

CHAIRPERSON
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VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

LAW & COURTS COMMITTEE
DERRELL SLAUGHTER, CHAIR
MARK POLSDOFER
VICTOR CELENTINO
CHRIS TRUBAC
IRENE CAHILL
RANDY SCHAFFER
RANDY MAIVILLE

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, APRIL 28, 2022
AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR,
LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/81848426836>.

Agenda

Call to Order

Approval of the [April 14, 2022 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. It Takes a Village, Educational Consulting – Greta McHaney-Trice – [Restorative Justice Program \(Presentation\)](#)
2. Homeland Security and Emergency Management – Resolution to Convert the Temporary Project Coordinator Position to a Full-Time [Regional Planner/Deputy Emergency Manager](#) Position
3. Controller's Office
 - a. Resolution Approving American Rescue Plan Funds to Purchase [Air Purification](#) and Surface Containment Elimination Solutions for the Sheriff's Office
 - b. Resolution Authorizing [Adjustments](#) to the 2022 Ingham County Budget

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

April 14, 2022

Draft Minutes

Members Present: Slaughter, Schafer, Cahill, Celentino, Polsdofer, Maiville, and Trubac.

Members Absent: None.

Others Present: Commissioner Grebner, Commissioner Sebolt, Commissioner Crenshaw, Sheriff Scott Wriggelsworth, Kelly Zurek, Ken Bellian, Scott LeRoy, Barb Davidson, Bonnie Toskey, Gregg Todd, Teri Morton, Kylie Rhoades, and others.

The meeting was called to order by Chairperson Slaughter at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the March 31, 2022 Minutes

MOVED BY COMM. CAHILL, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE MARCH 31, 2022 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

MOVED BY COMM. SCHAFFER TO CONSIDER THE RESOLUTION TO AUTHORIZE CONTROLLER/ADMINISTRATION TO IMMEDIATELY PURSUE A JAIL/MEDICAL PROVIDER THAT WILL ADDRESS THE CORRECTIONAL FACILITY'S CRISIS.

THE MOTION FAILED DUE TO LACK OF SUPPORT.

Kelli Zurek, Corrections Health Administrator, stated that the Jail Medical Clinic was down three nurses and have only one nurse to work the day shift, and one to work the night. She further stated that one medication passer quit that week, and the provider would be leaving shortly as well.

Ms. Zurek stated that she would also be resigning on June 3, 2022. She further stated that the County was faced with a huge risk, as there are 67 patients that have not been seen by a healthcare provider.

Ms. Zurek stated that the Clinic received complaints daily from inmates having not received necessary care, and currently had 80 unaddressed communications from the inmates. She further stated that the Jail Medical cannot continue to run, and something is going to happen.

Ms. Zurek stated that she has personally gone in to work until 3 a.m. to cover the gaps in care and still is only paid for 40 hours a week to complete 60 to 70 hours of work a week. She further stated that it is one of the many reasons that she had decided to resign and encouraged the Law and Courts Committee to take the inmates into consideration.

Sheriff Scott Wriggelsworth, Ingham County Sheriff, provided written statement regarding the Jail Medical issue. The statement is included in the minutes as Attachment A.

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

1. Prosecuting Attorney's Office – Resolution to Honor Joseph B. Finnerty of the Ingham County Prosecutor's Office
2. 9-1-1 Dispatch Center – Resolution to Approve the Disposal of County-Owned Surplus Property
3. Law & Courts Committee – Resolution to Submit to the Electorate a Juvenile Justice Millage Renewal and Restoration Question

THE MOTION CARRIED UNANIMOUSLY.

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

4. Controller's Office – Report from Correctional Medical Consultant

Gregg Todd, Controller, stated that he had history with Jensen Partners when he worked with Maryland Department of Health. He further stated that there had been great discussion with Jensen Partners over the past several months.

Dr. Ken Bellian, Jensen Partners Chief of Clinical Innovation, stated they had to consider an agnostic approach when reviewing the data. He further provided an overview of the executive summary and work plan.

Commissioner Schafer stated from his understanding some of the inmates have been at the Ingham County Jail for an extended amount of time due to COVID-19 delaying trial.

Sheriff Wriggelsworth stated that the number of inmates has decreased but the length of stay has increased significantly.

Dr. Bellian stated that a number of factors had contributed to the longer length of stay. He further stated that a relatively healthy individual would still need to receive an annual check, and those who faced an illness such as high blood pressure or diabetes would need to be seen every six weeks for monitoring.

Dr. Bellian stated that the Jail population needed to be managed no differently than the average neighborhood. He further stated that a typical private practice providers see one patient every 40 minutes, in an eight hour day they could potentially see 10-15 patients.

Dr. Bellian stated that the Clinic staff is responsible for a large population, which continues to grow daily. He further stated that with limited staff and time in a day there unfortunately is a backlog that continues to increase.

Dr. Bellian stated that with the backlog some inmates leave the facility without ever receiving medical evaluation. He further provided an overview of the care model staffing scenarios with the most recent numbers associated with the positions.

Dr. Bellian stated that last year the Jail transferred roughly 200 patients, two thirds went by way of patrol car, to other medical care facilities for treatment. He further stated that on average the Corrections Officers are spending between 12-18 hours offsite for the transports.

Dr. Bellian stated that there are nine positions, some critical, that are not filled. He further stated that the employees that remain could not even complete the jobs necessary due to the roles that are not fulfilled.

Commissioner Sebolt asked for clarification on the shortages that are seen across health care systems as a whole.

Dr. Bellian stated that there is no surprise that there is a staffing shortage. He further stated that many healthcare professions are leaving stressful positions or even the industry all together for positions that offer a more flexible schedule as well as extra benefits such as childcare, personal services and even discounts.

Dr. Bellian stated the vacancy rates prior to COVID-19 needed to be considered. He further stated that travel nursing is not a new concept; many hospitals utilized traveling nurses during flu season especially pediatric units.

Dr. Bellian stated it needed to be asked if they have the capacity to surge up in the coming years. He further stated that many facilities have the available beds and space but lack the staff.

Dr. Bellian stated that there are individuals out there who specialized in correctional care, but may not go by that title. He further stated that this type of care is no different than care that would be provided at an Urgent Care facility.

Commissioner Cahill asked if the new Jail layout was set up better than the current facility.

Commissioner Celentino left at 6:41 p.m.

Dr. Bellian stated that flow of the new facility is top notch, and provides safety for both employees and the inmates. He further stated that he would recommend the change management now so that the practices could be transitioned to the new facility.

Commissioner Cahill stated that homeless shelters have Sparrow and other care facilities come with a bus, and asked if a similar option had been considered. She further asked for clarification on if care outside of the facility could be better scheduled.

Dr. Bellian stated that most of the treatments are pre-scheduled, but some do come up on an on-demand basis. He further stated that the specialty clinic visits are distributed across specialties are few per year for a given specialty.

