

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 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, JUNE 2, 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 [May 12, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Authorize an Additional Contractual Agreement between the Ingham County Sheriff's Office and [Axon Enterprise, Inc.](#) for Audio Visual Recording Services for the Justice Complex
 - b. Resolution to Authorize a Contract with [Michigan Creative](#) to Produce Recruitment & Branding Videos for the Sheriff's Office
 - c. Resolution to Amend the Contract with [Securus Technologies](#) to Return Profit Sharing Percentage to 55% on Inmate Phone Calls and Eliminate Securus Service Fee for Use of Their Software/Hardware
 - d. Resolution to Authorize a Contract Renewal with [Cellebrite Inc.](#)
2. Circuit Court – Family Division
 - a. Resolution to Authorize an Agreement with [Relias LLC](#) for Virtual Training Software
 - b. Resolution to Accept Funds from the Michigan Department of Education National [School Lunch Program](#) Equipment Assistance Grant
3. 55th District Court – Reorganization of the 55th District Court (*Discussion*)
4. Facilities Department
 - a. Resolution to Authorize an Agreement with [Laux Construction LLC](#) for the Improvements to the 9-1-1 Center
 - b. Justice Complex Update (*Discussion*)
5. 9-1-1 Central Dispatch Center – Resolution Honoring 9-1-1 Dispatcher [Terese Calkins](#) of the Ingham County 9-1-1 Central Dispatch Center

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE
May 12, 2022
Draft Minutes

Members Present: Slaughter, Celentino, Cahill (Arrived at 6:04 p.m.), Polsdofer, Maiville, Schafer (Left at 6:38 p.m.), and Trubac.

Members Absent: None.

Others Present: Lisa Bonney, Russel Church, Paige Bartkowiak, 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 April 28, 2022 Minutes

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE APRIL 28, 2022 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Cahill.

Additions to the Agenda

6. Controller's Office
 - b. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support

Additional Information –

6. Controller's Office
 - a. Resolution Authorizing Amendments to 2022 Agreements for Juvenile Justice Community Agencies (this will be a discussion item only)

Limited Public Comment

None.

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

2. Sheriff's Office – Resolution to Retire and Replace K9 Brix

3. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Galls, LLC For Ballistic Vests and Associated Accessories
4. Circuit Court – Family Division
 - a. Resolution to Authorize a Line Item Transfer for Temporary Court Officer/Bailiff
 - b. Resolution to Accept a Grant from the Michigan State Police to Purchase Live Scan Fingerprint Hardware and Software
5. Community Corrections – Resolution to Authorize Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/ City of Lansing Community Corrections and Program Subcontracts for FY 2022-2023

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Cahill.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Cahill.

6. Controller’s Office
 - a. Resolution Authorizing Amendments to 2022 Agreements for Juvenile Justice Community Agencies (this will be a discussion item only)

Lisa Bonney, Resolution Services Center Central Michigan Executive Director, stated that Resolution Services provided conflict resolution as well as restorative practices. She further stated that they had respectfully requested to transfer funds from one program to the other.

Commissioner Cahill arrived at 6:04 p.m.

Ms. Bonney stated that the Restorative Justice Program in schools was a school-based program that addressed student conflict. She further stated that the program included a three-step process that identified what happened, who was impacted, and what could be done to resolve the conflict.

Ms. Bonney stated that as a result of the program, students learned to communicate, take accountability for their actions, and demonstrate empathy for each other. She further stated that they had seen a 20 to 30% increase in cases in 2022, which was believed to be a direct result from the implications of the past two years.

Ms. Bonney stated that the youth had lost their social skills and impulse control. She further stated that with the Juvenile Justice Millage funding they were able to hire additional staff and had addressed 266 additional cases, which impacted roughly 500 youth.

Ms. Bonney stated that the Youth Diversion and Community Program had been a pilot program that worked in partnership with the Lansing Police Department to provide prevention and support activity to families. She further stated that they had not received any referrals from the Lansing Police Department, but it was believed that they had addressed the conflicts at the school level before it developed further.

Ms. Bonney stated that due to the lack of activity with the Youth Diversion and Community Program, she requested that the funds be transferred to the Restorative Justice Program that impacted the schools directly. She further stated that both of the programs had previously been approved by the Law & Courts Committee, and if the funds were transferred they could serve an additional 800 students.

Commissioner Trubac asked for clarification on the lack of referrals from the Youth Diversion and Community Program.

Ms. Bonney stated that there had been a significant increase in referrals from schools post COVID-19. She further stated that the program had been a pilot program created before COVID-19, and the Lansing Police Department had since been pulled to address more intense cases.

Ms. Bonney stated that Restorative Services only employed 7 full time employees and approximately 30 part time. She further stated that she needed to be transparent and acknowledge that they had not made any advancements with the Youth Diversion and Community Program.

Commissioner Celentino stated that he would like to disclose that he was employed by the Lansing School District, and was a teacher at the Sexton High School.

Commissioner Celentino stated that he believed that the Law & Courts Committee should honor and support the request to transfer funds to support the Restorative Justice Program within the schools. He further stated that if the full amount was not given to the program then they would not be able to meet the increased requests from the schools including Mason and Webberville.

Commissioner Celentino stated that the Board of Commissioners had recently passed a resolution for Advance Peace to address the violence in the community, and he believed that the Restorative Justice Program was part of that goal. He further stated that the goal was always to keep students in school and the way to do so included the immediate resolution of conflicts.

Commissioner Celentino stated that he was in support of the resolution. He further stated that he commended the individuals who worked for Restorative Justice within the schools.

Commissioner Schafer stated that Commissioner Celentino had well articulated his experience, and he was also in support of the resolution. He further stated that he had been concerned that the Child and Family Charities had only received half of the funding for their 6 million dollar request.

Commissioner Schafer stated that he had hoped that there were funds available in the reserve from the American Rescue Plan to assist in the expansion of the Child and Family Charities at the Greenlawn Campus as it would be a large asset to Ingham County. **He further requested that Chairperson Slaughter and the Law & Courts Committee to review the options available to assist with the Child and Family Charities.**

Chairperson Slaughter stated that there would be time in the future to address Child and Family Charities.

