2018, Greg Harris was promoted to the rank of Captain where he served as the Field Services Division Commander until his full-term retirement in May of 2021; and

WHEREAS, during his long-distinguished career serving the citizens of Ingham County, Captain Greg Harris demonstrated great professionalism, accountability, and an unwavering loyalty to the Sheriff's Office and the profession; and

WHEREAS, during his law enforcement career, Captain Harris has been recognized numerous times for performance that improved the lives of citizens and the reputation of this organization; and

WHEREAS, after 25 years of dedicated service to the citizens of Ingham County, Captain Greg Harris is retiring from his law enforcement career on May 21, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Captain Greg Harris for 25 years of dedicated service to the citizens of Ingham County and the great State of Michigan while wishing him continued success in all of his future endeavors.

## Agenda Item 2

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Sgt. Bob Boerkoel, Office of Homeland Security & Emergency Management  
**DATE:** May 3, 2021  
**SUBJECT:** Resolution to authorize an Equipment Purchase Agreement with W.S. Darley & Company to purchase a DJI Mavic 2 Enterprise Advanced drone package.

For the meeting agenda of *May 13, 2021, May 19, 2021*

---

### **BACKGROUND**

This Resolution is for the approval to utilize the Ingham County Hazmat budget funds as part of an ongoing project to improve hazmat responses in the county through the Ingham County Sheriff's Office drone team. Specifically, budgeted funding will be used to purchase a DJI Mavic 2 Enterprise Advanced drone package at a cost of \$6,709.00.

### **ALTERNATIVES**

This particular drone package was selected for the specific features and capabilities it offers for the response to Hazardous Material Emergency Scenes.

### **FINANCIAL IMPACT**

The drone will be purchased with monies already budgeted and designated for Hazardous Material Responses. Furthermore, the purchase of this equipment provides an effective means to mitigate potential liabilities associated with Emergency Responder exposure to hazardous materials by allowing for an effective response and scene assessment without requiring responders to enter into potentially dangerous scenes.

### **STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the ICSO drone team to assist at hazardous material responses and many other disasters or emergent situations to more effectively resolve the situation; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available monies paid to Ingham County budgeted for responses involving hazardous materials. The most cost-effective option was selected from four quotations.

### **OTHER CONSIDERATIONS**

This proposal was presented to and received support from the Ingham County Fire Chiefs and the Local Emergency Planning Committee. Additionally, while the primary use is for hazardous materials responses, the drone will be available for other responses such as missing children searches, structure fires, criminal searches, traffic crash investigations, disaster recovery surveys, and damage assessments.

### **RECOMMENDATION**

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

**Agenda Item 2**

TO: Robert Boerkoel, EOC Sergeant, Sheriff Office  
FROM: James Hudgins, Director of Purchasing  
DATE: May 4, 2021  
RE: Memorandum of performance for Packet #75-21 Drone Package

---

The Purchasing Department sought proposals for a DJI Mavic 2 Enterprise Advanced drone package.

The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Cost
W.S. Darley & Co.	No, Illinois	\$6,709.00
Advexure Unmanned Systems & Solutions	No, California	\$7,287.00
DSLRPros	No, California	\$7,287.00
DroneNerds	No, Florida	\$7,307.00
Empire Drone Co., LLC	No, New York	\$7,325.00

*You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation of award along with your evaluation to the Purchasing Department; 3) write a memo of explanation; and, 4) prepare 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.*

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the Ingham County Emergency Responders respond to emergency scenes involving hazardous materials to keep the citizens and visitors of Ingham County safe; and

WHEREAS, Ingham County budgets for Hazardous Material Responses and equipment purchases to effectively respond to and resolve hazardous material emergency scenes in Ingham County; and

WHEREAS, the purchase of a DJI Mavic 2 Enterprise Advanced drone package will allow for improved, effective scene response and assessment while reducing the potential exposure to emergency responders; and

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

WHEREAS, the Local Emergency Planning Committee and Ingham County Fire Chiefs support the purchase of a DJI Mavic 2 Enterprise Advanced drone package with the Hazardous Materials equipment budget; and

WHEREAS, the total expenditure for this proposal is \$6,709.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a DJI Mavic 2 Enterprise Advanced drone Package from W.S. Darley & Company for \$6,709, utilizing funding of \$6,709.00 from the Hazardous Materials Equipment budget.

