

CHAIRPERSON
BRYAN CRENSHAW

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 SCHAFER
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, JANUARY 13, 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 [December 2, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Authorize a Contract for Services with [Danielle Patrick](#) to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office
 - b. Resolution to Authorize the Ingham County Sheriff's Office to Purchase [Axon](#) Body Worn Cameras, Equipment, and Licenses
 - c. Resolution to Reclassify the [Central Records Office Coordinator](#) to Central Records and Freedom of Information Act Coordinator
 - d. Resolution to Authorize Contract Addendum with [Securus Technologies](#) to Address Applicable Portions of the Federal Communications Commission Ruling on Inmate Telephone Fees
 - e. Resolution to Authorize a Contract Renewal to Continue Maintenance and Support from [LexisNexis](#) for their E-Citation and UD-10 Crash Reporting Systems
2. Probate Court - Resolution to Accept the 2022 Coronavirus Emergency Supplemental Funding ([CESF](#)) [Grant](#) for Probate Court
3. Circuit Court – Resolution to Accept the 2022 Coronavirus Emergency Supplemental Funding ([CESF](#)) [Grant](#) for Circuit Court
4. Health Department
 - a. Resolution to Authorize an Agreement with People Ready Activating Youth ([P.R.A.Y.](#)) and [Peckham](#) Using a Partnership Approach to Implement and Operate the Lansing/Ingham Peacemaker Fellowship® and to Build and Sustain Local Community Capacity to Interrupt Gun Violence
 - b. Resolution to Authorize an Agreement with [Safe Passages DBA Advance Peace](#) for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool

5. 9-1-1 Dispatch Center
 - a. Resolution to Approve the Disposal of the County-Owned Surplus Property from the Decommissioned [Harris EDACS Radio System](#)
 - b. Resolution to Authorize the Purchase of [Scheduling Software/Services](#)

6. Animal Control
 - a. [Update](#) from Animal Control Director Heidi Williams
 - b. Resolution to Purchase [LexisNexis e-Citation](#) Programming and One Year of Software Support
 - c. Resolution to Authorize a Contract for [Website Redesign](#) for 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.

LAW & COURTS COMMITTEE
December 2, 2021
Draft Minutes

Members Present: Polsdofer, Cahill, Celentino, Crenshaw, Peña, Schafer, and Trubac.

Members Absent: None.

Others Present: Robert Boerkoel, Scott LeRoy, Teri Morton, Mary Konieczny, and others.

The meeting was called to order by Chairperson Polsdofer 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 November 18, 2021 Minutes

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. CAHILL, TO APPROVE THE MINUTES OF THE NOVEMBER 18, 2021 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

2. Homeland Security & Emergency Management
 - e. Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2021 Homeland Security Grant Program Funds

3. Circuit Court – Juvenile Division
 - d. Resolution Honoring Judge Stacia Buchanan

Limited Public Comment

Scott LeRoy, Deputy Court Administrator, stated he wanted to provide an update to the Law & Courts Committee regarding the Raise the Age Grant and the subsequent transition of cases from the adult to the juvenile system. He further stated many of the issues were resolved by Public Act 118 of 2021.

Mr. LeRoy stated he thanked the support staff as well as the District Court, the Sheriff's Office, and Prosecutor's Office for the collaboration and work that was done to allow for cases to transition seamlessly.

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

1. Sheriff's Office
 - a. Resolution to Authorize a Contractual Agreement with Axon Enterprise, Inc. to Purchase Seventeen New Tasers and Associated Equipment
 - b. Resolution to Authorize a Contract with Guardian Tracking, LLC

2. Homeland Security & Emergency Management
 - a. Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2022 Capital Region Integrated Critical Skills Training Program
 - b. Resolution to Accept Grant Funds from the State of Michigan for the Emergency Management Performance Grant American Rescue Plan Act for Fiscal Year 2021
 - d. Resolution to Authorize an Equipment Purchase Agreement with W.S. Darley & Company to Purchase a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System
 - e. Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2021 Homeland Security Grant Program Funds

3. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Contract for Delinquency Attorney Services
 - b. Resolution to Amend Per Diem with Highfields Inc for Residential Care and Treatment Services
 - c. Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation
 - d. Resolution Honoring Judge Stacia Buchanan

4. Facilities Department – Resolution to Authorize a Purchase Order to Knight Watch Inc. for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

5. Controller's Office – Resolution Authorizing Adjustments to the 2021 Ingham County Budget

6. Community Corrections
 - a. Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and Judicial Services Group (JSG) for 2022 Community-Based Programming as Authorized by the Justice Millage
 - b. Resolution to Reclassify the Community Corrections Manager Position
 - c. Resolution Honoring Mary Sabaj
 - d. Resolution Honoring James Webster

THE MOTION CARRIED UNANIMOUSLY.

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

2. Homeland Security & Emergency Management
 - c. Resolution to Adopt the Updated Emergency Operations Plan for Ingham County

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

Sergeant Robert Boerkoel, Emergency Operations Coordinator, stated the Emergency Operations Plan for Ingham County was edited from approximately 700 to 100 pages, with the intent to streamline the emergency processes as much as possible. He further stated the template was taken from the Michigan State Police and was updated largely before he had assumed his current position.

Sergeant Boerkoel stated the updated Emergency Operations Plan for Ingham County was the framework on how to respond to various disasters and emergencies.

Commissioner Schafer stated the Public Works Official listed in the plan needed to be updated from Bill Conklin to Kelly Jones.

Commissioner Schafer asked for the specific responsibilities for Herb Corey, Health Department Sanitarian, as they related to the Emergency Operations Plan.

Sergeant Boerkoel stated Mr. Corey was the Local Emergency Planning Coordinator, and primarily focused on hazardous materials training and tracking.

Discussion ensued in regards to the steps that would be taken in the case that a major tornado occurred within Ingham County.

Commissioner Schafer stated there was a tornado in 2008 within Williamston City that had killed two people.

Commissioner Cahill asked how many people were certified to operate the drone.

Sergeant Boerkoel stated there were currently five pilots and four drones.

Commissioner Crenshaw asked if a copy of the plan was provided throughout the County.

Sergeant Boerkoel stated yes.

Commissioner Crenshaw asked if the other Emergency Operations Centers would be provided with new copies of the Emergency Operations Plan for Ingham County.

Sergeant Boerkel stated the plans would be distributed to the Emergency Operations Centers for the City of Lansing, Michigan State University, and Delhi Charter Township after full approval and adoption.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

6. Community Corrections
 - e. Hiring Process for Community Corrections Manager (*Discussion*)

Teri Morton, Deputy Controller, stated Mary Sabaj, Community Corrections Manager, had held the position since it was originally created. She further stated she had reached out to the Community Corrections Advisory Board for recommendations.

Discussion ensued in regards to the members of the Ingham County/City of Lansing Community Corrections Advisory Board.

Commissioner Crenshaw asked Ms. Morton what the planned timeline was for the hiring process.

Ms. Morton stated the job would be posted after the reclassification was approved by the Board of Commissioners at their next meeting, and the Controller's Office would work to maintain the data entry and bill paying duties until the position was filled. She further stated the Michigan Department of Corrections intended to provide training once the position was filled.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:17 p.m.