Commissioner Celentino returned at 6:43 p.m.

Dr. Bellian stated that virtual appointments should be considered as an option for instances that allow, such as follow up appointments.

Commissioner Polsdofer stated that the Sheriff had communication with Sparrow throughout last summer and fall, however the previous CEO had resigned. He further stated that it might take some time to see any new collaboration with Sparrow until an established CEO is in place.

Dr. Bellian stated that there had been recent conversation with Sparrow and had received interest in a partnership. He further stated that it is not ideal for Sparrow's internal security to have an inmate on site, and it was in their best interest to minimize the amount of individuals who are taken to the emergency room.

Commissioner Polsdofer asked if the direction of the conversations was to have staffing of on site medical staff at the Jail.

Dr. Bellian stated that they were looking to have individuals within the jail. He further stated that for an immediate solution, a Request for Proposal (RFP) should be created and distributed to gauge responses for a long-term provider.

Dr. Bellian stated that there have been conversations with Sparrow as well as a national company that is providing care inside of Sparrow's Emergency Department. He further stated that the conversations had concluded that they would like to extend past the budget to fill the gaps before reaching the ideal care model.

Dr. Bellian stated that the company could be considered for a long term care contract.

Commissioner Polsdofer asked for clarification on the timeline to receive a proposal from Sparrow. He further stated that it had been stressed that the County is down another third of the staff as of June.

Commissioner Polsdofer asked if the process could be expedited to receive a response by May 1, 2022. He further stated he believed that a full RFP for services and determine what the appetite is on the services and dollar amounts associated with each.

Commissioner Polsdofer stated that the data would give the Board of Commissioners information to review as they get into the 2022 budget cycle.

Dr. Bellian stated that Sparrow understands the sense of urgency and has large staffing contracts and could potentially expand the staff and move them over to Corrections. He further stated that it could be a parallel process while the RFP was distributed for a long-term care provider.

Dr. Bellian stated that the current process of care from the Sheriff's Office and Health Department was not working and would not for a number of reasons. He further stated that the options include going to a public private partnership or a third party entity correctional care provider.

Dr. Bellian stated that there are advantages and disadvantages to both solutions. He further provided an overview of the risk implementation.

Dr. Bellian stated it would be a little more difficult to negotiate with a third party, as they are not as flexible with that they are or not willing to do. He further stated a local partnership would be easier to negotiate as they are already utilized and part of the community.

Commissioner Polsdofer asked if Dr. Bellian was aware of any service-based public-private partnerships that are functioning anywhere else.

Dr. Bellian stated that there are a variety of models throughout Michigan. He further stated that some have contracted care out to large corporations, while others handle care internally or utilize a local partnership.

Dr. Bellian stated that they would hear pros and cons from each situation and often hear that they approach changes over time. He further stated one of Jensen Partner's clients was switching over from a national third party to a local partnership in response to COVID-19.

Commissioner Celentino asked for clarification if there were only two options, either a public partnership or a national chain.

Dr. Bellian stated that the national chains are companies that focus on correctional care and are typically for-profit.

Commissioner Celentino asked if the public partnership included the continued talks with Sparrow. He further asked if McLaren Hospital had been considered.

Dr. Bellian stated that they had been considered but were not part of the primary focus. He further stated that they could be further considered with the RFP as the search for long term care.

Dr. Bellian stated that the majority of inmates received care at Sparrow Hospital or Sparrow Clinics currently. He further stated that Sparrow also has a national company that is already staffing a number of their units who happen to have correctional care as part of their portfolio in California.

Commissioner Celentino asked for clarification if an RFP is still needed if a partnership with Sparrow is reached.

Mr. Todd stated that it would be beneficial to still complete an RFP unless an agreement with Sparrow and their contractors is reached that works for Ingham County. He further stated that the County would like to build a new model of care and the RFP would allow them to create that.

Mr. Todd stated that Sparrow or another local provider might be the answer to providing the care in the long run. He further stated that the RFP would allow them to tailor the needs to exactly what they are looking to provide at the Justice Complex.

Commissioner Celentino stated he believed there could be a successful partnership with local providers and would much rather see that happen over a national company.

Dr. Bellian stated that there would be nothing wrong with even collaborating with both local providers and a national organization to provide different services.

Commissioner Celentino stated that McLaren has a new facility and may have the capacity to become more involved.

Commissioner Polsdofer asked if the RFP could be tailored to identify the needs of service as well as the staffing levels. He further asked if it could be determined once the proposals are received if they would be a standalone provider or if the public-private partnership scenario would be needed.

Mr. Todd stated that the County would dictate what the service and care level would be and would negotiate once proposals were received. He further stated the important part to remember is that the RFP process does take time and the County does not have a lot of time.

Mr. Todd stated they would like to continue discussion with local providers to get something in the works soon. He further stated that they would like to work with someone local immediately and then continue to work on finding the long-term solution developed.

Commissioner Polsdofer asked if the development of the RFP would align with the budget process.

Dr. Bellian provided a high-level overview of the proposed timeline. He further asked for clarification on the financial timeline that the Law & Courts Committee would like to have considered.

Commissioner Polsdofer stated that he would like to see the RFP expedited to happen within weeks. He further stated that local healthcare providers and even national organizations have been through similar processes before.

Dr. Bellian stated that an RFP could be out fairly soon, but a wide window for negotiation had been included in the proposed timeline. He further stated that depending on who was awarded the RFP, it could be a cookie cutter scenario without much negotiation.

Dr. Bellian stated that he believed that the process could be completed before October.

Mr. Todd stated that it is a fairly lengthy process but would have a better idea when bids are received by mid June or July.

Teri Morton, Deputy Controller, stated that the budget requests are due by May. She further stated that based on the current budget and what had not yet been filled they could create an estimated budget based on the care model.

Dr. Bellian stated that in regards to staffing, they have had communication to determine the most up to date numbers that could be rolled into the budgeting. He further stated that having that in mind would allow them to determine the administrative fees that are being tacked on during negotiations.

Commissioner Maiville stated that the County does need to accelerate the RFP. He further stated that it needed to be noted that public-private partnership is different from past discussion of privatization which received a lot of resistance.

Commissioner Maiville stated that in the spirit of Commissioner Schafer's resolution that was not previously acted on, the County has a real crisis for an immediate solution that cannot be ignored. He further stated that the County does not need the opportunity for Geoffrey Fieger to file another lawsuit against it.

Commissioner Cahill asked if it was believed that some employees, who had previously resigned, would return.

Mr. Todd stated that there are 41 vacancies in the Health Department, and backfilling the five vacancies would be no problem.

Dr. Bellian stated that individuals leave when the situation becomes tumultuous, but believed that some may consider returning when they see the change. He further stated that they had considered the management in several various ways after receiving feedback.