Commissioner Maiville asked for clarification if the Law & Courts Committee could act or if it was just a discussion.

Chairperson Slaughter stated that there was a resolution that was in support of the request.

Commissioner Trubac stated that he believed the resolution had turned into a discussion following his initial questions. He further stated that he was satisfied with the information that had been presented and appreciated Commissioner Celentino's experience as an educator.

MOVED BY COMM. TRUBAC, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING AMENDMENTS TO 2022 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CELENTINO, TO SUSPEND BOARD RULES TO ALLOW COMMISSIONER CAHILL TO VOTE ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Cahill stated that she would vote yes on the consent agenda.

1. Public Defenders Office – Update from Chief Public Defender Russel Church

Discussion.

Russel Church, Chief Public Defender, stated that he was two months shy of retirement. He further stated that the Public Defender's Office was at full staff for the first time in 2022 as of Monday, May 9, 2022.

Mr. Church stated that the vacancies had not been a result of anything negative but had caused a strain. He further stated that they had 65% of backlog in Circuit Court and 80% of backlog in Lansing District Courts.

Mr. Church stated that the attorneys were very busy and had reached a saturation point. He further stated that juries had acquitted at a significantly higher rate for a certain level of severity than what he had every previously witnessed.

Mr. Church stated that he had been cautious and had not changed much in the budget due to the stability of the statute. He further stated that the second reason he had been cautious was due to contract negotiation with the attorney's union that impacted the pay scale.

Mr. Church stated that he had asked for one additional Clerk position and hoped to hire two part-time law school students to fill the position. He further stated that the two students would gain field experience and would be assets to assist the attorneys with their workload.

Commissioner Polsdofer expressed his thanks to Mr. Church for his years of service and his thoroughness for having established the Public Defender's Office.

Mr. Church stated that he had sincerely meant it when he said it was a privilege and honor to serve in the position.

Commissioner Maiville expressed his thanks to Mr. Church.

Chairperson Slaughter asked Mr. Church for clarification on what could be done for the future.

Mr. Church stated that not much was needed at the County level, as the office was relatively stable. He further stated that the largest obstacle they faced were the rude individuals as well as the transition to email as the primary form of communication, however, the office had looked into training that addressed both concerns.

Mr. Church stated that he would have an after-action report for the Michigan Indigent Defense Commission (MIDC) to address his concerns. He further stated that the system was set up to allow indigent individuals to make payments, however, the system was not utilized.

Mr. Church stated that the all fees had to be refunded if a case was dismissed. He further stated that the dismissal rate was high and was a burden that could not be placed on the Clerks to collect fees just to turn around and refund a large portion.

Mr. Church stated that he took his obligation to do the financial screening serious, and if an individual had the ability to pay, it was very important.

Chairperson Slaughter expressed his thanks to Mr. Church for his service. He further stated that he had been told that Ingham County's Public Defender's Office was the best and gold standard.

Mr. Church stated that he hoped the Commissioners were proud of the work that they had put into the Public Defender's Office.

Commissioner Schafer left at 6:38 p.m.

6. Controller's Office

- b. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support

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

Paige Bartkowiak, Health Department Policy Analyst, stated that the contract had previously been awarded to People Ready Activating Youth (P.R.A.Y.). She further stated that over the past quarter, the Advance Peace had evaluated both P.R.A.Y. and The Village Lansing and determined that neither organization was ready to complete the work on their own.

Ms. Bartkowiak stated that the proposed solution was to award the final contract to Michigan Public Health Institute (MPHI) and allow them to focus on the administrative responsibilities. She further stated that the new resolution would end the previous resolution and award the remaining balance to MPHI who would hire staff to fill the seven positions to reach the intended goals.

Ms. Bartkowiak stated that she appreciated P.R.A.Y.'s willingness to void the contract and work with MPHI. She further stated that the contract would maintain the same end date in 2023 as well as the same remaining balance of funds that had previously been allocated.

Teri Morton, Deputy Controller, stated that the Program Coordinator position would remain vacant.

Ms. Bartkowiak stated that it had been determined to hire three individuals from both P.R.A.Y. and The Village Lansing.

Commissioner Trubac stated that he was in support of the resolution and did not want to see the process held up any further. He further asked for clarification on the criteria used that had determined both P.R.A.Y. and The Village Lansing were not able to ready to handle the work.

Ms. Bartkowiak stated that several factors had been considered including if each organization had an established payroll system. She further stated that both organizations structurally had processes that were missing that would have taken away from their ability to complete the necessary work.

Commissioner Trubac asked if the organizations were willing to work together.

Ms. Bartkowiak stated that there had been discussion and everyone was willing to do the work. She further stated that she was confident in MPHI's ability to manage the staff in accordance to the policy and procedures.

Commissioner Trubac asked if periodic reports would be presented by MPHI.

Ms. Bartkowiak stated that the contract had not been drafted yet, but she was willing to take note of the requirements. She further stated that the current contract with P.R.A.Y. included monthly programmatic and quarterly financial reports.

Commissioner Polsdofer stated that the date included in the resolution reflected 2003 instead of 2023.

The resolution was amended as follows:

BE IT FURTHER RESOLVED, that the agreement amount will be for up to \$203,975 for the time period of June 1, 2022 to February 28, ~~2003~~ **2023**.

This was considered a friendly amendment.

Commissioner Cahill stated that she believed it was great that MPHI had the ability to help the two organizations.

Commissioner Celentino stated that he did not see this as a setback, but rather a strength. He further stated that the evaluation was exactly what Advance Peace called for, and both P.R.A.Y. and The Village Lansing had a passion to address the violence in the community.

Chairperson Slaughter expressed his thanks to both Ms. Bartkowiak and Ms. Morton for their hard work. He further stated that the Lansing community had already experienced gun violence in 2022.

Commissioner Trubac expressed his thanks to Ms. Bartkowiak and Ms. Morton.