**JANUARY 13, 2022 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1a. Sheriff's Office – Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office

This resolution will authorize a contract with Danielle Patrick to Audit Evidence and Evidence Records for the time period of January 1, 2022 to December 31, 2022 at a cost not to exceed \$18,000. The continuing audit of evidence and evidence records is required to maintain the highest standards of accountability and transparency to the public. Danielle Patrick's knowledge and efficiency are a great value to this particular project. Much of this work needs to be done in anticipation of the upcoming move to the new justice complex. This is a continuation of a contractual arrangement originally approved by Resolution #20-087 and funds are available within the Sheriff's 2022 operating budget.

See memo for details.

1b. Sheriff's Office – Resolution to Authorize the Ingham County Sheriff's Office to Purchase Axon Body Worn Cameras, Equipment and Licenses

This resolution will authorize the purchase of four Axon body worn cameras, related equipment and 50-month licenses for \$15,496. Primary funding will come from the Sheriff's Office allocation of \$13,674 from a \$124,318 Justice Assistant Grant (JAG) award approved by Resolution #21-474. The remaining balance of \$1,822 will come from the Sheriff's operating budget. Axon is the camera system currently being used by the Sheriff's Office. The additional cameras will primarily be used by administration to capture on duty incidents.

See memo for details.

1c. Sheriff's Office – Resolution to Reclassify the Central Records Office Coordinator to Central Records and Freedom of Information Act Coordinator

This resolution will approve the reclassification of the Central Records Office Coordinator to Central Records and Freedom of Information Act (FOIA) Coordinator. Demands for greater law enforcement accountability and the addition of body worn cameras have greatly increased the number of FOIA requests received by the Sheriff's Office. The position is currently vacant and the newly classified position, job title, and job description will more accurately reflect the responsibilities for applicants. The updated job description was reviewed and evaluated by Human Resources, and the reclassification from a UAW/G grade (\$40,130.88 - \$47,848.31) to a UAW/H grade (\$42,457.97 - \$50,646.74) is recommended. The UAW has been notified and is supportive of the reclassification and salary placement. The long term cost of the change will be \$4,054.

See memo for details.

1d. Sheriff's Office – Resolution Authorizing Contract Addendum with Securus Technologies to Address Applicable Portions of the Federal Communications Commission Ruling on Inmate Telephone Fees

This resolution will authorize a contract addendum with Securus Technologies, LLC to comply with the Federal Communications Commission's (FCC) Order. Ingham County currently contracts with Securus Technologies, LLC to provide a telephone system for all inmates in Ingham County. On May 24, 2021, the FCC released its

Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking. In summary, this order has reduced the telephone calling rate to \$0.21 per minute and the FCC's percentage for all currently commissionable call traffic has been reduced from 55.00% to 35.00%. These new rates went into effect on October 26, 2021. If the County does not make the required changes, the County will not be in compliance with the Order, subjecting itself to fines and penalties. The reduced telephone calling rates and FCC percentage will result in a reduction in revenue to the County, but the amount of impact is unknown at this time.

See memo for details.

1e. *Sheriff's Office – Resolution to Authorize a Contract Renewal to Continue Maintenance and Support from LexisNexis for their E-Citation and UD-10 Crash Reporting Systems*

This resolution will authorize a 2022 contract with LexisNexis in the amount of \$3,863.70 for electronic ticket writing program and UD-10 crash reporting system. The Sheriff's Office has been using LexisNexis since 2016. These programs allow for paperless reporting, which saves staff time. The applications also allow for immediate, electronic submission and access of the documents to the court(s) and Michigan State Police, compliant with reporting requirements. The public can also easily and conveniently access their crash reports online 24 hours per day. Funds are available in the 2022 Sheriff's Office contractual services budget.

See memo for details.

2. *Probate Court – Resolution for Acceptance of 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant for Probate Court*

This resolution will authorize accepting a 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) grant award from the Michigan State Police (MSP) for the sum of \$104,022. Probate Court applied for and was awarded funding through the 2022 CESF Grant offered by the Michigan State Police (MSP). The CESF Grant provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic. Funds from this grant will be used to secure additional Personal Protective Equipment (PPE); secure kiosks for self-service and/or contactless response; assist with OnBase workflow and electronic case file processing through ImageSoft; and pay for temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic.

See memo for details.

3. *Circuit Court — Resolution to Accept the 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant for Circuit Court*

This resolution will authorize accepting a 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) grant award from the Michigan State Police (MSP) for the sum of \$142,896. Ingham County 30th Circuit Court applied for and was awarded funding through the 2022 CESF Grant offered by the Michigan State Police

(MSP). The CESF Grant provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic. Funds from this grant will be used to secure additional Personal Protective Equipment (PPE); procure a self-service artificial intelligence kiosk; purchase COVID-19 rapid tests; support a visiting judge and staff; and procure and set up a remote county network connection at an off-site location at which to conduct jury trials.

See memo for details.

4a. *Health Department – Resolution to Authorize an Agreement with People Ready Activating Youth (P.R.A.Y.) and Peckham Using a Partnership Approach to Implement and Operate the Lansing/Ingham Peacemaker Fellowship® and to Build and Sustain Local Community Capacity to Interrupt Gun Violence*

This resolution will authorize either a joint or separate contract(s) with People Ready Activating Youth (P.R.A.Y.) and Peckham for a combined total budget that does not exceed \$279,500 to operate the Lansing/Ingham Peacemaker Fellowship® for the period January 1, 2022 to December 31, 2022.

In October 2021 Ingham County Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®. In November 2021, an RFP evaluation team made of staff from Ingham County, the City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption, received and evaluated four proposals. The proposals were evaluated based on combination of written responses to the RFP and interviews with proposers. Out of this process, the evaluation team recommends Peckham and P.R.A.Y. to partner as the operators of the Lansing/Ingham Peacemaker Fellowship®.

The Local Operator budget of \$279,500 is part of the overall first year Advance Peace budget of \$535,294. The project is being funded by the City of Lansing, Ingham County, a Michigan Enhancement Grant, the Lansing Housing Commission, and a Department of Justice Safe Neighborhoods Grant.

See memo for details.

4b. *Health Department – Resolution to Authorize an Agreement with Safe Passages DBA Advance Peace for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool*

This resolution will authorize entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000. The LifeMAP Management App Data Collection tool will be used during the first two 18-month Peacemaker Fellowship® cohorts. The local data generated through LifeMAP will be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County. Funding for this purchase is included in the three-year Advance Peace project budget.

See memo for details.

5a. *9-1-1 Dispatch Center – Resolution to Approve the Disposal of the County-Owned Surplus Property from the Decommissioned Harris EDACS Radio System*

This resolution will authorize an auction of items received as a result of decommissioning of the Harris EDACS radio system. Proceeds from the sale of items will be deposited in the 9-1-1 Emergency Telephone fund. Any items not sold at the auction may be disposed of by the 9-1-1 Director and Purchasing Director in the manner deemed to be in the County's best interest.

The replacement of the Harris EDACS Radio system with a move to the MPSCS/Motorola system was approved in 2018. The Harris system and all Harris end user equipment is being decommissioned and the County will have surplus equipment that has exceeded its useful life and/or is no longer needed for County operations. The 9-1-1 Director will review the surplus items before placement on the surplus property list and County departments will be allowed to view surplus items for usefulness before the public auction. The cost for equipment removal is accounted for within the MPSCS/Motorola radio project, and the sale of this equipment could offset that amount by as much as \$100,000.