Commissioner Polsdofer stated that Linda Vail, Health Officer, had noted in previous discussions that all existing Jail Medical staff would be allowed lateral transfers within the Health Department.

Commissioner Trubac stated that the RFP process is great and expressed that the public-private partnership was his preferred route to take. He further stated that this is an immediate crisis, and asked if there was an actionable suggestion for relief.

Dr. Bellian stated that they had actively been talking to vendors for immediate relief.

Mr. Todd stated that while discussion has occurred they do not have permission or guidance. He further stated that the actionable step would be Commissioner Schafer's resolution that outlines and gives permission for the Controller to negotiate the immediate staffing needs.

Commissioner Trubac asked Mr. Todd if he was still in need of an action from the Board of Commissioners in order to do anything that would provide relief, such as a partnership with Sparrow to some capacity.

Mr. Todd stated confirmation that an action was still needed from the Board of Commissioners.

Commissioner Trubac stated he wondered if a motion could be in order to allow the Controller to take action.

Commissioner Celentino asked for clarification on the immediate staffing that had been presented in the presentation.

Mr. Todd stated that the immediate staffing listed in the presentation included suggestions on who they could potentially collaborate with. He further stated that preliminary conversations have occurred but have not finalized anything for the gap period until a contract is reached through the RFP process.

Commissioner Celentino asked for clarification on the length of the gap that is expected.

Mr. Todd confirmed that they are looking at no more than a six-month gap.

MOVED BY COMM. POLSDOFER, SUPPORTED BY COMM. MAIVILLE, TO CONSIDER THE RESOLUTION TO AUTHORIZE THE CONTROLLER/ADMINISTRATION TO IMMEDIATELY PURSUE A JAIL/MEDICAL PROVIDER THAT WILL ADDRESS THE CORRECTIONAL FACILITY CRISIS.

The resolution as introduced is included as Attachment B.

Commissioner Sebolt stated that he is not on the Law and Courts Committee and is unable to vote, however he was concerned that the last be it resolved clause gives the Controller the authority to enter any contract for six months. He further stated he believed it would be unlikely that the Controller would be able to present a contract that it is ready to go by the full Board of Commissioners on April 26.

Commissioner Sebolt stated his preferred route would be for the Committee to provide the Controller with guidance, and make a motion for the Controller to bring a recommendation to the Board of Commissioners.

Ms. Morton stated that she would also suggest a motion for the Controller to present a recommendation to the Board of Commissioners.

Commissioner Grebner stated that the situation was believed to be an emergency, and it is not a good option to have the Board of Commissioners locked in on the process, as it would inevitably bring further delays. He further stated that his preference would be to provide the Controller with sufficient authority to move forward with a contract and bring it back to the Board of Commissioners.

Commissioner Grebner stated that the crisis could not wait for the fullness of the process. He further stated this is providing administrative advice, he believed it is a real crisis and the nature of the crisis placed inmates' lives and health at risk.

Commissioner Grebner stated that if an inmate's life is forfeited or severely disabled, and it occurred because the Board of Commissioners had not acted on a set of procedures, then a Federal Judge might determine that it is a Jury question. He further stated that he believed the Board of Commissioners is getting close to that edge and would recommend giving the Controller the direction to spend a given amount of funds to act quickly upon.

Commissioner Grebner stated that he believed the Law and Courts Committee would not want to tell the Controller that he had the authority to negotiate, but rather the Controller has the ability to approve and implement a contract that would then be brought back to the Board of Commissioners.

Commissioner Schafer stated that the crisis bothered him a great deal; he had created the resolution in hopes that it would be adopted to get things moving. He further stated that he had 100% faith in the Controller to negotiate and sign a contract on behalf of the Board of Commissioners for immediate relief.

Commissioner Celentino stated that the resolution presented by Commissioner Schafer did not give the Controller any direction in regards to the information on public-private partnership or a third party organization. He further stated that he could not support the resolution as it was presented as-is.

Commissioner Trubac asked about the likelihood that the solution would be a third party provider that specializes in correctional care.

Mr. Todd stated that they had not had any conversation yet with a third party provider.

Commissioner Trubac asked if there would be a way to amend the language to specify that the Board of Commissioners would not want to give the okay to enter into an agreement with such a company and that they are interested in exploring private-public partnerships.

Chairperson Slaughter asked Commissioner Trubac if he was recommending a motion to amend the resolution.

Commissioner Schafer stated if he recommended a motion then it would not be considered a friendly amendment.

MOVED BY COMM. TRUBAC TO ADD LANGUAGE TO INDICATE THAT THE COMMITTEE DOES NOT WISH TO ENTER INTO AN AGREEMENT WITH A THIRD PARTY SPECIALIZING IN CORRECTIONAL CARE AND THAT THE COMMITTEE IS INTERESTED IN EXPLORING AN ARRANGEMENT AS PREVIOUSLY DESCRIBED AS A PUBLIC-PRIVATE PARTNERSHIP.

THE MOTION DIED DUE TO LACK OF SUPPORT.

Commissioner Sebolt stated even if the Committee does adopt the resolution, the Controller would not have the authority to take action until the resolution was presented to the full Board of Commissioners.

Commissioner Schafer stated that the resolution clearly stated a contract for six months which is an immediate short term solution, and believed that it addressed the concerns. He further asked Dr. Bellian what his feedback was in regards to what would be appropriate.

Dr. Bellian stated that his recommendation was to proceed with a local private partnership, which would ideally be a long term solution. He further stated for immediate relief, they recommended contacting local providers and companies that provide within the area.

Dr. Bellian stated he would be reluctant to dismiss the third party providers in the event that they could not receive the immediate staffing need from the local providers.

Commissioner Celentino stated that as Commissioner Sebolt mentioned, the Controller needs direction and has already had discussion. He further asked by the Law and Courts Committee could not just provide the guidance, instead of the resolution, to keep negotiating.

Mr. Todd stated that the Controller's Office needed base guidance to continue discussion and bring a recommendation back to the Board of Commissioners as soon as possible.

Commissioner Crenshaw stated that he believed that the right direction would be to make a recommendation to the Controller to work on this instead of passing a resolution that had not been vetted by the legal counsel. He further stated that the Committee should be concerned about passing a resolution that had been fully reviewed by legal counsel.

Commissioner Grebner asked if the Controller has the ability to move forward with the Health Department and the Sheriff after the next Board of Commissioners' meeting. He further stated that there is not a problem with having the resolution vetted by legal counsel, as there is still time before the next Committee and Board of Commissioners meetings.

Commissioner Grebner stated that if it is believed to be an emergency, the Controller should have the authority to move funds and sign a contract the day after the Board of Commissioners meeting.

Commissioner Polsdofer stated that the feasible step would be to pass the resolution and make running changes at the Finance Committee meeting based on the feedback from legal counsel

before it would be presented to the full Board of Commissioners. He further stated in terms of the long-term RFP, it needed to be tailored around the service needs and directed towards one option.