Ms. Morton stated that Linda Vail, Ingham County Health Director, had also contributed behind the scenes.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Announcements

Commissioner Cahill stated that the Stomp Out Hunger event would be held on Saturday, May 14, 2022. She further stated that food donations could be set out for volunteers and the United States Postal Service employees to pick up.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:52 p.m.

**JUNE 2, 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 an Additional Contractual Agreement Between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for Audio Visual Recording Services for the Justice Complex

This resolution will authorize an amendment to the agreement with Axon Recording Services to add \$130,968.86 in services to be used by the Sheriff's Office in the new Justice Complex. Resolution #20-403 authorized the initial agreement for body-worn cameras and a vehicle fleet camera system in the amount of \$356,595.51 for the time period of October 2020 through October 2024. Resolution #21-177 amended the contract to include the Corrections Division at a cost of \$35,752 for the time period February 2021 through February 2025.

This amendment will outfit the Justice Complex with Axon audio and video recording in all of the interview rooms for the new facility to include the jail, detective bureau, and patrol, including seven interview rooms, installation of all of the equipment, and a five year agreement that includes licenses and unlimited data storage.

See memo for details.

1b. Sheriff's Office – Resolution to Authorize a Contract with Michigan Creative to Produce Recruitment & Branding Videos for the Sheriff's Office

This resolution will approve a contract with Michigan Creative in an amount not to exceed \$20,000 to produce recruitment and engagement video products. The Sheriff's Office is facing a difficult employee recruitment environment with several unfilled positions in Field Services and Corrections. Identified strategies by other prominent public safety entities have demonstrated significant attraction to branding/marketing videos that showcase organizational highlights. An RFP yielded eight respondents and after committee review and criteria scoring, Michigan Creative, an Okemos based company, emerged as the vendor of choice. Through partnership with this vendor, the Sheriff's Office intends to develop multimedia videos that will be relevant for at least two to three years. Funding for this project is available within the Sheriff's Office 2022 operating budget.

See memo for details.

1c. Sheriff's Office – Resolution to Authorize Contract Amendment with Securus Technologies to Return Profit Sharing Percentage to 55% on Inmate Phone Calls and Eliminate Securus Service Fee for Use of Their Software/Hardware

This resolution will authorize a contract amendment with Securus Technologies to restore the profit sharing rate to 55% and to eliminate the monthly ConnectUs video visitation system fee of \$2,375. 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. In summary, the telephone rate dropped to \$0.21 per minute. At this time Securus also reduced the County's commission percentage from 55% to 35% to offset revenue losses experienced by Securus. The new rates went into effect on October 26, 2021. These rate and commission

reductions were approved by the Board of Commissioners with Resolution #22-037. Due to the decrease in revenue sharing percentage combined with the costs of using Securus equipment, inmate technology available to inmates at the Ingham County Jail created a monthly deficit. To remedy this situation, Securus has agreed to returning the revenue sharing to the original 55% and eliminating the ConnectUs video visitation system monthly fee of \$2,375.

See memo for details.

2a. Circuit Court – Family Division – Resolution to Authorize an Agreement with Relias LLC for Virtual Training Software

This resolution will authorize entering into an agreement with Relias LLC for virtual training software at a cost of \$5,702.26 for the time period of June 1, 2022 through September 30, 2023. The Ingham County Youth Center staff work with a high risk juvenile population and it is critical that they receive regular training to help inform best practices. Relias offers a virtual training platform that makes training easily accessible and comes highly recommended by other detention facilities throughout the state. Funds for this agreement are include in the Youth Center’s operating budget.

See memo for details.

2b. Circuit Court – Family Division – Resolution to Accept Funds from the Michigan Department of Education National School Lunch Program Equipment Assistance Grant

This resolution will authorizes accepting the Michigan Department of Education National School Lunch Program Equipment Assistance Grant in the amount of \$14,158. Grant funds will be used to purchase a Convection Steamer from Hospital Purchasing Service in an amount not to exceed \$6,380.87 and a Hot Food Serving Counter/Table from Hospital Purchasing Service in an amount not to exceed \$7,776.83. These purchases will improve healthy alternatives and meet licensing standards for food safety at the Youth Center. Ingham County is an active member of Hospital Purchasing Service and the Purchasing Policy does not require seeking competitive bids when utilizing cooperative purchasing agreements.

See memo for details.

4a. Facilities – Resolution to Authorize an Agreement with Laux Construction LLC for the Improvements to the 9-1-1 Center

This resolution will authorize entering into an agreement with Laux Construction LLC, for the improvements to the 9-1-1 Center for an amount not to exceed \$224,400, which includes a \$4,000 contingency. These improvements will include the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments and adding additional electrical in the storage room. Funds are available from the capital budget and the 9-1-1 fund balance.

See memo for details.

DISCUSSION ITEMS:

3. 55th District Court – *Reorganization of the 55th District*

The proposed reorganization would eliminate a Court Officer, UAW TOPS – Grade Level E position (\$38,634.60 - \$46,050.88) and create a Court Security Coordinator position as a UAW TOPS – Grade Level K position (\$54,061.53 - \$64,543.45). Under county policy, a reorganization must be submitted first as a discussion item and, if approved by the liaison and County Services committees, brought to a future meeting as an action item.

4b. Facilities – *Justice Complex Update*

HONORARY RESOLUTION:

5. 9-1-1 Central Dispatch Center – *Resolution to Honor 9-1-1 Dispatcher Terese Calkins of the Ingham County 9-1-1 Central Dispatch Center*

Agenda Item 1a

TO: Law & Courts and Finance Committees of the Ingham County Board of Commissioners
FROM: Captain Andrew Daenzer
DATE: May 18, 2022
SUBJECT: ICSO Request for an Additional Axon Contractual Agreement for Audio Video in the Justice Complex
For the meeting agenda of June 2 and 8, respectively.

BACKGROUND

The Sheriff's Office currently has a contract with Axon as approved in Resolution #20-403 for in-car video recording and body-worn cameras and #21-177 for Corrections Division body worn cameras. The Axon system has proven to be a reliable, user-friendly system that most area law enforcement agencies are using for investigations, evidence, transparency, and greater public trust.