See memo for details.

5b. 9-1-1 Dispatch Center – Resolution to Authorize Purchase of Scheduling Software/Services for the 9-1-1 Center

This resolution will authorize the expenditure of \$4,800 from the 9-1-1 Emergency Telephone Dispatch Services fund for the costs associated with the purchase of the Pace Scheduler Software and Services. The 9-1-1 Center currently uses Informer Systems software for scheduling. As problems have been identified, Informer Systems has not been able to resolve them over the last year. Informer Systems also informed the 9-1-1 Center of an 18.5% increase in their yearly support from \$8,025 to \$9,516. Alternatives were sought with five different companies demonstrating their programs and solutions to Ingham County 9-1-1. Pace Scheduler was identified as the company with a solution that will best meet the Center's needs. The yearly contract with Pace Scheduler, including set up, training, support, and upgrades for a 13 month term with the extra month covering onboarding and setup, will have an annual cost of \$4,800, a significant savings compared to the current product. This new program can resolve several scheduling issues for the Center and is accessible by staff members to request time off, volunteer for overtime, trade days off, and keep track of their schedule on both a website and an app.

See memo for details.

6b. Animal Control – Resolution to Purchase LexisNexis e-Citation Programming and One Year of Software Support

This resolution will authorize a contract with LexisNexis to purchase e-Citation software and one year of support and maintenance at a cost not to exceed \$5,628, to be funded by the Animal Shelter millage fund. As part of enforcement operations, Ingham County Animal Control and Shelter is responsible for issuing criminal citations. Animal Control Officers currently issue paper citations and must physically deliver copies of the citations to the local district courts. These citations must be hand entered into the courts records management system and there are often errors in entry based on ineligible or hard to read citations. Implementation of this e-Citation software will allow the delivery process to occur automatically and will eliminate the need for time consuming hand entry, decreasing the chance of error and improving the efficiency of the law enforcement agency and the receiving court. LexisNexis provides electronic citation services for several mid-Michigan police agencies, including the Ingham County Sheriff's Office.

See memo for details.

6c. Animal Control – Resolution Authorizing a Contract for Website Redesign for Ingham County Animal Control and Shelter

This resolution will authorize the purchase of a new website for the Ingham County Animal Control and Shelter (ICACS) from Revise LLC, in an amount not to exceed \$6,500. ICACS performs a variety of functions including facilitating animal adoptions, providing specialized law enforcement functions, and facilitating numerous community outreach programs. The current website structure does not communicate sufficiently with the citizens who are seeking our services. Attempts to improve accessibility over the last two years have been hindered by the limited tools available in the current design. This proposed website redesign will include embedded forms allowing citizens to more effectively submit reports of their lost animals along with criminal animal complaints, and better enable the communication of outreach programs, and provide an overall aesthetic upgrade.

Funding for the design and implementation of this project is available within the Animal Shelter Millage fund. The recurring maintenance cost of \$1,200 per year will be included in the Innovation and Technology budget beginning in 2023.

See memo for details.

PRESENTATION:

6a. *Animal Control* – *Update from Animal Control Director Heidi Williams*

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Andy Daenzer
DATE: November 29, 2021
SUBJECT: Resolution to authorize a contract for services with Danielle Patrick to audit evidence and evidence records at the Ingham County Sheriff's Office

BACKGROUND

This is a proposal to enter into an agreement with Danielle Patrick for the 2022 calendar year at a cost not to exceed \$18,000. The Sheriff's Office has been working diligently to reconcile evidence and evidence related records. The work was overseen by Lt. Danielle Patrick who retired in 2019. Danielle Patrick has a vast amount of experience working with our evidence and records systems.

ALTERNATIVES

The alternative is to utilize our Quartermaster. Our Quartermaster is currently tasked with storing all incoming evidence along with ordering and organizing supplies and uniforms for approximately 160 employees. The added audit work needed would likely require overtime exceeding the cost of this contract.

FINANCIAL IMPACT

The cost would be covered within the Sheriff's Office current budget.

STRATEGIC PLANNING IMPACT

The continuing audit of our evidence and evidence records is required to maintain the highest standards of accountability and transparency to the public we serve.

OTHER CONSIDERATIONS

Danielle Patrick's knowledge and efficiency are a great value to this particular project. Much of this work needs to be done in anticipation of our upcoming move to the new justice complex.

RECOMMENDATION

Based on the information contained herein, I respectfully recommend the approval of the attached resolution to authorize a contract for services with Danielle Patrick to audit evidence and evidence records at the Ingham County Sheriff's Office

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR SERVICES WITH DANIELLE PATRICK TO AUDIT EVIDENCE AND EVIDENCE RECORDS AT THE INGHAM COUNTY SHERIFF'S OFFICE

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

WHEREAS, this work was overseen by Lieutenant Danielle Patrick, who retired in 2019 from the Sheriff's Office; and

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

WHEREAS, Danielle Patrick is skilled, highly efficient, and qualified to continue to work on this project in a contractual capacity with the County; and

WHEREAS, the identified areas to be worked on are freezer evidence items, DNA evidence, and 2019 evidence totaling approximately 900 cases; and

WHEREAS, the Sheriff's Office has identified funding (#101301102-818000) within its budget to pay for this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Danielle Patrick to Audit Evidence and Evidence Records for the time period of January 1, 2022 to December 31, 2022 at a cost not to exceed \$18,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2022 budget consistent with this resolution.

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

Agenda Item 1b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Andrew Daenzer
DATE: December 8, 2021
SUBJECT: 2021 Local JAG Grant Expenditure/Axon Body Worn Cameras

BACKGROUND

The Sheriff's Office has been allocated \$13,674 from a \$124,318 JAG Grant award, leaving the Lansing Police Department \$110,644 as their allocated portion. The intended purpose of the grant is to purchase 4 additional Axon body worn cameras, equipment, and licenses, as detailed in Resolution #21-474.

The Sheriff's Office is recommending Axon since that is the camera system currently being used. The additional cameras will primarily be used by administration to capture on duty incidents. The addition of 4 cameras will also increase the amount of data that we can store.

ALTERNATIVES

The alternative is to not purchase 4 more cameras. The administration will continue to respond to incidents when needed without cameras.

FINANCIAL IMPACT

The 2021-awarded grant funds total \$13,674. The total cost of 4 body worn cameras, equipment and licenses for 50 months is \$15,496. The remaining balance of \$1,822 would be deducted from the appropriate Sheriff's Office budgeted line item.

STRATEGIC PLANNING IMPACT

The purchasing of these cameras will greatly enhance the Sheriff's Office ability to capture incidents where administration responds to incidents in the field. The benefit will be greater transparency and lower liability.

OTHER CONSIDERATIONS

The purchase of these cameras will add to the total amount of data that can be stored by ICSO

RECOMMENDATION

Based on the information contained herein, I respectfully recommend the approval of the purchasing of 4 Axon body worn camera, equipment, and licenses.

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

**RESOLUTION TO AUTHORIZE THE PURCHASE OF AXON BODY WORN CAMERAS,
EQUIPMENT, AND LICENSES**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$124,318 from the 2021 Local JAG grant from the Department of Justice; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$13,674; and

WHEREAS, the Ingham County Sheriff's Office currently uses Axon body worn cameras for patrol and in corrections; and

WHEREAS, the total expense for 4 Axon body worn cameras, equipment, and 50-month licenses is \$15,496; and

WHEREAS, the remaining amount of \$1,822 shall be deducted from the appropriate Sheriff's Office budgeted line item; and

WHEREAS, the purchase of Axon cameras will facilitate greater transparency and lower liability.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of 4 Axon body worn cameras, related equipment, and 50-month licenses for \$15,496.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary adjustments to the 2022-2024 Sheriff's Office budgets consistent with this resolution.