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

## Agenda Item 3a

**TO:** Board of Commissioners - Law & Courts Committee  
**FROM:** Morgan E. Cole, Probate Court Administrator/Register  
**DATE:** April 30, 2021  
**SUBJECT:** Authorizing Probate Court to Enter into Project Change Request No. 20336 with ImageSoft

---

### **BACKGROUND**

The Probate Court and ImageSoft, as part of implementation, have discovered areas where the current imaging system can be more fully realized and result in greater efficiencies. The Probate Court seeks to enter into Project Change Request No. 20336 for the purposes of repurposing hours as set forth in Project Change Request No. 003-14348 which was previously approved by the Board of Commissioners in Resolution #13-359.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

There are no costs associated with Project Change Request No. 20336 as the Probate Court is repurposing hours from previous Project Change Request No. 003-14348 which was previously approved by the Board of Commissioners in Resolution 13-359. Any costs approved by previous resolutions regarding agreements between ImageSoft and the Probate Court will be paid through the Probate Court's Capital Improvement Project Budget.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support that the Ingham County Board of Commissioners approve entering into Project Change Request No. 20336 with ImageSoft for the repurposing of hours at no cost.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PROJECT CHANGE REQUEST NO. 20336 WITH  
IMAGESOFT CORPORATION FOR THE PROBATE COURT IMAGING PROJECT**

WHEREAS, the Ingham County Probate Court has contracted with ImageSoft Corporation to implement an imaging system that the Board has already approved as part of its commitment to increase and make uniform the utilization of imaging countywide and thereby realize greater efficiencies; and

WHEREAS, the Probate Court and ImageSoft, as part of implementation, have discovered areas where the current imaging system can be more fully realized and result in greater efficiencies; and

WHEREAS, there are no costs associated with Project Change Request No. 20336 as the Probate Court is repurposing hours from previous Project Change Request No. 003-14348 which was previously approved by the Board of Commissioners in Resolution #13-359; and

WHEREAS, the Probate Court has adequate funding in its Capital Improvement Project budget for the previously approved Project Change Request No. 003-14348 as set forth in Resolution #13-359.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with ImageSoft for Project Change Request No. 20336 to repurpose remaining hours under the Statement of Work No. 12270.

BE IT FURTHER RESOLVED, that there is no cost for Project Change Request No. 20336 and any costs approved by previous resolutions regarding agreements between ImageSoft and the Probate Court will be paid through the Probate Court's Capital Improvement Project Budget.

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

**TO:** Board of Commissioners - Law & Courts and Finance Committees  
**FROM:** Morgan E. Cole, Probate Court Administrator/Register  
**DATE:** April 30, 2021  
**SUBJECT:** Authorizing Agreements to Provide Statutorily Required Guardianship Reviews

---

**BACKGROUND**

The Probate Court seeks to enter into amended agreements with our current contract attorneys, Robert Refior and Elias Kafantaris, hereinafter referred to (Attorneys), who provide guardian-ad-litem (GAL) and attorney services, to include providing mandatory guardianship review services for both minor and adult wards. Due to the imperative need, the Probate Court desires to request this contractual increase to beginning immediately.

The amended contract for GAL services would also require Attorneys to provide mandatory guardianship review services for the remainder of the January 1, 2021 to December 31, 2021 contract period starting June 1, 2021 and provide for an increase in compensation of \$12,000 total to be divided equally with each Attorney receiving \$6,000. The Probate Court will be seeking an increase to the contractual line item by \$24,000 per year, as a service enhancement request for the 2022 budget submission for the guardianship reviews.

With regard to minor guardianships, if the minor is under six years of age, the Court must annually review the guardianship on the anniversary of guardian's qualification. As to adult guardianships, pursuant to MCL 700.5309 and MCR 5.408(A), the Court must review a guardianship not later than one year after the appointment of the guardian and not later than every three years after that. Historically, the Probate Court relied on obtaining about 10 to 15 unpaid externs from local law schools (Cooley and MSU) a year to perform the approximately 375 to 400 annual guardianship reviews. The externs would be required to work on-site with our training, oversight, scheduling, and computer systems to produce legal documents for the review and issuance of orders for the guardianship reviews. The externs would perform the guardianship reviews off-site at the ward's location. However, due to COVID, it is not possible to have 10 to 15 externs in the Probate Court office due to social distancing requirements. Further, we cannot offer remote extern capabilities as our case management system and IT procedures do not provide for such access. Furthermore, it appears local higher education institutions and the externs themselves do not favor performing off-site work due to COVID exposure and educational requirements. In addition, there has been a decrease enrollment in higher education institutions, which has also led to a large decline in available externs. As a result, the Probate Court has lost a huge voluntary workforce, which is required to perform about 400 statutorily required guardianship reviews per year.