We consulted with Axon to outfit the Justice Complex with Axon audio and video recording in all of our interview rooms for the new facility to include the jail, detective bureau, and patrol. This system has the ability to be used by all law enforcement agencies county- and state-wide.

ALTERNATIVES

The alternative is to use a different system that is not compatible with Axon. There would still be costs associated with the installation of the systems and storage.

FINANCIAL IMPACT

The estimated total cost is \$130,968.86 to include the following items:

- Equipment for 7 interview rooms to include the jail, detective bureau and patrol
- Installation of all the equipment
- A 5 year agreement that includes licenses and unlimited data storage

The cost of this will be paid for by the Justice Millage.

STRATEGIC PLANNING IMPACT

This resolution supports the strategic plan by providing the latest technology to gather recordings for evidence, investigations and transparency to the general public.

OTHER CONSIDERATIONS

Since we currently have a contract with Axon there will not be a need for a new software program since all of the data is stored in evidence.com. The system is user friendly and requires very little time for additional training for utilization.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the addition of Axon recording systems for the new justice complex.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ADDITIONAL CONTRACTUAL AGREEMENT BETWEEN THE INGHAM COUNTY SHERIFF'S OFFICE AND AXON ENTERPRISE, INC. FOR AUDIO VISUAL RECORDING SERVICES FOR THE JUSTICE COMPLEX

WHEREAS, the Sheriff's Office currently has a contract with Axon as approved in Resolution #20-403 for in-car video recording and body-worn cameras and #21-177 for Corrections Division body-worn camera; and

WHEREAS, Ingham County is building a new Justice Complex; and

WHEREAS, the Sheriff's Office would like to use Axon for all interview rooms; and

WHEREAS, other local police agencies that currently use Axon would have the ability to record interviews in our facility; and

WHEREAS, Axon offers the capability to share recordings with other agencies and the Ingham County Prosecutor's Office; and

WHEREAS, the Axon system has proven to be reliable and user friendly; and

WHEREAS, the Axon system is needed for investigations, evidence, and transparency; and

WHEREAS, the estimated cost of \$130,968.86 covers all the equipment, installation, and 5 years of unlimited storage and licensing; and

WHEREAS, the cost would be paid for using the Justice Millage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for audio and video recording in all of the interview rooms for the new Justice Complex to include the jail, detective bureau, and patrol, for a period of five years, commencing after installation of the equipment, for an amount not to exceed \$130,968.86.

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

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

Agenda Item 1b

TO: Law & Courts Committee and Finance Committee
FROM: Darin Southworth, Chief Deputy, Sheriff's Office
DATE: May 24, 2022
RE: Recruitment & Engagement Video Production

BACKGROUND

The Ingham County Sheriff's Office, hereafter Sheriff, is among public safety entities facing a challenging social climate and particularly difficult employee recruitment environment. We have several unfilled positions in Field Services and Corrections. We compete with other public safety entities for the same limited and diverse talent. Identified strategies by other prominent public safety entities has demonstrated significant attraction to branding/marketing videos that showcases organizational highlights. An RFP yielded eight respondents and after committee review and criteria scoring, Michigan Creative, an Okemos based company, emerged as the vendor of choice. Through partnership with this vendor we intend to develop multimedia suitable videos that will be relevant for at least two to three years. The Sheriff intends to try this strategy.

FINANCIAL IMPACT

This project was a vision prior to the 2022 budget and was included within the Sheriff's Office budget. Funds have also been approved for recruitment in the 2023 budget if needed.

ALTERNATIVES

Alternatives would include continuance of other best practice recruitment efforts. Additionally, our current personnel would record video and distribute via social media as we have time.

OTHER CONSIDERATIONS

The Sheriff will be provided all recorded material (B roll) for our use and edification.

This project will span several months to capture the essence of service delivery in our area, our climate, and our current and future facility.

RECOMMENDATION

Based on aforementioned, we ask that the Board of Commissioners consider approving an agreement with Michigan Creative to assist with our recruitment and engagement goals.

Agenda Item 1b

TO: Darin Southworth, Chief Deputy
FROM: James Hudgins, Director of Purchasing
DATE: April 1, 2022
RE: Memorandum of Performance for RFP No. 53-22 Recruitment and Engagement Video Production for the Ingham County Sheriff's Office.

Per your request, the Purchasing Department sought qualified vendors to submit a proposal to research, coordinate/direct, produce, edit, and finalize marketing-related video vignettes for full Sheriff's Office ownership and use.

The scope of work includes, but is not limited to, developing and producing video and/or video vignettes that meet the needs of the whole and parts of the organization to bolster recruitment, selection, retention, and overall community engagement needs.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	12
Vendors responding	8	3

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

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN CREATIVE TO PRODUCE
RECRUITMENT & BRANDING VIDEOS FOR THE SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office, hereafter Sheriff, operates in a challenging social climate and maintains interest in preserving its legitimacy within the community; and

WHEREAS, the Sheriff competes with other public safety entities for limited interested prospective employee talent; and

WHEREAS, organizational video disseminated via multimedia has demonstrated heightened access to and attraction from the community; and

WHEREAS, the Sheriff's Office has budgeted funds in FY22 & FY23 to endeavor recruitment strategies such as this; and

WHEREAS, the Sheriff wishes to endeavor in a relationship with a professional marketing vendor to showcase the Office to our community and recruit prospective employees; and

WHEREAS, the Sheriff and Purchasing Department disseminated an RFP and received eight responses, then a committee reviewed and scored vendor proposals using available criteria and desired expectations; and

WHEREAS, the Michigan Creative group scored the highest and emerged as the favored choice.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entry into a contract on behalf of the Ingham County Sheriff's Office with Michigan Creative, in an amount not to exceed \$20,000 to produce recruitment & engagement video products.