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

Agenda Item 1c

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Captain Andy Daenzer
DATE: December 21, 2021
SUBJECT: Request to reclassify the Office Coordinator ICSO
For the meeting agenda of January 13, 18 and 19 2022

BACKGROUND

The Ingham County Sheriff's Office would like the approval to reclassify the Office Coordinator to Central Records and Freedom of Information Act Coordinator. With the societal demands of greater law enforcement accountability and the addition of body worn cameras, the FOIA requests for ICSO have increased greatly. The newly classified position, job title, and job description will more accurately depict the responsibilities for any new applicant. The reclassification and job description were sent to Human Resources. Human Resources supported the reclassification with a change in salary range from a G to an H.

ALTERNATIVES

The alternative is to not reclassify the position. Those that apply for the position in the future may not understand that the position weighs heavily on FOIA responsibilities with some central records oversight also being required.

FINANCIAL IMPACT

The cost of the reclassification based on the Human Resources analysis takes the salary range from a UAW G to an H. There would likely be no impact in the short term as a new employee would start at Step 1, below Ms. Sarah Ricketts top pay. This change is an increase of approximately \$3,400-\$4,000/year over the five step scale.

STRATEGIC PLANNING IMPACT

This does not affect the strategic plan.

OTHER CONSIDERATIONS

Our current office coordinator is leaving for another position in Ingham County after many years of dedicated service to ICSO. We are inundated with FOIA requests. We are in need of quickly finding a highly qualified candidate who can navigate the complexities of FOIA.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the reclassification of Office Coordinator to Central Records and Freedom of Information Act Coordinator.

Agenda Item 1c

TO: Scott Wrigglesworth, Sheriff
FROM: Joan Clous, Human Resources Specialist
DATE: December 16, 2021
RE: Support for Reclassification: Office Coordinator – Sheriff’s Office

Per your request, Human Resources has reviewed the classification titled Office Coordinator. The position’s primary responsibility is to oversee the central records and FOIA requests.

After analysis, the position is appropriately compensated at UAW salary range H (\$42,457.97 - \$50,646.74). The UAW has been notified. They support the reclassification and salary placement.

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**

**CENTRAL RECORDS & FREEDOM of INFORMATION ACT COORDINATOR – SHERIFF’S
OFFICE**

General Summary:

Under the supervision of the Command Officer for Staff Services, provides clerical, administrative and other central records related service for the Sheriff’s Office and the Public in support of the Mission.

Essential Functions:

1. Participates in employment interviews,
2. Provides a variety of secretarial and administrative support services for command staff, including typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, preparing and maintaining reports and files, and processing records. Serves as back-up to the Executive Assistant of the Sheriff for personnel matters.
3. Researches and responds to requests under the Freedom of Information Act and Criminal or Civil Discovery. Provides copies of various documents and computes fees. This includes knowledge and capability of significant time spent on redaction of written, audio, and visual material.
4. Assists with the review of departmental payroll, includes verifying scheduled work hours and overtime and accuracy of time cards regarding leave requests, compensation time, and holiday pay. Forwards payroll information to Financial Services Department.
5. Assists with preparation and billing for all requested off-duty police services and overtime assignments.
6. Reviews citizen letters and other correspondence and drafts responses. Prepares other correspondence from verbal direction and edits and proofs documents.
7. Assists with administrative activities such as updating policies and procedures, collecting budget data and related financial documents, assists with the preparation of annual reports, and other reporting functions.
8. Responds to staff inquiries regarding personnel and administrative procedures.
9. Backs-up other departmental support staff including records and accounting staff.

Other Functions:

- Performs other duties as assigned.

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

Employment Qualifications:

Education: High school graduation or equivalent, with some advanced coursework in accounting, data/word processing, and office management.

Experience: Four years of progressively more responsible accounting, secretarial, records processing or related administrative experience, with at least two years of experience with a law enforcement agency or in a closely related setting. Freedom of Information Act experience preferred.

Other Requirements:

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

Physical Requirements:

- Ability to enter and retrieve documents from office filing systems.
- Ability to access all administrative areas of the department.
- Ability to enter and retrieve information from computer.
- Ability to ascend and descend stairs.

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

Working Conditions:

- Works in office conditions.

**UAW H
November 29, 2021**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE CENTRAL RECORDS OFFICE COORDINATOR TO CENTRAL RECORDS AND FREEDOM OF INFORMATION ACT COORDINATOR WITH A JOB DESCRIPTION AND WAGE SCALE CHANGE

WHEREAS, the Ingham County Sheriff's Office has a Central Records Office Coordinator; and

WHEREAS, the Office Coordinator position has previously been heavy in management and delegation responsibilities; and

WHEREAS, the increase of FOIA requests now demands the majority of the Office Coordinator's time and attention; and

WHEREAS, the Ingham County Sheriff's Office and Human Resources Department has updated the job description and its title to Central Records and Freedom of Information Act Coordinator to better depict the current job responsibilities; and

WHEREAS, the responsibilities from increase in FOIA requests is in addition to the current job responsibilities; and

WHEREAS, the Ingham County Human Resources Department supports a change in UAW wage scale from a G to an H for the described added responsibilities, an increase of approximately \$3,400-\$4,000/year; and

WHEREAS, a memo from Human Resources supporting the reclassification is attached; and

WHEREAS, the UAW has been notified and is agreeable to the proposed job description/classification changes; and

WHEREAS, the Ingham County Sheriff's Office has contacted the budget office and has their support.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of Central Records Office Coordinator to Central Records and Freedom of Information Act Coordinator as described above.

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 and position allocation list.

Agenda Item 1d

TO: Board of Commissioners Law & Courts, Finance Committee
FROM: Captain Robert Earle, Jail Administrator
DATE: December 20, 2021
SUBJECT: FCC Ruling on Inmate Telephone Fees
For the meeting agendas of January 13 and 19

BACKGROUND

The Ingham County Sheriff's Office has a contract with Securus Technology, LLC for inmate communications within the Ingham County Correctional Facility. On May 24, 2021, the Federal Communications Commission ("FCC") released its Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking (collectively, the "Order"). In summary, the telephone calling rate has been reduced to \$0.21 per minute and the FCC's percentage for all currently commissionable call traffic has been reduced from 55% to 35%. These new rates went into effect on October 26, 2021.

ALTERNATIVES

If the County does not make the required changes, the County will not be in compliance with the Order, subjecting itself to fines and penalties. Additionally, the County would still be forced to comply with the ruling.

FINANCIAL IMPACT

With the reduced telephone calling rates and FCC percentage, the County will see a reduction in revenue. Amount of impact is unknown at this point.

OTHER CONSIDERATIONS

This change is ordered by the FCC and makes no changes to the Master Service Agreement term.