Commissioner Schafer stated that his intention for the resolution was for immediate action necessary so that the Controller and staff could make phone calls promptly. He further stated that the consequences of not acting would be too severe, and he would not be able to defend the Board of Commissioners if there were ever be an issue.

Commissioner Trubac stated that he would be willing to support the language. He further stated that he could not vote against it, as it is a crisis that is bordering on inhumane.

Ms. Morton stated that her suggestion would be for the Controller to present a resolution to the Finance Committee in the spirit of the discussion held at the Law and Courts Committee that way it could be placed in correct format and reviewed properly. She further stated that if Commissioner Schafer's resolution were to pass, then a substitute could be presented to the Finance Committee.

Bonnie Toskey, County Attorney, stated that she had made a few editorial comments including that the Board of Commissioners would not be able to delegate on authority to the Controller as well intended as it may be. She further stated that the Controller could be assigned to address the current vacancies by taking action as necessary.

Commissioner Schafer stated that he would like to substitute the recommendations from legal counsel.

Commissioner Polsdofer stated that he would accept the amendments as friendly. Commissioner Maiville supported the friendly amendment.

WHEREAS, Ingham County has the ~~moral and~~ legal obligation to meet the needs of incarcerated people at the Sheriff Department ~~Jail correctional facility~~; and

WHEREAS, a ~~current and ongoing crisis exists in the ability to~~ need for the County to provide a minimal level of service; and

~~WHEREAS, the County is at great liability risk; as well as the health of the incarcerated.~~

THEREFORE BE IT RESOLVED, that the Controller/Administrator is hereby directed to work in conjunction with the Sheriff and Health Officer to immediately **fill vacancies and** seek an arrangement with a Jail Medical provider as soon as possible **for board approval and ratification.**

THEREFORE BE IT RESOLVED, that the Controller/ Administrator has authority to ~~enter into such a contract for a period of 6 months~~ **to temporarily fill vacancies and propose a longer term solution** on behalf of the Board of Commissioners.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION AS AMENDED CARRIED UNANIMOUSLY.

Commissioner Announcements

None.

Public Comment

Sheriff Wriggelsworth finished reading his statement on jail medical, the statement is provided in the minutes as Attachment A. He further stated that he promised the Board of Commissioners that he would dedicate whomever from the Sheriff's Office to meet with the Controller's Office and Jensen Partners to get an RFP out immediately.

Adjournment

The meeting was adjourned at 7:50 p.m.

Attachment A – Sheriff Wriggelsworth’s Statement

Tonight, is an important night.

2 big decisions need to commence, one short term and one long term.

Jensen partners is going to report their findings and potential LONG term fixes for this decades long jail medical issue.

I applaud the thoughtful work of Jensen, and all that are involved with inmate medical care. Meaningful meetings, discussions, and data to support a “better way” in the future. This is not an easy or quick decision to make or implement.

The more pressing decision that needs to be made is immediate. The jail medical clinic that facilitates inmate health care, needs help now, right now, today.

Several unfilled positions remain. An NP just sent in her resignation effective May 6th, and the Corrections Health Administrator (AKA the boss) has resigned effective June 3rd. Not to mention Linda Vail wants her public health medical director, Doc Shoyinka (whose been assisting with JM admin duties) back full time. In essence, in a very short period of time, without immediate help, the clinic won’t even be consistently staffed M-F 8-5. The fact that we are barely an 8-5 M-F clinic is astounding in and of itself. Not to mention only having 2 part time med passers at the moment, lose one.....check that, I just got notice today we lost one of the 2, she will only pass meds 1 maybe twice a week, not normal 6-7 beginning in May. We have to have a plan for what we KNOW will happen in a few short weeks.

When I speak to other Sheriffs, they are shocked at our current set up.

Attachment A – Sheriff Wriggelsworth’s Statement

The past several years I requested several times thru the powers that be to garner staff from other areas in the HD to help, which we have learned is complicated in light of funding sources. 3 weeks ago, I again requested short term help in jail medical, this time thru the board and Committee chairs. I heard only from Controller Todd that Jensen reports to L&C on 4-14. Nothing from anyone else.

The answer simply can’t continue to be “were trying.”

Some on this board have questioned my intent ref the future of jail medical. All I am trying to do is get more consistent, routine, and professional IN FACILITY medical care for inmates. Believe it or not, my desire is truly that pure.

Inmates differ from the general public with regards to health care choices. We are their only choice. The general public have doctors, free clinics, redi-cares, hospitals, even 911. Again, inmates have only us to rely on. Ambulance calls, and hospital trips are NOT the answer, but seems to be the overwhelming choice for care, after hrs, weekends and holidays.

Jail medical needs help now, right now, not months from now.

Commissioners Grebner and Schafer, have stated often they have lived this issue as long as they have been on the board. 30+ years for both.

Jail medical employees, deputies, and inmates need help now. However this has to happen, and at whatever palatable political or financial cost. We need to present our Jail Medical opportunity to prospective providers immediately.

~~The jail medical clinic needs help now, right now, today.~~ We plead that you will be prepared to act right away.

RESOLUTION TO AUTHORIZE THE CONTROLLER/ADMINISTRATION TO
IMMEDIATELY PURSUE A JAIL/MEDICAL PROVIDER THAT WILL
ADDRESS THE CORRECTIONAL FACILITY'S CRISIS

WHEREAS, Ingham County has the moral and legal obligation to meet the needs of incarcerated people at the Sheriff Department Correctional Facility; and

WHEREAS, a current and ongoing crisis exists in the ability to for the County to provide a minimal level of service; and

WHEREAS, the County is at great liability risk; as well as the health of the incarcerated.

THEREFORE BE IT RESOLVED, that the Controller/Administrator is hereby directed to work in conjunction with the Sheriff and Health Officer to immediately seek an arrangement with a Jail Medical provider as soon as possible.

THEREFORE BE IT RESOLVED, that the Controller/Administrator has authority to enter into such a contract for a period of 6 months on behalf of the Board of Commissioners.

**APRIL 28, 2022 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

2. *Homeland Security and Emergency Management – Resolution to Convert the Temporary Project Coordinator Position to a Full-Time Regional Planner/Deputy Emergency Manager Position*

This resolution will approve the conversion of the temporary Project Coordinator position to a full-time Regional Planner/Deputy Emergency Manager position. For several years, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator. The required number of hours to fulfill the functions of this position necessitate that it be classified as full-time. The Sheriff's Office prepared an updated job description and proposes a title change to Regional Planner/Deputy Emergency Manager. Upon review by the Human Resources Department, it has been determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67). The long-term cost of the full-time position is \$138,203. The Homeland Security Grant Program funds reimburse \$60,000 to Ingham County for the Regional Planner Position. Additional funding is available from unbudgeted projected revenue from the United States Marshal Service Housing Contract.