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

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

TO: Board of Commissioners Law & Courts, Finance Committee
FROM: Captain Robert Earle, Jail Administrator
DATE: May 16, 2022
SUBJECT: FCC Ruling and restoring previous commission rate on inmate technology fees
For the meeting agenda of June 2, 2022 & June 08, 2022

BACKGROUND

The Ingham County Sheriff’s Office has a contract with Securus Technology for inmate communication within the Ingham County Correctional Facility (ICCF). 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. In summary, the telephone rate drops to \$0.21 per minute; Securus also reduced commission percentage from 55% to 35% to offset Securus revenue loss. The new rates went into effect on October 26, 2021. These rate and commission reductions were approved by the Board of Commissioners with Resolution #22-037. Due to the decrease in revenue sharing percentage combined with ICCF costs of using Securus equipment, inmate technology available to inmates at ICCF created a monthly deficit. Securus has agreed to returning the revenue sharing to the original 55% and eliminating the ConnectUs video visitation system monthly fee of \$2,375.

ALTERNATIVES

If we do not make the required change, making inmate communication available within ICCF will create a monthly budget deficit and cost Ingham County for offering these services.

FINANCIAL IMPACT

This change will have no impact on the cost for inmates to make phone calls. With the reduced revenue sharing, the cost of offering inmate communication is being passed onto Ingham County. Returning to the 55% revenue sharing in addition to eliminating the cost of using the ConnectUs video visitation system will allow partial return of revenue used to offset other Jail operating costs.

OTHER CONSIDERATIONS

This change only applies to revenue sharing and makes no changes to the Master Service Agreement term. There is no change to the cost/fees for inmates and/or family to make phone calls to or from ICCF.

RECOMMENDATION

Based on the information presented, I respectfully recommend the approval of the attached resolution to support amending the contract with Securus Technologies for returning commission rate to 55% and elimination of their ConnectUs video visitation system monthly fees.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE CONTRACT WITH SECURUS TECHNOLOGIES TO RETURN PROFIT SHARING PERCENTAGE TO 55% ON INMATE PHONE CALLS AND ELIMINATE SECURUS SERVICE FEE FOR USE OF THEIR SOFTWARE/HARDWARE

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

WHEREAS, Resolution #22-037 authorized a contract addendum with Securus Technologies, LLC to comply with the 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 approved rate change and commission reduction created a monthly deficit to Ingham County; and

WHEREAS, Securus has agreed to return the commission rate for Ingham County from 35% to 55%; and

WHEREAS, Securus has agreed to eliminate the operating cost associated with Securus’ ConnectUs video visitation system.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment with Securus Technologies to restore the profit sharing to 55% and to eliminate the monthly ConnectUs video visitation system fee of \$2,375.

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 Committee and Finance Committee
FROM: Undersheriff Andrew R. Bouck
DATE: May 25, 2022
SUBJECT: Resolution to authorize a contract renewal with Cellebrite Inc.

For the meeting agendas of June 2, 2022 and June 8, 2022

BACKGROUND

This resolution is to renew a contract with Cellebrite for continued, annual access to the digital media analytical software. Cellebrite gives the Sheriff's Office the ability to analyze cell phones to assist with investigations.

The Sheriff's Office purchased Cellebrite in 2021 and currently has two users trained to use this investigative tool. This annual software support agreement allows investigators quick access to vital information during investigations.

ALTERNATIVES

None.

FINANCIAL IMPACT

The total cost of this project for renewal of a one-year operation contract for 2022 is \$4,800. The Sheriff's Office is requesting the support cost be paid from Field Services/Contractual Services in the amount of \$4,800 for a contractual year beginning on June 11, 2022 through June 10, 2023. This resolution will also provide for an annual renewal of the software support agreement for the provided hardware with an annual do-not-exceed amount of \$6,000 for the years 2023-2026 from the same, budgeted funding source.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents – Cellebrite allows investigators to retrieve vital information the same day analyzing mobile digital media evidence without having to send the digital media to outside agencies which delay investigations.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an annual support agreement with Cellebrite Inc. for the years 2022-2026.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH CELLEBRITE INC.

WHEREAS, Ingham County has been using Cellebrite Inc. since 2021; and

WHEREAS, Cellebrite Inc. software will facilitate the timely retrieval and analyzing of mobile digital media evidence in accordance with applicable State and Federal laws.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Cellebrite Inc. in the amount of \$4,800 to be paid out of the 2022 Sheriff's Office budget from Field Services/Contractual Services #10130102-818000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of this contract with Cellebrite Inc. annually for years 2023 through 2026 in an amount of up to \$6,000 annually.

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 2a

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: May 16, 2022
SUBJECT: Resolution to Authorize an Agreement with Relias LLC
For the meeting agendas of June 2, 2022 and June 8, 2022

BACKGROUND

The Ingham County Youth Center staff consists of a Director, 5 Supervisors, 21 direct-care Juvenile Detention and Development Specialists, and roughly 12 on-call call Juvenile Detention and Development Specialists who work with a high risk juvenile population. It is critical that the staff working with this population receive regular training to help inform best practices. Direct-Care Staff working in a Court-Operated Facility are required by Rule to have at least 24 hours of annual training. Furthermore, regular training, especially during the COVID-19 pandemic, has been hard to achieve because staff works varying shifts. Relias offers a virtual training platform that makes training easily accessible and comes highly recommended by other detention facilities throughout the state. Additionally, Relias allows the Ingham County Youth Center the ability to record in-person trainings and save virtually for future reference.

ALTERNATIVES

Schedule in-person training and pay for trainers or send staff to offsite trainings in order to meet training requirements.

FINANCIAL IMPACT

Relias will improve efficiency as well as save money but cutting down travel, lodging, and meal costs for offsite trainings.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

The Board of Commissioners authorizes entering into an agreement with Relias for virtual training software.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RELIAS LLC FOR
VIRTUAL TRAINING SOFTWARE**

WHEREAS, the Ingham County Youth Center staff consists of a Director, 5 Supervisors, 21 direct-care Juvenile Detention and Development Specialists, and roughly 12 on-call call Juvenile Detention and Development Specialists who work with a high risk juvenile population; and

WHEREAS, it is critical that the staff working with this population receive regular training to help inform best practices; and

WHEREAS, Direct-Care Staff working in a Court-Operated Facility are required by Rule to have at least 24 hours of annual training; and

WHEREAS, regular training, especially during the COVID-19 pandemic, has been hard to achieve because the staff works varying shifts; and

WHEREAS, Relias LLC offers a virtual training platform that makes training easily accessible and comes highly recommended by other detention facilities throughout the state.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Relias LLC for virtual training software for the costs of \$5,702.26 for the timeframe of June 1, 2022 through September 30, 2023.

