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VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
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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 16, 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 [June 2, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. [Sheriff's Office](#) – Resolution to Authorize Four Temporary Sheriff's Deputy Law Enforcement [Recruit Sponsorship](#) Positions
2. [Circuit Court](#) – Resolution to Continue Current Software Subscription and Jury Hosting and Service Agreement with [Tyler Technologies](#) for a County-Wide Juror Management System and Software Support
3. [Circuit Court – Family Division](#) – Resolution to Authorize Ingham County Youth Center [Summer Education Program](#)
4. [55th District Court](#) – Resolution to Authorize the [Reorganization](#) of the 55th District Court
5. [Animal Control and Shelter](#) – [Update](#) from Animal Control Director Heidi Williams
6. [9-1-1 Dispatch Center](#) – Resolution Recognizing the [10th Anniversary](#) of the Creation of the Consolidated Ingham County 9-1-1 Central Dispatch Center
7. [Board of Commissioners](#)
 - a. Resolution Appointing an [Interim Chief Public Defender](#)
 - b. Resolution Honoring [Russel Church](#), Chief Public Defender, on the Event of His Retirement

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
June 2, 2022
Draft Minutes

Members Present: Celentino, Polsdofer, Maiville, and Trubac.

Members Absent: Cahill, Schafer, and Slaughter.

Others Present: Judge Donald Allen Jr., Sheriff Scott Wriggelsworth, Rick Terrill, Michael Dillon, Teri Morton, Kylie Rhoades, and others.

The meeting was called to order by Vice 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 May 12, 2022 Minutes

MOVED BY COMM. TRUBAC, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE MAY 12, 2022 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Cahill, Schafer, and Slaughter.

Additions to the Agenda

None.

Limited Public Comment

None.

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

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

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

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Cahill, Schafer, and Slaughter.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Commissioners Cahill, Schafer, and Slaughter.

3. 55th District Court – Reorganization of the 55th District Court (*Discussion*)

Judge Donald Allen Jr., 55th District Court Chief Judge, stated that the 55th District Court intended to reorganize to include a Court Security Coordinator position. He further stated that in 2019, the Supreme Court issued an order that required the 55th District Court establish a Courthouse Security Committee.

Judge Allen stated that the order had determined that the Courthouse should have an Officer designated to ensure that the Courts had a strategic safety plan. He further stated that the Courts hosted individuals from opposing sides, and as a result, there would always be an individual that lost the court case.

Judge Allen stated that each Judge was accompanied by an armed Bailiff, however, the Magistrate does not have any security. He further stated that the Magistrate recently had an individual who had been charged with murder and had a history of mental illness visit their room.

Judge Allen stated that there are violent acts such as what happened in Uvalde, Texas and at a medical facility in Oklahoma occurring often. He further stated that while the Courthouse has security, they are not capable of stopping an individual of committing such act.

Judge Allen stated that there needed to be an individual who is dedicated to ensure that the Courts are not sitting ducks waiting to be the next tragedy. He further stated the reorganization followed the recommendation from the Security Committee.

Judge Allen stated that the nature of our society had changed, and Ingham County needed to be smarter in regards to daily operations to keep everyone safe.

Commissioner Celentino stated that the reorganization eliminated one Court Officer position. He further asked for clarification if it would create any staffing shortage.

Judge Allen stated that the Court Security Coordinator would float and cover the needs of the Courts. He further stated that the 55th District Court was expected to relocate to the new Justice Complex which could present some hurdles.

Commissioner Celentino asked for clarification if the Court Security Coordinator would transition over as well.

Judge Allen stated confirmation that the Court Security Coordinator would transition to the new facility as well.

Vice Chairperson Polsdofer asked if the Court Security Coordinator would have the opportunity to provide potential changes to the rooms as the building came together.

Rick Terrill, Ingham County Facilities Director, stated that he had documented that he needed to facilitate a security meeting with Michael Dillon, Court Administrator, and the security staff to discuss current and future needs. He further stated that modifications could not be made but they could look into screening and awareness training.

Judge Allen stated that Mr. Dillon had attended every Monday meeting, and had been engaged to make sure that the new facility fit the projected needs.

Commissioner Celentino stated that the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) provided approval of the reorganization. He further asked for clarification on the \$25,000 increase.

Teri Morton, Deputy Controller, stated that it would likely be less than \$25,000 for the remainder of the year. She further stated that it would be included in the 2023 budget.

Commissioner Celentino stated that he was in support of the reorganization and that it was a matter that needed to be taken seriously. He further stated that he would support the complete resolution when it came to the next round of meetings.