RECOMMENDATION

Based on the information presented, I respectfully recommend the approval of the attached resolution to support amending the contract with Securus Technologies, LCC for inmate calling fees and rates.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT ADDENDUM WITH SECURUS TECHNOLOGIES TO ADDRESS APPLICABLE PORTIONS OF THE FEDERAL COMMUNICATIONS COMMISSION RULING ON INMATE TELEPHONE FEES

WHEREAS, Ingham County currently contracts with Securus Technologies, LLC to provide a telephone system for all inmates in Ingham County; and

WHEREAS, the Sheriff's Office recommends that Ingham County authorize a contract addendum with Securus Technologies, LLC to comply with those applicable portions of the Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking (collectively, the "Order") released by the Federal Communications Commission ("FCC") on inmate telephone fees that took effect on October 26, 2021; and

WHEREAS, the FCC's Order provides, among other things, that jails cannot charge interstate or local calling rates which exceed \$0.21 per minute; and

WHEREAS, the FCC's Order also reduces the FCC's percentage for all currently commissionable call traffic from 55% to 35%; and

WHEREAS, the Sheriff's Office has been informed these rate changes went into effect on October 26, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract addendum with Securus Technologies, LLC to comply with the FCC's Order.

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

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Undersheriff Andrew Bouck
DATE: 12/21/2021
SUBJECT: Resolution to authorize a contract renewal to continue maintenance and support from LexisNexis for their E-Citation and UD-10 crash reporting systems.
For the meeting agendas of 01/13/2022 and 01/19/2022

BACKGROUND

This resolution is to renew a contract with LexisNexis for electronic ticket writing program and UD-10 crash reporting system. These LexisNexis programs allow for paperless reporting of citations and crash reports, saving staff time through the reporting and approval process. Both LexisNexis applications allow for the immediate, electronic submission and access of the documents to the court(s) and Michigan State Police, compliant with reporting requirements. Additionally, the public can easily and conveniently access their crash reports online 24/7, saving them and our staff additional time and resources through reduced report requests. The Sheriff's Office has been using LexisNexis since 2016.

ALTERNATIVES

None.

FINANCIAL IMPACT

The total cost of this project for renewal of a one-year operation contract for 2022 is \$3,863.70. The Sheriff's Office is requesting the training cost be paid from Field Services/Contractual Services account #10130102-8180000 in the amount of \$3,863.70 for the contractual year of 2022.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goal of: Service to Residents - provide easy access to reporting systems. The electronic system allows for the reporting to be completed in a timely manner, allowing residents to access the reports as quickly as possible. Additionally, individuals can obtain crash reports online directly through LexisNexis, saving them time, county staff resources for processing in-person requests, and eliminates unnecessary in-person contact helping reduce the spread of COVID.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with LexisNexis for E-Citation and UD-10 Crash Reporting systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL TO CONTINUE MAINTENANCE
AND SUPPORT FROM LEXISNEXIS FOR THEIR E-CITATION AND UD-10 CRASH
REPORTING SYSTEMS**

WHEREAS, the Ingham County Sheriff's Office staff completes traffic crash investigation reports and issues citations as part of their sworn duties; and

WHEREAS, LexisNexis provides applications for electronic completion of the Michigan UD-10 Crash Reports and E-Citations for reporting and record management; and

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

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

WHEREAS, LexisNexis requires an annual subscription to provide and maintain the reporting applications and their records; and

WHEREAS, the 2022 subscription for LexisNexis E-Citation and UD-10 Crash Report applications and system maintenance is \$3,863.70.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize a contract with LexisNexis in the amount of \$3,863.70 to be paid out of the 2022 Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000.

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

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

Agenda Item 2

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

FROM: Morgan E. Cole, Probate Court Administrator/Register

DATE: December 27, 2021

SUBJECT: Acceptance of 2022 Coronavirus Emergency Supplemental Funding Grant
For the work session of January 13th and 19th, 2022

BACKGROUND

On November 17, 2021, the Ingham County Probate Court applied for funding through the 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) offered by the Michigan State Police (MSP). The CESF Grant provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic. On December 17, 2021, the MSP notified the Ingham County Probate Court that it was awarded a grant allocation of \$104,022 for the 2022 Fiscal Year. To receive the grant allocation, this grant must be accepted no later than January 30, 2022.

The funds from this grant will be used to: secure additional Personal Protective Equipment (PPE); secure kiosks for self-service and/or contactless response; assist with OnBase workflow and electronic case file processing through ImageSoft; and pay for temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic.

ALTERNATIVES

Not accepting the grant would result in a loss of funds.

FINANCIAL IMPACT

Accepting the grant will cost the County no additional funds. The grant will generate \$104,022 in restricted funds for the purposes of funding costs related to the Probate Court's response to the Coronavirus pandemic.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Accept the 2022 Coronavirus Emergency Supplemental Funding Grant from MSP.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE
2022 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) GRANT FOR
PROBATE COURT**

WHEREAS, on November 17, 2021, the Ingham County Probate Court applied for grant funding through the 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) offered by the Michigan State Police (MSP) which provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic; and

WHEREAS, on December 17, 2021, the MSP notified the Ingham County Probate Court that it was awarded a grant allocation of \$104,022 for the 2022 Fiscal Year; and

WHEREAS, the acceptance of this grant must be accepted, signed, and submitted by January 30, 2022; and

WHEREAS, the funds from this grant will be used to secure additional Personal Protective Equipment (PPE); and

WHEREAS, the funds from this grant will be used to secure kiosks for self-service and/or contactless response; and

WHEREAS, the funds from this grant will be used to assist with OnBase workflow and electronic case file processing and software through ImageSoft; and

WHEREAS, the funds from this grant will be used for temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic; and

WHEREAS, acceptance of this 2022 CESF Grant requires approval by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a 2022 CESF grant award from the Michigan State Police (MSP) for the sum of \$104,022.

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 3

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

FROM: George Strander, 30th Circuit Court – Court Administrator

DATE: January 4, 2022

SUBJECT: Acceptance of 2022 Coronavirus Emergency Supplemental Funding Grant
For the work sessions of January 13th and 19th, 2022

BACKGROUND

On October 22, 2021, the 30th Circuit Court received notification that the Michigan State Police was accepting 2022 Coronavirus Emergency Supplemental Funding (CESF) grant applications. The 2022 CESF Program provides funding to Michigan Circuit, District, and Probate courts to respond to the coronavirus pandemic. On December 17, 2021, the Michigan State Police selected Ingham County Circuit Court to receive an award from the CESF grant of \$142,896. This funding is specifically for coronavirus-related expenses, as outlined in the application and the 2022 CESF Grant Contract. The deadline to return the signed contract to receive distributions from the grant is January 30, 2022.

The 30th Circuit Court will utilize grant allocations to pay for items directly related to the court's response to the coronavirus pandemic. This includes the purchase of supplies and materials such as personal protection equipment, a self-service artificial intelligence kiosk, COVID rapid tests, contractual expenses to support a visiting judge and staff, and the procurement and setup of a remote county network connection at an off-site location at which to conduct jury trials.

ALTERNATIVES

Additional funding to support funding the 30th Circuit Court's planned responses to the COVID-19 pandemic does not exist at this time.