**ALTERNATIVES**

The Probate Court could seek to establish a new full-time equivalent (FTE) guardianship investigator position that would cost around \$115,000 per year. The Probate Court reached out to other divisions of the Court and Child Protective Services (CPS) with regard to this matter for which neither are able to provide assistance. Additional alternatives would be to pay the average rate amount that other counties pay for independent contracts/attorneys to perform reviews at a minimum cost of \$100 per review – so roughly \$40,000 per year. Another alternative would be to require staff to conduct these reviews after hours, which thus would require comp and overtime payments – in addition to having the staff severely run down.

### **FINANCIAL IMPACT**

The financial cost will be \$12,000 for the remainder of 2021 to be divided equally between Attorneys with each attorney receiving \$6,000 and with the funding to come from 2021 contingency account. Granting this request, will reduce the number of hours to be paid for comp time/over time for our current full-time employees. In addition, this is a cheaper alternative than seeking to establish a new FTE position with a total personnel cost in excess of \$115,000 per year.

### **OTHER CONSIDERATIONS**

The Controller's Office was consulted and supports the Probate Court's cost savings approach as well as supports using funds from the contingency account for this request.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support that the Ingham County Board of Commissioners approve entering into agreements to provide statutorily required guardianship reviews.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENTS TO PROVIDE  
STATUTORILY REQUIRED GUARDIANSHIP REVIEWS**

WHEREAS, the Probate Court seeks to enter into amended agreements with our current contract attorneys, Robert Refior and Elias Kafantaris, hereinafter referred to (Attorneys), who provide guardian-ad-litem (GAL) and attorney services, to include providing mandatory guardianship review services for both minor and adult wards; and

WHEREAS, the Probate Court has demonstrated an immediate need for these agreements in order to meet its statutorily required duty to perform guardianship reviews; and

WHEREAS, the current contractual compensation for GAL services performed by Attorneys, which is effective January 1, 2021 to December 31, 2021, provides compensation in the amount of \$76,385 in total that is divided evenly between Attorneys so each attorney receives \$38,192.50; and

WHEREAS, the amended contract for GAL services would also require Attorneys to provide mandatory guardianship review services for the remainder of the January 1, 2021 to December 31, 2021 contract period starting June 1, 2021 and provide for an increase in compensation of \$12,000 total to be divided equally with each Attorney receiving \$6,000; and

WHEREAS, for services rendered under the amended contract – effective January 1, 2021 to December 31, 2021, the Attorneys will receive \$88,385 in total compensation and in satisfaction of this, \$44,192.50 will be paid to Robert Refior and \$44,192.50 will be paid to Elias Kafantaris; and

WHEREAS, the Probate Court will be seeking to increase the contractual line item as a service enhancement request for the 2022 budget submission to request an annual increase of \$24,000 total for the contract amendment to provide mandatory guardianship reviews; and

WHEREAS, the Probate Court wishes to request these agreements begin immediately, at a cost of \$12,000 for the remainder of 2021, with funding to come from the 2021 contingency account; and

WHEREAS, the Controller's Office has been consulted and is in support of the request to begin immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending the current contracts with Robert Refior and Elias Kafantaris to increase by \$6,000 each as described above, to be funded from the 2021 contingency account.

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

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

## Agenda Item 4

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

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** May 3, 2021

**SUBJECT:** Resolution to Authorize Acceptance of a Second Michigan State Police SAKI Grant Amendment Extending Agreement through September 30, 2021

---

### **BACKGROUND**

Our office regularly receives a grant extension from the Michigan Department of State Police (MSP) for the 2015 Sexual Assault Kit Initiative Grant. This grant provides funds to assist local prosecutors with the investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). In November of 2020, the Ingham County Board of Commissioners approved Resolution #20-531 which extended the 2015 SAKI agreement to March 31, 2021. On March 23, 2021, the BOC authorized acceptance of additional funding to cover expenses not reimbursed and to cover anticipated expenses through March 31, 2021. This amendment was authorized in Resolution #21-180, which increased the total SAKI funding to \$389,873. Currently, MSP has received additional funding and is extending our grant through September 30, 2021. The increase in funding is for \$120,602. This will bring the grant total to \$510,475.

### **ALTERNATIVES**

None at this time.

### **FINANCIAL IMPACT**

There is no financial impact since MSP will continue to provide re-imbusement funding for both the Ingham and Jackson investigators. Additionally, MSP will provide funding for the sexual assault advocate and ancillary expenses.