See memo for details.

- 3a. *Controller's Office – Resolution Approving American Rescue Plan Funds to Purchase Air Purification and Surface Containment Elimination Solutions for the Sheriff's Office*

This resolution will allocate \$68,145 in American Rescue Plan funds to be used by the Sheriff's Office to purchase Air Purification and Surface Containment Elimination Solutions. It will also authorize an agreement with Arya Group, LLC. in the amount of up to \$68,145 for this purchase. Indoor air quality has a demonstrated impact on the transmission of COVID-19 and this solution will destroy disease causing pathogens, including those causing COVID-19, both in the air and on surfaces. These portable units could be used in the current Jail and easily transferred to and put into service at the new Justice Complex.

See memo for details.

- 3b. *Controller's Office – First Quarter 2022 Budget Adjustments and Contingency Fund Update*

This resolution will authorize various budget adjustments for the first quarter of 2022. The total increase to the General Fund is \$158,977.

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

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$165,092.

See memo for details.

PRESENTATION

1. *It Takes a Village, Educational Consulting – Greta McHaney-Trice - Restorative Justice Program*

IT TAKES A VILLAGE, EDUCATIONAL CONSULTING

“Alone we can do so little; together we can do so much.”-Helen Keller

GRETA MCHANEY-TRICE, Owner/Founder

517-974-7772, mchaneyt@yahoo.com

INGHAM COUNTY BOARD OF COMMISSIONERS, LAW AND COURTS COMMITTEE

APRIL 28, 2022

INGHAM COUNTY RESTORATIVE JUSTICE CLASSES

CONVERSATION AGENDA:

Background

Ms. McHaney-Trice, former Executive Director of Resolution Services Dispute Resolution Center, collaborated with the Ingham County Jail Educational Director to teach Restorative concepts and practices to male persons incarcerated in the facility in January of 2016. The Center hoped to provide other resources and possibilities to the men such as mediations in parent visitation, divorce, landlord tenant issues, etc., either during or post incarceration.

Attendance started with four men and soon grew to over 20 men at times averaging at least 10. Jail personnel noticed the interest of the men and the impact the classes were having on the participants as well as the overall environment of the facility. When the millage passed enabling more programming, Ms. McHaney-Trice received an invitation for proposal, as she had retired from the Resolution Services Center. She has been contracted to teach the classes since then by the millage.

Former Participant- Ashia Wilson-Stepp

Ms. Wilson-Stepp will speak to her experience at ICJ and the class

Update on Current Programming

- Covid Impact
- Attendance
- Data

Looking Ahead

- Staff Training
- Enhancement

Questions and Comments

Agenda Item 2

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

FROM: Undersheriff Andrew Bouck

DATE: April 19, 2022

SUBJECT: Resolution to Convert the Temporary Project Coordinator Position to a Full-Time Regional Planner/Deputy Emergency Manager Position

For the meeting agendas of April 28, May 3 and May 4

BACKGROUND

For several years, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator. When Ingham County began operating as the fiduciary agent for the Michigan Homeland Security Region 1 grant, funding became available to support this position. Currently, the required number of hours to fulfill the function of this position necessitate that it be classified as full-time. The Sheriff's Office prepared an updated job description, and proposes a title change to Regional Planner/Deputy Emergency Manager. The Human Resources Department has reviewed the job description and determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67). See attached job description and memo from Human Resources for details.

ALTERNATIVES

The number of hours of the position could be limited to remain properly classified as a special part-time employee, requiring no provision of benefits, and limiting the amount of services the position could provide.

FINANCIAL IMPACT

The long-term cost of the full-time position is \$138,203. The Homeland Security Grant Program funds reimburse \$60,000 to Ingham County for the Regional Planner Position. Additional funding is available from unbudgeted projected revenue from the United States Marshal Service Housing Contract authorized by Resolution #21-132.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Agenda Item 2

TO: Scott Wrigglesworth, Sheriff
FROM: Joan Clous, Human Resources Specialist
DATE: April 11, 2022
RE: Support for conversion of a temporary position to a full-time position

Per your request, Human Resources has reviewed the classification titled Deputy Emergency Manager

After analysis, the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67).

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

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

**INGHAM COUNTY
JOB DESCRIPTION
REGIONAL PLANNER / DEPUTY EMERGENCY MANAGER POSITION
HOMELAND SECURITY & EMERGENCY MANAGEMENT OFFICE**

General Summary:

The Regional Planner / Deputy Emergency Manager works under the supervision of the Emergency Manager (EM.) The Regional Planner assists the EM with addressing local and regional emergency management issues and the maintenance of all emergency operation plans as they pertain to all hazards to include terrorism. The planner will further assist the EM with the coordination, mitigation and preparedness, response, and recovery processes for both natural, man-made, and terrorist related emergencies and disasters within Ingham County and Michigan Region 1. Some required activities as the Deputy Emergency Manager may take place outside of normal business hours, and may require work outside of the office setting.

Essential Functions:

1. In the event of a disaster, the Deputy Emergency Manager will assist with coordination of the response through the Emergency Operations Center and/or Mobile Command Van. Depending on needs as determined by the Emergency Manager, can serve as one or multiple of the following:
 - a. Public Information Officer
 - b. Operational Liaison for on-scene coordination
 - c. Logistics / Tracking / Planning officer
 - d. Public Alert & Warning dissemination
 - e. Piloting the UAS (drone) for response / recovery missions.
 - f. Update the MICIMS (WebEOC) statewide status board
 - g. Other roles deemed necessary in an emergency
2. Assist with the Everbridge Mass Notification System. Add/remove administrative users, train message senders, and handle major event alert and warning. Assist public and county employee end users with their account settings.
3. Assist with social media pages for ICSO and HSEM, respond to questions from the public, send press releases for ICSO and the county to local media, and update the ICSO / HSEM webpages as needed.
4. Oversee Ingham County's FEMA EAS/IPAWS system, and activate emergency alerts as needed to deliver messages to cellular phone users and mass media outlets in the county.
5. Assist with weather briefings to EOC staff, county officials, and mutual aid agencies for severe summer / winter events. Monitor weather conditions disaster responses, along with planned outdoor events (Ingham County Fair, etc.) Coordinate with Tri-County partners for cold / hot weather shelter planning and operations.
6. Facilitate Tri-County Hazard Mitigation planning, file applications for hazard mitigation projects using FEMA grant funds, and report financial and project updates to MSP-EMHSD for reimbursement.
7. Assist with emergency planning efforts with all political jurisdictions within the county for all hazards to include terrorism. Ensure emergency plans meet federal regulations and assist as an agent in securing disaster relief funding.