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 2b

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: May 16, 2022
SUBJECT: Michigan Department of Education National School Lunch Program Grant (MDE)
For the meeting agendas June 2, 2022 and June 8, 2022

BACKGROUND

The Ingham County Youth Center operates a 24-hour facility and provides meals and snacks for up to 24 juveniles per day.

The Ingham County Youth Center was awarded a grant from the Michigan Department of Education for \$14,158 for the purpose of purchasing kitchen equipment. Funds from the grant must be spent by September 30, 2022. The Ingham County Youth Center has identified the need for a Convection Steamer and Hot Food Serving Counter to improve healthy alternatives and meet licensing standards for food safety.

ALTERNATIVES

Replace kitchen equipment from the General Fund or the Juvenile Justice Millage.

FINANCIAL IMPACT

The grant can be used for capital kitchen equipment and there will be no reoccurring costs.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Accept the grant fund from the Michigan Department of Education.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ACCEPTING FUNDS FROM THE MICHIGAN DEPARTMENT OF EDUCATION
NATIONAL SCHOOL LUNCH PROGRAM EQUIPMENT ASSISTANCE GRANT**

WHEREAS, the Ingham County Youth Center operates a 24-hour facility and provides meals and snacks for up to 24 juveniles per day; and

WHEREAS, the Ingham County Youth Center was awarded a grant from the Michigan Department of Education for \$14,158 for the purpose of purchasing kitchen equipment; and

WHEREAS, funds from the grant need to be spent by September 30, 2022; and

WHEREAS, the Ingham County Youth Center has identified the need for a Convection Steamer and Hot Food Serving Counter/Table to improve healthy alternatives and meet licensing standards for food safety; and

WHEREAS, Hospital Purchasing Service has provided a quote for a new Convection Steamer for the price of \$6,380.87; and

WHEREAS, Hospital Purchasing Service has provided a quote for a new Hot Food Serving Counter/Table for the price of \$7,776.83; and

WHEREAS, the \$14,158 purchase for commercial-grade food equipment for the Ingham County Youth Center was made utilizing Hospital Purchasing Service Contract under PO #2021394; and

WHEREAS, Ingham County is an active member of Hospital Purchasing Service; and

WHEREAS, the Purchasing Policy does not require seeking competitive bids when utilizing cooperative purchasing agreements like Hospital Purchasing Service, which selects its vendors through an open and competitive process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting the Michigan Department of Education National School Lunch Program Equipment Assistance Grant in the amount of \$14,158.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a Convection Steamer from Hospital Purchasing Service in the amount not to exceed \$6,380.87.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of Hot Food Serving Counter/Table from Hospital Purchasing Service in the amount not to exceed \$7,776.83.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2022 Circuit Court Juvenile Division budget.

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

TO: Law & Courts Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: May 11,2021

SUBJECT: Reorganization Plan – Court Security Coordinator Position

NEED FOR THE REORGANIZATION PLAN

We live in a time where threats against judges and court staff and acts of violence in courthouses and courtrooms are occurring throughout the country with greater frequency than ever. Therefore, creating a safe place for our judges, employees, and all who enter the courthouse must be a top priority for both the Court and the County.

Courts are hosts to individuals from opposing sides. There is a winner and a loser for every court case, and in some circumstances, neither side feels much like a winner. Being adversarial in nature, courts operate every day with the potential for an event that jeopardizes the safety and security of those in a courthouse.

The best way to minimize the potential for a security event is to take a proactive approach to court security. The first step in adopting a proactive approach would be to appoint a person whose primary responsibility is the daily assessment and monitoring of security measures. Currently, our magistrate serves as our security coordinator. Unfortunately, our magistrate does not have the time nor are they trained to perform that role adequately. Recognizing this serious deficiency, the 55th District Court Courthouse Security Committee has recommended that the County create and fund a court security coordinator position.

The 55th District Courthouse Security Committee was formed as directed by Michigan Supreme Court Administrative Order 2019-01 (AO2019-1). The Order requires a chief judge to establish a courthouse security committee. One of the goals of AO2019-01 is to have the committee recommend goals and objectives specific to improving physical security, emergency preparedness, and employee training. Currently, the committee is comprised of representatives from the Court, the Ingham County Controller’s Office, the Ingham County Sheriff’s Office, the Ingham County Facilities Department, and the Mason Police Department. Again, this committee has recommended that the Court request funding for a court security coordinator position.

REORGANIZATION PLAN

The plan calls for the following:

- Creation of a Court Security Coordinator position (UAW – Grade Level K)
- Elimination of a Court Officer position (UAW – Grade Level E)

The Court Security Coordinator position will identify strategies for addressing and monitoring security and safety challenges, ranging from physical protection of all persons in and around the courthouse to staff education on security issues and from workplace violence to data integrity to the day-to-day operational challenges.

One court officer position will be eliminated as the court security coordinator position will be filled with one of our existing court officers. The court security coordinator will continue to serve as a court officer as needed. Hence, the Court will not be increasing its allotted FTEs.

FISCAL IMPACT

The cost of the plan is \$25,634. The increase in costs results from the difference between the wages and fringes of a UAW Grade Level E position and a UAW K position. Wages and fringes were calculated using the highest pay step for the affected positions. The Court is not requesting a budget increase as the \$26,634 will be absorbed in the current budget. Ingham County’s Budget Office provided the financial data.

CURRENT ORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137027	Court Officer	UAW E-5	\$ 87,580
137033	Court Officer	UAW E-5	\$ 87,580
			\$ 175,160

REORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
TBD	Court Officer - eliminated		\$ -
TBD	Court Officer	UAW E-5	\$ 87,580
TBD	Court Security Coordinator	UAW K-5	\$ 113,214
			\$ 200,784
Cost			\$ 25,634

HUMAN RESOURCES ANALYSIS OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the reorganization (see May 6, 2022 memorandum). As a result of the analysis, the court security coordinator job description was created.