### **OTHER CONSIDERATIONS**

Regionalized investigation with a multi-county approach has enhanced the quality of these complex criminal sexual conduct investigations. The Blackman-Leoni Township Department of Public Safety has assigned Detective Joseph Merritt to the SAKI team. The Jackson County Prosecutor's Office, the Blackman-Leoni Township Board, and the Michigan Department of the Attorney General all support regionalized SAKI investigations.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF A GRANT AMENDMENT WITH THE MICHIGAN STATE POLICE AND THE INGHAM COUNTY PROSECUTOR'S OFFICE**

WHEREAS, the Department of the Michigan State Police (MSP) provides funds for law enforcement to review and investigate cases arising from previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Michigan State Police had awarded the Ingham County Prosecutor's Office (ICPO) an amended SAKI Grant in the amount of \$510,475, which is an increase of \$120,602, effective from March 31, 2021 through September 30, 2021; and

WHEREAS, the Ingham County investigator will be paid from the Michigan State Police SAKI grant amendment including, but not limited to, salary, fringe benefits, computers, phones, training, mileage, and any other expenses totaling \$247,571 under the amendment; and

WHEREAS, the Jackson County investigator, provided by the Blackman-Leoni Department of Public Safety (DPS), will be paid from the Michigan State Police SAKI grant amendment including, but not limited to, salary and fringe benefits, computers, phone, training, mileage, and any other expenses totaling \$235,179 under the amendment; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a sub contract with the Jackson County Prosecutor's Office to utilize a Blackman-Leoni DPS investigator to review and investigate SAKI cases with MSP funding of \$19,676; and

WHEREAS, the amendment includes \$8,049 to the Ingham County Prosecutor's Office for other additional expenses incurred including, but not limited to, rent and cell phone service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into an amended total contract in the amount of \$510,475 with Michigan State Police and a sub contract with Jackson County Prosecutor's Office and Blackman Leoni Township Department of Public Safety consistent with this resolution.

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.

## Agenda Item 5

**TO:** Board of Commissioners Law and Courts and Finance Committees  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** May 4, 2021  
**SUBJECT:** Resolution Authorizing Submission of Community Corrections State Grant Application and Entering MDOC Contract and Program Subcontracts for FY 2021-2022  
For the meeting agendas of May 13 and May 19

---

### **BACKGROUND**

Community Corrections submits an annual grant application for all PA511 MDOC-OCC State funded community based programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation and partial administrative costs. The funding request for FY2021-2022 includes CHOICES programming, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

### **ALTERNATIVES**

Without these funds, programming will only be available on a client pay basis which will limit or preclude access to much needed treatment and services.

### **FINANCIAL IMPACT**

The FY 2021-2022 Application request will provide funding in the amount of \$285,312, covering partial administration costs and all PA511 funded treatment and service programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation. Probation Residential Services are also available and valued at \$574,875.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Board of Commissioners long term objectives of supporting public safety and providing appropriate evidence-based sanctions for adult offenders, by providing access to evidence based community- based program alternatives to incarceration and reducing residivism by effectively addressing barriers to offender success.

### **OTHER CONSIDERATIONS**

The FY 2021-2022 Community Corrections Comprehensive Plan and annual Application are designed to result in the efficient use of State and local corrections resources. This saves jail beds and improves successful outcomes for participants, enabling them to become productive members of the community who are able to take responsibility for themselves and their families, as well as meet their court ordered obligations.

### **RECOMMENDATION**

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support Community Corrections administration and programming for FY2021-2022.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SUBMISSION OF A GRANT APPLICATION AND TO  
CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR  
INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND  
PROGRAM SUBCONTRACTS FOR FY 2021-2022**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the Community Corrections Advisory Board approved the Funding Application and Plan for FY 2021-2022; and

WHEREAS, the FY 2021-2022 Application provides for the following CCAB Plans and Service programming: Relapse Prevention and Recovery (\$71,918) to be provided by C-E-I CMH; Gatekeeper services (\$4,069) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups (\$22,000) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$31,903) to be provided by Prevention and Training Services; Opioid Specific Program services (\$30,000) to be provided by Tri County Community Adjudication Program (TRI-CAP); CHOICES programming (\$40,000) to be provided by Northwest Initiative — ARRO; and, Electronic Monitoring Services for Pretrial defendants (\$10,134) to be provided by Judicial Services Group, Ltd., for a subcontracted program total of \$234,890 for the time period of October 1, 2021 through September 30, 2022; and