FINANCIAL IMPACT

There is no negative impact to Ingham County, as the county will expend zero funds in the acceptance of this grant. Further, accepting the grant will provide an additional \$142,896 in resources, which will assist the 30th Circuit Court in responding to the COVID pandemic.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The 30th Circuit Court's recommendation is to accept the 2022 Coronavirus Emergency Supplemental Funding Grant from MSP.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE
2022 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) GRANT FOR
CIRCUIT COURT**

WHEREAS, on November 17, 2021, the 30th Circuit Court applied for grant funding through the 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) offered by the Michigan State Police, which provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic; and

WHEREAS, on December 17, 2021, the Michigan State Police selected the Ingham County 30th Circuit Court to receive an award from the CESF grant of \$142,896 for the 2022 fiscal year; and

WHEREAS, the grant award must be accepted, signed, and submitted by January 30, 2022; and

WHEREAS, the funds from this grant will be used to secure additional Personal Protective Equipment (PPE); and

WHEREAS, the funds from this grant will be used to procure a self-service artificial intelligence kiosk; and

WHEREAS, the funds from this grant will be used to purchase COVID-19 rapid tests; and

WHEREAS, the funds from this grant will be used to support a visiting judge and staff; and

WHEREAS, the funds from this grant will be used to procure and set up a remote county network connection at an off-site location at which to conduct jury trials; and

WHEREAS, acceptance of the 2022 CESF Grant requires approval by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the acceptance of a 2022 CESF grant award from the Michigan State Police (MSP) for the sum of \$142,896.

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

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: Law & Courts, Human Services and Finance Committees
FROM: Linda Vail, Health Officer
DATE: December 22, 2021
SUBJECT: Authorization to Enter Agreement with People Ready Activating Youth (P.R.A.Y.) and Peckham to Operate Lansing/Ingham Peacemaker Fellowship

For the meeting agendas of January 13, January 19, and January 24, 2022

BACKGROUND

Ingham County wishes to enter into an agreement with People Ready Activating Youth (P.R.A.Y.) and Peckham to serve as Local Operators for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship®, effective January 1, 2022 through December 31, 2022. P.R.A.Y. and Peckham shall have 30 days to work out their partnership agreement; which both organizations are agreeable to. Between 2011 and present, partners in Ingham County have explored a variety of gun violence interruption and prevention approaches. Between August of 2020 and present, Safe Passages, dba Advance Peace, has served as a national technical assistance partner providing pre-implementation and planning guidance to Lansing and Ingham County partners working to build and sustain local community capacity to interrupt gun violence. This contract will be eligible for renewal for Years 2 and 3 of the first three-year cycle, based upon performance in Phase I/Year 1.

On March 23, 2021, the Ingham County Board of Commissioners approved Resolution #21-179, authorizing Ingham County to include in its 2022-2024 public safety planning, a commitment, support, and partnership with Advance Peace and local partners in the amount of \$535,294 for establishing a program to help build and sustain local community capacity to interrupt gun violence. This program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them. The award for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® shall not exceed the amount of \$279,500.

In October 2021 Ingham County Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®. In November 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team made of staff from Ingham County, City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption. The evaluation team received and scored four proposals using scoring criteria both recommended by Advance Peace, as well as vetted and prioritized by a broad coalition of community partners. Pursuant to the RFP, the evaluation team assigned cumulative scores based on the combination of written responses to the RFP, and interviews with proposers. Out of this process, the evaluation team recommends P.R.A.Y. and Peckham, to be the operators of the Lansing/Ingham Peacemaker Fellowship® and provides them with 30 days to finalize their partnership agreement.

ALTERNATIVES

The selection of a local operator is necessary to move the Advance Peace Project forward.

FINANCIAL IMPACT

The Local Operator budget of \$279,500 is part of the overall first year budget of \$535,294. Funding sources for the three year project are as follows:

	YEAR 1	YEAR 2	YEAR 3	TOTAL
Ingham County	\$160,000	\$210,000	\$220,000	\$590,000
City Of Lansing	\$240,000	\$300,000	\$350,000	\$890,000
Department Of Justice Safe Neighborhoods Grant	\$21,905	\$22,500	\$23,000	\$67,405
Lansing Housing Commission	\$35,000	\$15,000	\$0	\$50,000
Michigan Enhancement Grant	\$78,389	\$137,001	\$141,610	\$357,000
Total	\$535,294	\$684,501	\$734,610	\$1,954,405

STRATEGIC PLANNING IMPACT

This resolution supports the commitment of the Ingham County Board of Commissioners to continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence (Goal A, Strategy 1, Task x of the 2018-2022 Update to the Strategic Plan and Action Plan.)

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into either a joint or separate contract(s) with P.R.A.Y. and Peckham to serve as the Local Operators of the Lansing/Ingham Peacemaker Fellowship® during the period of January 1, 2022 to December 31, 2022 and allow both P.R.A.Y. and Peckham to utilize the next 30 days to finalize their partnership for carrying out Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® which holds a combined total budget that does not exceed the sum of \$279,500.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PEOPLE READY ACTIVATING YOUTH (P.R.A.Y) AND PECKHAM USING A PARTNERSHIP APPROACH TO IMPLEMENT AND OPERATE THE LANSING/INGHAM PEACEMAKER FELLOWSHIP AND TO BUILD AND SUSTAIN LOCAL COMMUNITY CAPACITY TO INTERRUPT GUN VIOLENCE

WHEREAS, between 2011 and present, partners in Ingham County have explored a variety of gun violence interruption and prevention approaches; and

WHEREAS, between August of 2020 and present, Safe Passages, dba Advance Peace, has served as a national technical assistance partner providing pre-implementation and planning guidance to Lansing and Ingham County partners working to build and sustain local community capacity to interrupt gun violence; and

WHEREAS, on March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will include in its 2022-2024 public safety planning a commitment, support, and partnership with Advance Peace and local partners in the amount of \$535,294 to establish a program to help build and sustain local community capacity to interrupt gun violence; and

WHEREAS, such a program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them; and

WHEREAS, Ingham County Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®; and

WHEREAS, in November 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team made of staff from Ingham County, City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption; and

WHEREAS, the evaluation team received, scored, and interviewed four proposals using scoring criteria recommended by Advance Peace, and vetted and prioritized by a broad coalition of community partners; and

WHEREAS, this resolution is to authorize P.R.A.Y. and Peckham to initiate discussions with one another and utilize the next 30 days to draft an updated budget with outlined roles and responsibilities as divided between the two organization that they both agree is necessary and sufficient to execute the Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® during the period of January 1, 2022 through December 31, 2022; and

WHEREAS, this resolution is to authorize Ingham County to enter into either a joint or separate contract(s) with P.R.A.Y. and Peckham which shall have a combined total amount not to exceed the sum of \$279,500 for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® during the period of January 1, 2022 through December 31, 2022; and

WHEREAS, the contract(s) will be eligible for renewal for Years 2 and 3 of the first three-year cycle based upon performance in Phase I/Year 1.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County to enter into either a joint or separate contract(s) with P.R.A.Y. and Peckham to serve as the Local Operators of the Lansing/Ingham Peacemaker Fellowship® during the period of January 1, 2022 to December 31, 2022 and allows both P.R.A.Y. and Peckham to utilize the next 30 days to finalize their roles and responsibilities for carrying out Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® which holds a combined total budget that does not exceed the sum of \$279,500.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2022 Budget in order to implement this resolution.

TO: Law & Courts, Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 1, 2021
SUBJECT: Resolution to Authorize LifeMAP Management App™ Licensing Agreement
For the meeting agendas of January 13, January 19, and January 24, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000. The LifeMAP Management App Data Collection tool will be used during the first two 18-month Peacemaker Fellowship® cohorts. Resolution #21-179, authorized Ingham County to include a commitment, support, and partnership with Advance Peace and local partners in an amount of \$590,000, to establish a program that builds and sustains local community capacity to interrupt gun violence.