8. Assist with the completion of federal and state forms, activity logs, and financial reports for emergency management to ensure federal grant reimbursement for the HSGP grant and other homeland security grants as necessary.
9. Assist with updating emergency operations plans to ensure they are viable for all hazards to include terrorism, which involves working with each agency/department that is included in the plan to identify tasks they will perform in a disaster or emergency. Assist in the regular review of plans to ensure they are compliant with all federal regulation.
10. Assist with the planning and coordination of drills and exercises carried out in preparation for all hazards to include terrorism related incidents. Assist EM along with regional and local partners to identify potential gaps and deficiencies in emergency plans.
11. Assist EM and members of Local Emergency Planning Committee (LEPC) by providing information and other staff support.
12. Work with individual schools and school districts to develop and test emergency plans to address all hazards to include terrorist activities, both foreign and domestic. Make presentations to schools, service groups, and healthcare facilities to raise the awareness of hazards, and advise on planning for emergencies and reunification.
13. Work with industrial and private sector organizations to review emergency policies for all hazards to include terrorism. Assist with developing procedures, shelter designation, evacuation procedures and other areas of emergency planning and mitigation.
14. Correspond with the Michigan State Police Emergency Management and Homeland Security Division (MSP-EMHSD) to provide information in times of disaster or terrorist attack utilizing communication methods such as social media. Assist with documentation record keeping for the duration of the disaster or terrorism related event.
15. Establish relationship with the District 1 Regional Medical Response Coalition (DIRMRC) to coordinate planning efforts with medical care providers in the county and region.
16. Have the ability and temperament to coordinate with internal and external partners to ensure effective communication, connectivity, planning, training, and exercising, in preparation for a real world disaster or terrorism related event.
17. Stay informed about legislative and regulatory developments and current issues through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate. These conferences may require travel either in- or out of state.
18. Assist with SARA Title III requirements and documentation. Assist with development and maintenance of mitigation plans for Ingham County as they relate to homeland security, critical infrastructure, all hazards and terrorist related issues and events.

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: Bachelor's Degree in Emergency Management, Public Administration, or a closely related field from an accredited college or university. Master's Degree in Emergency Management preferred.

Experience: Demonstrated at least two years of experience working with State agencies (especially the Michigan State Police – Emergency Management and Homeland Security Division) and Local Government agencies and officials. In addition, a record of coordinating with community partner entities such as the American Red Cross, Hospitals, Regional Medical Coalitions, businesses and service groups, and more. Track record showing a minimum of two years of experience working with federal grants such as the Emergency Management Performance Grant (EMPG) and the Homeland Security Grant Program (HSGP) and how to leverage these funding opportunities to allocate funds available to increase capabilities. Comprehensive understanding of Michigan's Emergency Management Act (PA 390 of 1976). At least two years of experience managing the development and maintenance of complex multi-year, multi-disciplinary, and multi-jurisdictional plans that meet local, state, and federal requirements.

Other Requirements:

- Certifications in NIMS/ICS 100, 200, 300, 400, 700, and 800 as required by state and federal mandates within two years of hire and Professional Emergency Manager (PEM) certification within three years of hire.
- Possess valid Michigan Vehicle Operator's License, and be in compliance with current county driving policy.
- Pass a background investigation.
- General First Aid training.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Ability to take and transcribe accurate meeting minutes.
- Skill in effectively communicating ideas and concepts verbally and in writing. Ability to develop and give presentations in public forums.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.
3. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling and pinching.

- This position's physical requirements require regular stamina in standing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, walking, traversing, typing, and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

March 2022
MC9

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT THE TEMPORARY PROJECT COORDINATOR POSITION TO A FULL-TIME REGIONAL PLANNER/DEPUTY EMERGENCY MANAGER POSITION

WHEREAS, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator position for several years; and

WHEREAS, when Ingham County began operating as the fiduciary agent for the Michigan Homeland Security Region 1 grant, funding became available to support this position; and

WHEREAS, the required number of hours to fulfill the function of this position necessitate that it be classified as full-time; and

WHEREAS, an updated job description and title change to Regional Planner/Deputy Emergency Manager has been developed and has been reviewed by the Human Resources Department, which has determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67); and

WHEREAS, the Regional Planner/Deputy Emergency Manager will work under the supervision of the Emergency Manager assisting with addressing local and regional emergency management issues and the maintenance of all emergency operation plans as they pertain to all hazards including terrorism; and

WHEREAS, the long-term cost of the full-time position will be \$138,203, with current funding of \$60,000 from the Homeland Security Region 1 grant, and up to \$78,203 in funding from unbudgeted projected revenue from the United States Marshal Service Housing Contract authorized by Resolution #21-132.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the conversion of the temporary Project Coordinator position to a full-time Regional Planner/Deputy Emergency Manager position effective the first full pay period following passage of this resolution.

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

Agenda Item 3a

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: April 19, 2022
SUBJECT: Resolution Approving American Rescue Plan Funds to Purchase Air Purification and Surface Containment Elimination Solutions for the Sheriff's Office
For the meeting agendas of April 28 and May 4

BACKGROUND

The Sheriff's Office is requesting ARP funds to purchase Air Purification and Surface Containment Elimination Solutions from Arya Group. These portable units could be used in the current Jail and easily transferred to and put into service at the new Justice Complex once completed.

ALTERNATIVES

The Board of Commissioners may decline to approve the use of ARP funds for this purchase, in which case the Sheriff's Office may choose to request this as a capital budget item through the budget process.

FINANCIAL IMPACT

The cost is \$68,145 and would be funded through Second Tranche ARP funds.

OTHER CONSIDERATIONS

None.

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 APPROVING AMERICAN RESCUE PLAN FUNDS TO PURCHASE
AIR PURIFICATION AND SURFACE CONTAINMENT ELIMINATION SOLUTIONS
FOR THE SHERIFF'S OFFICE**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Commissioners recognize that indoor air quality has a demonstrated impact on the transmission of COVID-19; and

WHEREAS, the Sheriff's Office has requested the use of American Rescue Plan funds in order to purchase Air Purification and Surface Containment Elimination Solutions from Arya Group in order to destroy disease causing pathogens, including those causing COVID-19, both in the air and on surfaces; and

WHEREAS, these portable units could be used in the current Jail and easily transferred to and put into service at the new Justice Complex; and

WHEREAS, use of American Rescue Plan funds is allowable for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners allocates \$68,145 in American Rescue Plan funds to be used by the Sheriff's Office to purchase Air Purification and Surface Containment Elimination Solutions.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Arya Group, LLC. in the amount of up to \$68,145 for the purchase of Air Purification and Surface Containment Elimination Solutions.

BE IT FURTHER RESOLVED, that the Controller's Office will ensure the request is eligible for American Rescue Plan funding.