REORGANIZATION REQUEST

The safety of Court and County employees and all who use Ingham County facilities has been and is a top priority for Court and the County. The creation of a court security coordinator position in the 55th District Court will be a significant step in realizing that priority at the Court.

With the support of the 55th District Court Courthouse Security Committee, the Court respectfully requests that the Ingham County Board of Commissioners approve the reorganization plan and create a Court Security Coordinator position.

Agenda Item 3

TO: Michael Dillon, District Court Administrator

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: May 6, 2022

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for District Court:

Per your request, Human Resources has created a new classification titled Court Security Coordinator, District Court.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at a UAW K. The UAW has been notified. They support the classification and salary placement.

I have attached the UAW response. I have also attached the job description.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed re-organization. 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 (887-4375).

From: [Teresa Carter](#)
To: [Elisabeth Bliesener](#); [Bradley Prehn](#)
Cc: [Joan Clous](#)
Subject: Re: Draft Court Security Coordinator for your review
Date: Thursday, May 05, 2022 10:05:23 AM
Sensitivity: Confidential

Hello Elisabeth,

My apologies I don't remember receiving this, Yes the UAW is in agreement with this job description pointing out as a K with 1130 points.

Thank you.

Teresa Carter
Office Coordinator
517-676-8374 desk
517-676-8380 fax

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Thursday, May 5, 2022 9:49 AM
To: Teresa Carter <TCarter@ingham.org>; Bradley Prehn <BPrehn@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: Draft Court Security Coordinator for your review

Hi Theresa,
Have you had a chance to review this job description yet? District Court would like to take this for a resolution hopefully soon.

Thanks
Beth

From: Elisabeth Bliesener
Sent: Thursday, April 28, 2022 4:12 PM
To: Teresa Carter <TCarter@ingham.org>; Bradley Prehn <BPrehn@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Draft Court Security Coordinator for your review
Sensitivity: Confidential

Hi Theresa,
I have attached a draft JD that District Court would like to create. The plan would be if the position is approved to convert one of the existing court officer into this Court Security Coordinator. There would be no change in FTE or to the Union placement.

You can see the JPE in the draft job description attached.

Does the Union give their support to create a Court Security Coordinator, District Court – UAW K

Let me know what questions you have.

Thanks,
Beth

Beth Bliesener
Ingham County
Human Resources
517-887-4375

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

**INGHAM COUNTY
JOB DESCRIPTION**

COURT SECURITY COORDINATOR, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, responsible for the planning and administration of court security functions. Responsibilities include overall administration of court security and serving as the Courts' liaison with Sheriff's Department and local law enforcement to ensure the safety of Judges, court personnel, the public and to ensure the court facility is secure. Performs the functions of a court officer.

Essential Functions:

1. Performs the functions of a court officer as listed on the court officer job description.
2. Assesses court security operations, staffing levels and policies and procedures.
3. Assists in developing the court's security plan, policies, procedures, and provides oversight of court security functions.
4. Reviews and tests the court's security plan, policies and procedures to ensure that systems and procedures in place are adequately protecting the public, judiciary, and court personnel.
5. Plans, coordinates, and implements court emergency evacuation procedures.
6. Assists with security checks for employees, contractors, and vendors.
7. Schedules and coordinate security details with the Ingham County Sheriff's Department and other law enforcement agencies
8. Serve as a chair of the Courthouse Security Committee.
9. Oversees building evacuations and emergency management coordination during emergency or drill situations.
10. Participates in the employment interviews for the court officer position.
11. Orients and trains court officers.
12. Schedules and oversees the work assignments of court officers.
13. Counsels and assists court officers with complex security issues.
14. Recommends security training programs for court officers and other staff.
15. Serves as Terminal Agency Coordinator (TAC) for the Law Enforcement Information Network (LEIN).
16. Attends and participates in court administrative meetings.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of an Associate's Degree in in criminal justice, sociology, psychology or a related field or two years college equivalent in criminal justice, sociology, psychology or a related field is required.

Experience: Five years of experience as a court officer or ten years of experience as a law enforcement officer or closely related capacity is required. Supervisory experience preferred. Knowledge of court security management and emergency procedures.

Other Requirements: Must be able to be deputized and to make arrests. Must have valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms, Electromuscular Disruption Device (Taser) and Chemical Irritant spray.

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- Work environment varies.
- Regular contact with people charged and/or convicted of criminal offenses.
- Traveling to or spending time tracking delinquent persons.
- Exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperature increases.
- May encounter physical altercations in the course of providing security or making an arrest

UAW K
April 2022

DRAFT FOR DISCUSSION

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF
THE 55th DISTRICT COURT**

WHEREAS, we live in a time where threats against judges and staff and acts of violence in courthouses and courtrooms are occurring throughout the country with greater frequency than ever before; and

WHEREAS, the Ingham County Board of Commissioners is committed to providing a safe workplace for the public and its employees, customers, and contractors; and

WHEREAS, the 55th District Court is committed to enhancing security measures as set forth as a goal in its strategic plan; and

WHEREAS, within the Court's strategic plan, the Court established an objective to work with the County to create a security coordinator position; and

WHEREAS, a court security coordinator position will be responsible for the planning and administration of all court security functions, and

WHEREAS, when the Court moves into the new Ingham County Justice Complex, court operations will be on two floors instead of one floor as in the existing courthouse, which will require significant attention to the implementation and monitoring of new security measures in the new complex; and

WHEREAS, the 55th District Court Courthouse Security Committee, comprised of representatives from the Court and the following offices/agencies: Ingham County Controller's Office, Ingham County Sheriff's Office, Ingham County Facilities, and the Mason Police Department, have recommended that the County create a court security coordinator position within the Court; and

WHEREAS, the reorganization calls for the creation of a court security position and the elimination of a court officer position, thereby not increasing the Court's Full-Time Employees (FTEs); and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of the positions involved, approved the new job description, and submitted a Memo of Analysis; and

WHEREAS, the UAW union leadership supports this reorganization; and

WHEREAS, the Budget Office has calculated an increased cost of \$25,634, with funding coming from the Court's existing budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the 55th District Court.