WHEREAS, the FY 2021-2022 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30<sup>th</sup> Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422, for a Plans and Services total of \$285,312 for the time period of October 1, 2021 through September 30, 2022; and

WHEREAS, Ingham County is also provided access to probation residential beds with a project average daily population of 30 at \$52.50 per bed day valued at \$574,875; MDOC contracts directly with residential providers rather than with local jurisdictions; and

WHEREAS, pursuant to the FY 2021-2022 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes submission of the Grant Application and, upon State approval, entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2021-2022 in the amount of \$285,312 in CCAB Plans and Services and Administration funds for the time period of October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2021 through September 30, 2022 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$22,000; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed \$31,903; with Tri County Community Adjudication Program (TRI-CAP) for the cost of Opioid Specific Program services not to exceed \$30,000; with CEI Community Mental Health for the cost of Relapse Prevention and Recovery services not to exceed \$71,918; with Northwest Initiative - ARRO for the cost of CHOICES program services not to exceed \$40,000; and with Judicial Services Group. Ltd. for the cost of electronic monitoring services for Pretrial defendants not to exceed \$10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PR006 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

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

## Agenda Item 6

**TO:** Board of Commissioners Finance, County Services and Law & Courts Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** May 3, 2021  
**SUBJECT:** Acceptance of \$17,500 grant for shelter behaviorist/enrichment coordinator and creation of full-time behaviorist/enrichment coordinator  
For the meeting agendas of May 13, 2021, May 18, 2021 and May 19, 2021

---

### **BACKGROUND**

ICACS received a donation of \$35,000.00 from the Ingham County Animal Shelter Fund to pay for a part time Animal Behaviorist/Enrichment Coordinator position for the shelter. This position was filled in December of 2020. The additional funds needed for this position are being paid for out of the Ingham County Animal Shelter Millage Fund. At the time of the position creation, ICACS staff applied for a grant through the Petco Love Foundation to assist with funding. This grant was approved in the amount of \$17,500.

Over the last several months, the Animal Behaviorist/Enrichment Coordinator position has had a very positive impact on the shelter animals in reducing their fear, anxiety, stress and frustration. The enrichment activities have made the animals much more relaxed, happy and have led to many successful adoptions. We would like to expand this program to include post-adoption support in the way of behavior and training consultations. Additionally, I have found that the part time position is not adequate to perform all of the work and duties assigned.

### **ALTERNATIVES**

If the grant is not accepted, the additional funding will continue to be paid out of the shelter millage. If the full-time position is not approved, we will not be able to expand this very successful program.

### **FINANCIAL IMPACT**

Acceptance of this grant will reduce the amount of funds taken from the shelter millage for the full-time position. The long-term (topped out) cost for this position at full-time is \$97,498. The current cost of the position at full-time is \$66,414, with \$35,000 paid by the Animal Shelter Fund, \$17,500 from this Petco Love Foundation Grant, and \$13,914 from 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 approve the acceptance of the \$17,500 grant from the Petco Love Foundation for the Ingham County Animal Control & Shelter and the conversion of the part-time Animal Behaviorist/Enrichment Coordinator to full-time.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT THE PART-TIME ANIMAL BEHAVIORIST/ENRICHMENT COORDINATOR POSITION TO FULL-TIME AND ACCEPT A GRANT IN THE AMOUNT OF \$17,500 FROM PETCO LOVE FOR THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, in April of 2020 the Ingham County Animal Control and Shelter (ICACS) adopted the Fear Free Sheltering Standards which includes exercise, enrichment, training, and behavioral assessments that have proven to be a benefit to the shelter by lowering euthanasia rates and increasing adoption rates; and

WHEREAS, ICACS was fortunate to have a dedicated volunteer performing these additional duties, but desired to make the position a paid part of the team; and

WHEREAS, the part-time position was created and authorized on November 10, 2020 (Resolution #20-489); and

WHEREAS, the part-time position is not adequate for the important work that is being done and we desire to make the position full-time; and

WHEREAS, total long-term cost (wage and fringe) of the full-time position is projected at \$97,498; and

WHEREAS, the Ingham County Animal Shelter Fund agreed to partially fund the first year of this position in the amount of \$35,000 with additional costs being covered by the Ingham County Animal Shelter Millage; and

WHEREAS, ICACS has applied for and received a grant in the amount of \$17,500 from Petco Love Foundation to go towards this full-time position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve the conversion of the Animal Behaviorist/Enrichment Coordinator from a part-time position to a full-time position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a grant from the Petco Love Foundation in the amount of \$17,500 toward the cost of this position.

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.

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