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

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 3b

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 20, 2022

RE: First Quarter 2022 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2022. The total increase to the General Fund is \$158,977.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2021. Some of the larger projects are as follows:

- Burchfield Dirt School - \$190,000
- Parks Spicer, Crannie and Johnson Contracts - \$104,434
- Circuit Court Courtroom Technology - \$261,187
- Circuit Court Imaging/Scanning Project - \$330,281
- Probate Court Imaging/Scanning Project - \$121,268
- Clerk Imaging/Scanning Project - \$236,432
- DHHS Carpet Replacement - \$240,000
- CMHA Renovations - \$500,000
- Fair Paved Surfaces - \$129,418
- Drain Hydro Hoe - \$150,000
- IT Department Network Design - \$436,000
- IT Department Microsoft Licensing - \$177,000
- IT Department Other Projects - \$121,000
- Retaining Wall Lake Lansing Project - \$635,200

While the Friend of Court Fund request \$421,353 for contractual services due to an increase of interpreter services the General Fund portion is \$143,260. The increase of interpreter service increase in the later part of 2021 after the 2022 budget was submitted and the increase is continuing in 2022. The Friend of Court is also requesting to move 2022 budgeted salary funds to overtime funds due the vacancies in staff. The Family Court is also requesting that the 2022 approved CIP project funded by the Juvenile Justice Millage for OnBase Imaging (\$404,500) be funded 50% by the American Rescue Fund, \$202,250.

In the General Fund, \$1,981 re-appropriated for Cultural Diversity, Equity and Inclusion funds not spent in 2021. The Emergency Operations is requesting \$6,311 be rolled over from 2021 and the Health Department is requesting that \$7,425 recruiting fund be rolled over to 2022. The Sheriff Department requested acceptance of \$155,222 additional supplemental funding for Secondary Road Patrol and the use of fund balance uncommitted will be increased to balance these changes.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$165,092. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$355,142.

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

2022 CONTINGENCY

Adopted Contingency Amount	\$355,142
R21-579: Additional Community Agency Funding	(23,050)
R21-621: Funding for Consultant Jail Medical	(58,100)
R22-073: Funding for Certificate of Management	(31,900)
R22-075: Funding for Contract with Bureau Veritas for Energy Audit	(64,000)
R22-121: Funding for Contract with Resolution Services Center for Small Claims	(13,000)
Current Contingency Amount	\$165,092

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2022 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2022 Budget on October 26, 2021 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2022 BUDGET</u> <u>04/19/22</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$90,121,133	158,977	\$90,280,110
208	Parks	\$3,144,514	276,705	\$3,421,219
214	American Rescue	\$3,792,321	202,250	\$3,994,571
215	Friend of Court	\$6,554,535	454,083	\$7,008,618
221	Health	\$24,024,672	14,203	\$24,038,875
228	Trails & Parks Millage	\$1,856,160	1,018,176	\$2,874,336
230	Hotel/Motel	\$2,500,000	187,517	\$2,687,517
245	Public Improvements	\$1,375,238	516,040	\$1,891,278
261	911 Emergency Phone	\$11,709,825	290,575	\$12,000,400
264	Juvenile Justice Millage	\$6,100,371	0	\$6,100,371
511	Community Health Center	\$29,495,013	13,500	\$29,508,513
561	Fair	\$1,628,976	187,517	\$1,816,493
595	Jail Commissary Fund	\$573,897	26,465	\$600,362
631	Building Authority Operating	\$2,654,959	733,197	\$3,388,156
636	Innovation & Technology	\$5,795,668	1,091,700	\$6,887,368
639	Drain Revolving	\$2,002,881	120,000	\$2,122,881
664	Mach. & Equip. Revolving	\$1,026,408	1,102,601	\$2,129,009

GENERAL FUND REVENUES

	<u>2022 Budget –</u> <u>04/19/22</u>	<u>Proposed</u> <u>Changes</u>	<u>2022 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	57,500,000	0	57,500,000
Property Tax Adjustments	(150,000)	0	(150,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
Intergovernmental Transfers			
State Revenue Sharing	6,493,249	0	6,492,249
Convention/Tourism Tax - Liquor	1,287,779	0	1,356,030
Cigarette/Marijuana	450,000	0	450,000
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance – Uncommitted	4,004	3,755	7,759
Department Generated Revenue			
Animal Control	1,305,533	0	1,305,533
Circuit Court - Family Division	1,406,903	0	1,406,903
Circuit Court - Friend of the Court	750,000	0	750,000
Circuit Court - General Trial	1,603,296	0	1,603,296
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	816,675	0	816,675
District Court	1,804,948	0	1,804,948
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	46,650	0	46,650
Elections	86,500	0	86,500
Homeland Security/Emergency Ops	56,000	0	56,000
Equalization /Tax Mapping	10,100	0	10,100
Facilities	150,953	0	150,953
Financial Services	55,285	0	55,285
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	872,706	0	872,706
Register of Deeds	2,665,963	0	2,665,963
Remonumentation Grant	85,000	0	85,000
Sheriff	4,952,352	155,222	5,107,574
Treasurer	3,799,404	0	3,799,404
Tri-County Regional Planning	60,555	0	60,555

Veteran Affairs	522,846	0	522,846
Total General Fund Revenues	90,121,133	158,977	90,280,110

GENERAL FUND EXPENDITURES

	<u>2022 Budget – 04/19/22</u>	<u>Proposed Changes</u>	<u>2022 Proposed Budget</u>
Board of Commissioners	642,468	0	642,468
Circuit Court - General Trial	7,771,934	0	7,771,934
District Court	3,508,692	0	3,508,692
Circuit Court - Friend of the Court	1,541,327	0	1,541,327
Jury Board	1,190	0	1,190
Probate Court	2,133,664	0	2,133,664
Circuit Court - Family Division	6,149,042	143,260	6,292,302
Jury Selection	178,867	0	178,867
Elections	492,365	0	492,365
Financial Services	1,110,818	0	1,110,818
County Attorney	490,708	0	490,708
County Clerk	1,352,632	0	1,352,632
Controller	1,261,323	0	1,261,323
Equalization/Tax Services	831,139	0	831,139
Human Resources	955,718	1,981	957,699
Prosecuting Attorney	8,293,805	0	8,293,805
Public Defender	874,787	0	874,787
Purchasing	386,032	0	386,032
Facilities	2,324,838	0	2,324,838
Register of Deeds	1,029,474	0	1,029,474
Remonumentation Grant	85,000	0	85,000
Treasurer	1,079,418	0	1,079,418
Drain Commissioner	1,219,216	0	1,219,216
Economic Development	105,000	0	105,000
Community Agencies	215,550	0	215,550
Ingham Conservation District Court	10,000	0	10,000
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	218,600	0	218,600
Sheriff	23,121,564	0	23,121,564
Metro Squad	60,000	0	60,000
Community Corrections	127,560	0	127,560
Animal Control	2,759,755	0	2,759,755
Emergency Operations	327,495	6,311	333,806
Board of Public Works	300	0	300