In order for ICHD to ensure adherence to the approach and for measuring impact of the approach, a robust evaluation of both outputs and outcomes associated with local implementation is critical. LifeMap Management provides training and technical support, as well as the ability to export one (1), six (6) and twelve (12) month data reports. This local data generated through LifeMAP will then be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County. A detailed outline of the resources offered by LifeMap Management Licensing agreement are clearly defined in the Scope of Work for Advance Peace – Appendix A.

ALTERNATIVES

Staff from ICHD and evaluators from Michigan Public Health Institute (MPHI) have considered in-house development of data collection tools for local evaluation efforts. However, paying the licensing fee for the LifeMAP Management App™ is a more cost-effective approach.

FINANCIAL IMPACT

The cost for this two-year Licensing Agreement with LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool will be \$50,000. The payment of this agreement will come from funding sources noted above.

STRATEGIC PLANNING IMPACT

This activity supports the Ingham County Board of Commissioners Strategic Plan Update objective A.1.x: Continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a two-year Licensing Agreement for the LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 for an amount not to exceed \$50,000.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFE PASSAGES DBA
ADVANCE PEACE FOR A LICENSING AGREEMENT FOR THE LIFEMAP
MANAGEMENT APP™ DATA COLLECTION TOOL**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000; and

WHEREAS, the LifeMAP Management App Data Collection tool will be used during the first two 18-month Peacemaker Fellowship® cohorts; and

WHEREAS, Resolution #21-179, authorized Ingham County to include a commitment, support, and partnership with Advance Peace and local partners in an amount of \$590,000, to establish a program that builds and sustains local community capacity to interrupt gun violence; and

WHEREAS, in order for ICHD to ensure adherence to the approach and for measuring impact of the approach, a robust evaluation of both outputs and outcomes associated with local implementation is critical; and

WHEREAS, LifeMap Management provides training and technical support, as well as the ability to export one (1), six (6) and twelve (12) month data reports; and

WHEREAS, this local data generated through LifeMAP will then be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County; and

WHEREAS, the cost for this two-year Licensing Agreement with LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, will be \$50,000 and the payment for this agreement will come from funding sources noted above; and

WHEREAS, a detailed outline of the resources offered by LifeMap Management Licensing agreement are clearly defined in the Scope of Work for Advance Peace – Appendix A; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 9-1-1 Director
DATE: January 4, 2022
SUBJECT: Approve the disposal of the surplus radio equipment and items from the decommissioning of the Harris EDACS radio system.
For the meeting agendas of January 13, 2022 and January 19, 2022

BACKGROUND

The previous 9-1-1 Public Safety Radio Communication System used by all Ingham County Public Safety Agencies was installed in 2006 and was in much need of an upgrade or replacement. In 2018, Ingham County Board of Commissioners took the recommendations of the 9-1-1 Advisory Board and approved joining the Michigan Public Safety Communication System (MPSCS) and accepted Motorola as the vendor to supply the infrastructure and end user equipment.

Ingham County's new MPSCS/Motorola radio system successfully went live on September 7, 2021 with the systems final acceptance scheduled to take place in March of 2022. The new system has performed very well and we anticipate no delays with final acceptance.

As part of the new radio project, we will be utilizing Pyramid Network Services for the Harris radio equipment removal for our tower sites. Pyramid began this work on January 3, 2022. They will be removing the Harris equipment from fourteen tower sites. Six of the fourteen will continued to be used with the MPSCS system. The equipment being removed includes:

- Antennas (RF, microwave, GPS) and associated mounts
- Transmission lines
- Microwave waveguide
- Electronic equipment in the shelter/equipment building, including:
 - Base stations/receivers
 - RF combiners
 - RF multi-couplers
 - Microwave and associated channel bank/mux equipment
 - Microwave dehydrator
 - Power supplies
 - UPS and battery back-up equipment
 - All equipment cabinets/racks
 - All associated cabling
- Console equipment
- EDACS switch equipment
- EDACS simulcast, voting and test equipment
- Generators
- HVAC equipment
- Equipment shelters

As some of this equipment has been in place since 2006, it is not clear if it will salvageable. All equipment that is removed will be taken to the warehouse leased by the 9-1-1 Center on Legacy Parkway to be counted and evaluated for resale/auction. Larger items such as the equipment shelters, HVAC equipment and generators will be left on site and will be the responsibility of the purchaser to be removed. We will be giving priority for the sale of equipment that is on the tower sites we will no longer be occupying and still leasing so the lease can be terminated as soon as possible.

One of the conditions of the new ender user equipment provided with the new MPSCS/Motorola radio project was that it was a one for one swap with the old Harris equipment. Our public safety partners have been turning in this old Harris portable and mobile radios and accessories. This equipment is also being housed at the warehouse currently for preparation to be sold/auctioned.

ALTERNATIVES

If these items are not able to be sold, there is a possibility that some of the end user equipment could be donated to education programs.

FINANCIAL IMPACT

The financial impact of the removal of equipment is being accounted for within the MPSCS/Motorola radio project. Initial inquiries made to gauge if there was any interest in the Harris EDACS system equipment was positive. There is a potential to generate \$100,000 with these sales/auctions which should off-set the cost of having the equipment removed charged against the MPSCS/Motorola radio project.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to dispose of the decommissioned radio equipment and other items from the Harris EDACS system by sale or auction. If any item is not sold, that it be disposed of in a manner deemed to be in the County's best interest.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF THE COUNTY-OWNED SURPLUS PROPERTY FROM THE DECOMMISSIONED HARRIS EDACS RADIO SYSTEM

WHEREAS, the Ingham County Board of Commissioners operates a 9-1-1 Public Safety Radio Communication System used by all Ingham County Public Safety Agencies; and

WHEREAS, the 9-1-1 Center recommended and the County approved the replacement of the Harris EDACS Radio system with a move to the MPSCS/Motorola system with Resolution #18-260 and for the purchase of both infrastructure and end user equipment from Motorola for use on the MPSCS with Resolution #18-550; and

WHEREAS, the Harris system and all Harris end user equipment is being decommissioned and the County will have a number of surplus radio equipment, generators, shelters, and items that have exceeded their useful life and/or are no longer needed for County operations; and

WHEREAS, the 9-1-1 Director will review the surplus items before placement on the surplus property list and County departments will be allowed to view surplus items for usefulness before the public auction; and

WHEREAS, the surplus equipment and items will be auctioned off through a competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder.

THEREFORE BE IT RESOLVED, that the Ingham County 9-1-1 Center with the assistance of the Ingham County Purchasing Department is authorized to place in an auction those items received as a result of decommissioning of the Harris EDACS system.

BE IT FURTHER RESOLVED, that any item not sold at the auction may be disposed of by the 9-1-1 Director and Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of items will be deposited in the 9-1-1 Emergency Telephone fund or appropriate account.

Agenda Item 5b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: January 3, 2022
SUBJECT: Approval to authorize the purchase of Pace Scheduler for scheduling software/services for the 9-1-1 Center
For the meeting agenda of January 13 and January 19, 2022

BACKGROUND

The Board approved the purchase of software and support of scheduling software from Informer Systems under Resolution #16-454 and the program was put in place. As problems have been identified, Informer Systems has not been able to resolve them over the last year. Informer Systems also informed the 9-1-1 Center of an 18.5% increase in their yearly support from \$8,025 to \$9,516.