BE IT FURTHER RESOLVED, that a Court Officer position is eliminated (position number to be determined).

BE IT FURTHER RESOLVED, that a Court Security Coordinator position (position number to be determined) is created as a UAW TOPS – Grade Level K position (\$54,061.53 - \$ \$64,543.45).

BE IT FURTHER RESOLVED, that the reorganization shall be effective upon passage of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the Position Allocation List consistent with this resolution.

Agenda Item 4a

TO: Board of Commissioners, Law and Courts, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 24, 2022
RE: Resolution to Authorize an Agreement with Laux Construction LLC for the Improvements to the 9-1-1 Center

For the meeting agendas of: June 2, 7 & 8

BACKGROUND

The Facilities Department in partnership with the 9-1-1 Administration, is requesting to enter into an agreement with Laux Construction for the improvements at the 9-1-1 Center. The improvements include renovations to the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments and adding additional electrical in the storage room. Laux Construction LLC, a local vendor, submitted the lowest responsive and responsible proposal of \$220,400. We are requesting a contingency of \$4,000 for any unforeseen circumstances.

ALTERNATIVES

The alternative would be to forego the project leaving everything as is and vulnerable after the Architectural and Engineering portion has already been completed. .

FINANCIAL IMPACT

Funds are available in the approved 2019 CIP line item number 261-32500-979000 and the remaining balance of \$165,429.56 will come from the 9-1-1 Fund Balance.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
261-32500-979000 9-1-1 Funds	\$90,000	\$58,970.44	\$58,970.44	\$0

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction LLC for the improvements to the 9-1-1 Center.

Agenda Item 4a

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: May 18, 2022
RE: Memorandum of Performance for RFP No. 91-22, Improvements to the 9-1-1 Central Dispatch

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Ingham County 9-1-1 Central Dispatch.

The scope of work includes, but is not limited to, the following:

- Architectural changes include moving doors, filling wall openings, adding secure doors and windows, creating new office spaces and common areas, repairing and painting walls where needed.
- Civil changes include installing catch basins in the parking lot, removing and replacing three parking spots, regrading as needed, adding additional concrete sidewalk to the existing walkway and stairs.
- Mechanical changes include providing improved comfort and air circulation for the new and existing spaces.
- Electrical changes include re-circuiting and switching the existing light fixtures to serve the new spaces in addition to adding new as-needed electrical outlets, switches and data receptacles. Relocating existing generator panel, existing door controls and intercom system to serve the new configuration.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	13
Vendors attending pre-bid/proposal meeting	10	3
Vendors responding	2	2

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Bid Bond	Cost for Completing ALL Work according to the RFP, Drawings and Scope of Work	Cost to Install VAV Box in Revised Office 101	Total Cost for Completing ALL Work according to RFP, Plans and Specifications and Add Alternate #1
			Base Bid	Add Alternate #1	Total Bid
Laux Construction Co.	Yes, Holt MI	Yes	\$204,900.00	\$15,500.00	\$220,400.00
Moore Trosper Construction Co.	Yes, Holt MI	Yes	\$211,000.00	\$16,160.00	\$227,160.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION LLC
FOR THE IMPROVEMENTS TO THE 9-1-1 CENTER**

WHEREAS, improvements to the 9-1-1 Center will include the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments, and adding additional electrical in the storage room; and

WHEREAS, the Facilities Department recommends entering into an agreement with Laux Construction LLC, a local vendor, who submitted the lowest responsive and responsible proposal of \$220,400 for the improvements to the 9-1-1 Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2019 CIP 9-1-1 Fund line item #261-32500-979000 to cover \$58,970.44 of the project; and

WHEREAS, the remaining balance of \$165,429.56 will come from the 9-1-1 Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction LLC, 1018 Hogsback Road, Mason, Michigan 48854, for the improvements to the 9-1-1 Center for an amount not to exceed \$224,400 which includes a \$4,000 contingency.

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.

TO: Board of Commissioners Law and Courts Committee
FROM: Barb Davidson, Director
DATE: May 24, 2022
SUBJECT: Resolution honoring 9-1-1 Dispatcher Terese Calkins
For Law & Courts Committee agenda June 2, 2022

BACKGROUND

Terese Calkins was hired by the City of Lansing 9-1-1 Center in November of 1996. She became a valued member of the team. She came over to the consolidated Center in 2012. She is the CCLP President and served on the joint leadership team (JLT). Terese was also a member of the tactical dispatch team and is currently a CTO (communications training officer) helping train our newest employees. She works and has worked an incredible amount of overtime and is a leader on the dispatch floor.

After over 25 years of dedicated service, she is looking forward to hanging up her headset, spending more time with family.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

STRATEGIC PLANNING IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to recognize Terese Calkins for her dedication and service to the citizens of Ingham County, as she retires on June 12, 2022.

Introduced by the Law & Courts Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING 9-1-1 DISPATCHER TERESE CALKINS
OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER**

WHEREAS, Terese Calkins was hired by the Lansing 9-1-1 Center as an Emergency Telecommunicator in November of 1996; and

WHEREAS, Terese Calkins continued her employment with the consolidated Ingham County 9-1-1 center in June of 2012; and

WHEREAS, Terese Calkins has served as a member of the joint leadership team (JLT); and

WHEREAS, Terese Calkins is the president of the CCLP 911 Non-Supervisory group; and

WHEREAS, Terese Calkins also served as a Tactical Dispatcher and a Training Officer for Ingham County 9-1-1 Center; and

WHEREAS, throughout her career, Terese Calkins has been well-respected by her peers, responders, and coworkers, and is an asset to the Ingham County community; and

WHEREAS, after over 25 years of dedicated service to the citizens of Ingham County, Terese Calkins is retiring on June 12, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors 9-1-1 Dispatcher Terese Calkins, for her 25+ years of dedicated service to the citizens of Ingham County and wishes her continued success in all of her future endeavors.