Board of Commissioners	Re-appropriate Cultural Diversity, Equity and Inclusion funds of \$1,981.
Family Court	To appropriate funds for additional contractual expenses in Friend of Court Fund (\$421,353) not budgeted General Fund portion (\$143,260).
Emergency Operations	Reappropriate Sycamore Creek funds \$6,311
Health Department	Reappropriate Recruiting funds \$7,425 per R21-561

Non-General Fund Adjustments

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: LL Roofs, Revenue Management System (\$13,136) and 2020 CIP projects: Hawk Island Fence (\$23,863), Burchfield Gates (\$40,986), and 2021 CIP project: Burchfield Dirt School (\$190,000), ICMCF Discount Tree R21-548 (8,720).
American Rescue Fund (F214)	Appropriate funds for the Family Court 2022 Imaging Project fully budgeted (\$404,500) by Juvenile Justice Millage to 50% (\$202,250) Juvenile Justice Millage and 50% (\$202,250) American Rescue Fund
Friend of Court (F215)	Re-appropriate funds for the following CIP projects; Reinforcement of Doors (\$12,730) for CIP 2018 and Vehicle (\$20,000) from 2019. To appropriate funds for additional contractual expenses not budgeted (\$421,353). The Friend of court is requesting to change funding of salaries (\$20,000) to cover overtime incurred due to vacant positions their 2022 budget.
Health (F221)	Re-appropriate funds for the following 2019 CIP projects; Swipe Card Readers in HSB Building (\$14,203).
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$3,440), Crack Seal Lake Lansing (\$7,185), Retaining Wall Lake Lansing South (\$635,200), Lake Lansing South Topographic Survey (\$11,970), and CIP 2020 projects: Hawk Island Snowcat Building (\$43,822), Lake Lansing North Maintenance Facility (\$75,000), Lake Lansing North Main Shelter Roof (\$33,866), Burchfield Park ADA Improvements (\$60,746) and CIP 2021 projects: Lake Lansing Boat Launch Improvements (\$42,513) Re-appropriate funds for 2021 Spicer, Crannie and Johnson Contracts (\$104,434).

<p>Hotel/Motel (F230)</p>	<p>Re-appropriate funds for the transfer to Fair Fund for following 2019 and 2020 CIP; Replace Paved Surfaces (\$129,418), and Building Maintenance (\$58,099).</p>
<p>Public Improvement (F245)</p>	<p>Re-appropriate funds for gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000). Concrete Replacement Mason (\$48,000). Re-appropriate funds for 2020 CIP: Circuit Court Courtroom Carpet (\$78,000), Probate Courtroom Carpet (\$2,540), VMC Gate (\$35,000), Forest Community Health Center Tuck Point Chimney (\$9,500), Ingham County Family Center Sink (\$4,500), Youth Center Tuck Pointing Phase 2 (\$50,000), Youth Center Security Gate (\$3,500), Mason Courthouse Door Refinishing (\$18,000), Mason Fountain Replacement (\$40,000), and Mason Courthouse Swing Gates (\$5,000). Re-appropriate funds for 2021 CIP: HSB CMHA Renovations (\$200,000), Ingham County Family Center Fire Panel Assessment (\$8,000)</p>
<p>911 Emergency Phone (F261)</p>	<p>Re-appropriate funds for the following projects; Office Remodel (\$90,000), Curb and Gutter (\$50,000) from CIP 2019. Re-appropriate funds from 2020 CIP: Entry Doors Ballistic Glass (\$5,000), Internal Hallway Cameras (\$5,000), Parking Lot Drainage (\$50,000), Repainting Administration Area (\$10,000) and Backup Center Fiber (\$15,075). Re-appropriate funds from 2021 CIP: Blackout Blinds (\$60,000), Concrete Walkway (\$5,500)</p>
<p>Juvenile Justice Millage (F264)</p>	<p>Change funding for the Family Court 2022 Imaging Project fully budgeted (\$404,500) by Juvenile Justice Millage to 50% (\$202,250) Juvenile Justice Millage and 50% (\$202,250) American Rescue Fund</p>
<p>Health Clinic (F511)</p>	<p>Re-appropriate funds for the following project; Cabinets in the Forest Clinic (\$13,500).</p>
<p>Fair (F561)</p>	<p>Re-appropriate funds for the following projects; Replace Paved Surfaces (\$129,418), Building Maintenance (\$58,099).</p>
<p>Jail Commissary Fund (F595)</p>	<p>Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access, Court Room Gates, and Main Interior Security Door (\$6,465). Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000).</p>
<p>Bldg. Authority Operating (F631)</p>	<p>Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$20,074), Parking Lot Repairs (\$91,709), Door Replacement (\$21,685), New Blower Shaft (\$10,019), Drinking</p>

Fountain Replacement (\$5,975), Carpet Replacement (\$25,000), DHHS Carpet Replacement (\$240,000) from 2019 CIP. Re-appropriate funds from 2020 CIP projects: 20 Cubicle Workstations (\$5,520), 21 CMHA Renovations (\$300,000).

Innovation & Technology
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2021; Network Redesign (\$436,000), phones (\$30,000), Microsoft Licensing (\$177,000), Maintenance (\$58,000), faxing integration (\$14,000), and Wiring Project (\$19,000).

Drain Office
(F639)

Re-appropriate remaining funds for the following projects: Computer Replacement (\$20,000), Drain Camera (\$20,000), Hydro Hoe (\$33,215), Overhead Garage Door (\$17,000), Community Security Cameras (\$16,000), Garage Walls (\$13,785) from 2020 CIP.

Mach./Equip. Revolving
(F664)

Reappropriate Circuit Court's imaging/scanning project (\$330,281), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$261,187), Document Management System (\$50,000), Projectors Jury Room (\$6,860) from 2019. Animal Control's bullet proof vest (\$5,085). Equalization's Software for Online Mapping (\$4,118) District Court's Backup Audio System (\$7,210) from 2019. FOC Scanner (\$7,500) from 2019. Probate Court E Filing Case (\$30,000), Courtroom Updates (\$48,160), 2020 CIP Courtroom Gates (\$10,000), and Clerk's Electric Document System (\$30,000), Clerk's Scanners (\$2,000) To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192, 2020 CIP Terabyte Server (\$9,879). Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500). Re-appropriate 2019 CIP: County Wide Fall Protection (\$25,000), Mason Courthouse Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and Veterans Affairs Transportation Vehicle (\$17,115). Re-appropriate 2020 CIP Projects: VMC/GPB Tracer Upgrades (\$15,000), VMC Exterior Cameras (\$20,000), and Jail Oven (\$23,000). Lake Lansing South Maintenance Generator (\$4,995), Burchfield Automatic Standby Generator (\$1,427). Re-appropriate 2021 CIP Projects: District Court Ballistic Vest (\$3,625), Circuit Court Plexiglass Barriers (\$20,000), Sheriff Body Armor (\$5,961), Clerk Office Embosser (\$3,352), Computer Replacements (\$63,875).