ALTERNATIVES

Alternatives were sought with five different companies demonstrating their programs and solutions to Ingham County 9-1-1. Pace Scheduler was identified as the company with a solution that will meet Ingham County 9-1-1's needs.

FINANCIAL IMPACT

The yearly contract with Pace Scheduler includes, set up, training, support and upgrades for a 13-month term with the extra month covering on boarding and setup, with a current annual cost of \$4,800. Pace Scheduler is a significant cost savings for the 9-1-1 Center. This will be placed in the Center's budget as an ongoing annual cost.

OTHER CONSIDERATIONS

This program can resolve several scheduling issues for the Center and is accessible by staff members to request time off, volunteer for overtime, trade days off, and keep track of their schedule not only through a website but also an app.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase the Pace Scheduler Software and Services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF SCHEDULING SOFTWARE/SERVICES

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

WHEREAS, Ingham County Board of Commissioners approved under Resolution #16-454 the purchase of software and services with Informer Systems in October of 2016; and

WHEREAS, the Ingham County 9-1-1 has been displeased with the program and resolution of identified problems; and

WHEREAS, alternatives were sought with five different companies demonstrating their programs and solutions to Ingham County 9-1-1; and

WHEREAS, Pace Scheduler was identified as the company with a solution that will meet Ingham County 9-1-1's needs; and

WHEREAS, the yearly contract with Pace Scheduler includes, set up, training, support, and upgrades for a 13-month term with the extra month covering on boarding and setup, with a current annual cost of \$4,800; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of \$4,800 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Pace Scheduler Software and Services.

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

TO: Ingham County Law & Courts Committee

FROM: Director Heidi Williams

DATE: January 13, 2022

RE: State of the Shelter

“Serve the community, provide compassionate treatment and care, and strive for the best possible outcome for all.”

- ACO’s will go back to their regular response hours effective January 25, 2022. The reduction in hours was due to staff shortages in officers and support staff.
- ICACS became only the fourth standalone animal control agency in the country to get access to Criminal Justice Information (CJI) in November of 2021. This access to information is critical to our criminal investigations and officer safety.
- Animal control officers will begin using the Statewide Records Management System software for their case reports. To date, there are over 150 agencies in the state on this system and access to this information will assist us in our criminal investigations. Additionally, our criminal complaints will be in a more readable format and display more professionally.
- We are at full staffing in all areas of the shelter!
- We continue to adapt to the changing philosophies in sheltering; Fear Free, Foster to Adopt placements, finders fostering found animals, working closer with rescue partners and other shelters. All of this means more animals helped.
- Harper Road horses/chickens update: Criminal case is progressing. Civil forfeiture has been postponed again until January 14.
- License enforcement will increase now that access to veterinary care is more readily available.
- Medical staff (1 Veterinarian and 1 Veterinary Technician) at the shelter performed 1365 surgical procedures in 2021 as well as hundreds of examinations and cruelty/neglect exams. This highlights the need for additional medical staff.
- New shelter software went live November 18, 2021. It’s going very well!

Agenda Item 6b

TO: Board of Commissioners Finance and Law & Courts Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: December 27, 2021
SUBJECT: Purchase of electronic citation software
For the meeting agendas of January 13, 2022, January 19, 2022, January 25, 2022

BACKGROUND

As part of ICACS enforcement operations, our department is responsible for issuing criminal citations. Our officers currently issue paper uniform citations and must physically deliver copies of the citations to the local district courts. These citations must be hand entered into the courts records management system and there are often errors in entry based on ineligible or hard to read citations. Nearly all other law enforcement agencies in Ingham County currently utilize electronic citation software that allows the delivery process to occur automatically each day and eliminates the need for time consuming hand entry of citations for the court. This electronic delivery decreases the chance of error and improves the efficiency of the law enforcement agency and the receiving court.

ICACS seeks to purchase electronic citation software from LexisNexis that would eliminate the issues outlined above.

ALTERNATIVES

ICACS will continue to conduct enforcement operations using paper uniform citations.

FINANCIAL IMPACT

The cost for implementing the software will amount to \$4,770 with an additional \$858 for one year of software support. The total of \$5,628 would be taken out of existing Ingham County Animal Control and Shelter millage funds.

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 support the purchase of LexisNexis e-Citation software for the Ingham County Animal Control & Shelter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE LEXISNEXIS ECITATION PROGRAMMING
AND
ONE YEAR OF SOFTWARE SUPPORT**

WHEREAS, the Ingham County Animal Control and Shelter has need of electronic citation (e-citation) software to efficiently perform its duties; and

WHEREAS, LexisNexis provides electronic citation services for several mid-Michigan police agencies, including the Ingham County Sheriff's Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with LexisNexis to purchase e-Citation software and one year of support and maintenance at a cost not to exceed \$5,628 to be taken from existing Ingham County Animal Control and Shelter millage funds.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary budget adjustments to the Ingham County Animal Control and Shelter budget.

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: December 27, 2021
SUBJECT: Resolution to authorize the redesign of the Ingham County Animal Control and Shelter website.
For the meeting agendas of January 13, 2022, January 19, 2022 and
January 25, 2022

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) operates a unique agency which performs a variety of functions to include facilitating animal adoptions, providing specialized law enforcement functions, and facilitating numerous community outreach programs.

Our agency has found the current website structure to be insufficient to communicate with the citizens who are seeking our services. Our department has received numerous citizen complaints that our site is difficult to navigate and information is difficult to find. We have attempted to improve accessibility over the last two years, but are hindered by the limited tools available in the current design.

In line with the Ingham County Strategic Plan, we wish to redesign our website to provide superior service and greater access to information to the residents of Ingham County. This website will include embedded forms which will allow citizens to more effectively submit reports of their lost animals along with criminal animal complaints, more effectively enable the communication of outreach programs, and provide an overall aesthetic upgrade.

ALTERNATIVES

ICACS will continue to operate using the existing website design.

FINANCIAL IMPACT

The design and implementation of this website has been quoted at \$6,500 dollars, which will be paid for out of existing millage funds.

There is a recurring maintenance fee of \$1,200 per year that will be due on January 1, 2023. The Innovation and Technology department will absorb this cost.

RECOMMENDATION

Based on the above information, 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 WEBSITE REDESIGN FOR
INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, Ingham County Animal Control and Shelter provides a wide array of services to the community which includes outreach programs, adoption services, and specialized law enforcement functions; and

WHEREAS, the current design of the Ingham County Animal Control and Shelter website lacks the sufficient ability to provide efficient and easy accessibility to all of these various functions; and

WHEREAS, the Ingham County Animal Control and Shelter seeks to redesign and modernize their website to provide greater access to information to services and programs that are offered in accordance with the Ingham County Strategic Plan; and

WHEREAS, the cost of this website redesign is \$6,500; and

WHEREAS, this cost shall be paid out of the Ingham County Animal Shelter Millage Fund; and

WHEREAS, the yearly maintenance cost of this website shall be \$1,200 starting January, 1st, 2023; and

WHEREAS, this yearly maintenance cost shall be absorbed by the Ingham County Innovation and Technology Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new website from Revise LLC, not to exceed \$6,500.

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

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