Commissioner Trubac stated that he was in support of the reorganization and was happy to see that they were taking a proactive approach. He further stated that \$25,000 was nothing compared to the value of the lives that needed to be protected.

Judge Allen stated that it was a scary time, and that people were willing to do whatever. He further stated that people from the public had even gone after trained Officers.

Vice Chairperson Polsdofer stated that he would support the reorganization as well.

4. Facilities Department
b. Justice Complex Update (*Discussion*)

Mr. Terrill stated that as complicated as the project was, it was still on schedule and within budget. He further stated that he would like to compliment the Sheriff's Department for playing an integral role to move the project along seamlessly.

Mr. Terrill stated that Granger Construction had done a phenomenal job overcoming the challenges presented to ensure that the project continued. Mr. Terrill stated that communication flowed daily, and they were hopeful to see the project finish on time and within the budget.

Mr. Terrill provided an overview of the Justice Complex construction progress. He further stated that he had recently toured the Justice Complex with the Project Manager and everyone had been very pleased with the progress.

Commissioner Celentino asked for clarification on the expected completion date.

Mr. Terrill stated that the certificate of occupancy was expected at the end of the year. He further stated that they intended to start moving furniture in for the 55th District Court and the Sheriff's Department in December and expected that the inmates would be moved in January 2023.

Mr. Terrill stated that the schedule was tentative and a lot could happen before then.

Commissioner Maiville stated that it was commendable that the project had stayed on or under budget given the current construction climate. He further expressed his thanks to those involved with the project.

Mr. Terrill stated that he would like to extend the invitation to anyone who would like a tour of the new Justice Complex. He further stated that there is a weekly Monday morning meeting at 9:00 a.m. and would be happy to schedule a tour for any other time as well.

Ms. Morton stated that Becky Bennett, Board of Commissioners Director, had scheduled a tour on Friday June 17, 2022 at 10:00 a.m. for any of the Commissioners who were interested. She further stated that the Commissioners were welcome to schedule an alternate time for a tour as Mr. Terrill had mentioned.

Mr. Terrill stated that interns from Granger Construction had put together an excellent information sheet that included details and completion dates for several of the spaces. He further stated that he would make sure to share the document with Ms. Morton to distribute.

Vice Chairperson Polsdofer stated that he commended everyone for a job well done as well. He further stated that, at his daytime place of employment Michigan Department of Transportation, he had encountered bridge projects come in 29-41% higher than what had originally been projected.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:21 p.m.

**JUNE 16, 2022 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Sheriff's Office – Resolution to Authorize Four Temporary Sheriff's Deputy Law Enforcement Recruit Sponsorship Positions*

The Sheriff's Office currently has several open Field Services Sheriff's Deputy, MCOLES-certified positions and they have been unable to hire qualified applicants. This has been a local and national problem for law enforcement agencies. The Sheriff's Office would like to hire up to four temporary employees annually beginning in 2023 to sponsor through the 17-week, Mid-Michigan Police Academy. Upon successful completion of the academy the employee will be hired as a full-time Deputy. The estimated total annual cost is \$98,600 and funds are budgeted in the Sheriff's Office to cover this expense.

See memo for details.

2. *Circuit Court – Resolution to Continue Current Software Subscription and Jury Hosting and Service Agreement with Tyler Technologies for a County-Wide Juror Management System and Software Support*

This resolution will approve entering into a five-year software subscription and hosting and service agreement with Tyler Technologies for a jury management system, interactive web response system, interactive voice response system, imaging system, data cleansing, and summons production/mailing service. The term of agreement will run annually from June 1 through May 31. Upon the expiration of the five-year renewal term, the Agreement will renew automatically for additional one-year terms at Tyler's then current rates unless terminated by either party in accordance with the Agreement. The subscription rates offered by Tyler Technologies, combined with ancillary costs of doing business, are \$74,760.25 per year for years one through three, and then rates for years four and five will be at Tyler Technologies' then-current rates subject to a maximum increase of 5% over each prior year. This agreement has been in place since March 29, 2016, and Ingham County Jury Administration, the Jury Board, and Courts have been pleased with the performance of Tyler Technologies and believe they will continue to deliver a jury management system that minimizes inconvenience to citizens serving as jurors, broadens citizen participation, and maximizes the efficiency of jury staffing resources.

See memo for details.

3. *Circuit Court – Family Division – Resolution to Authorize Ingham County Youth Center Summer Education Program*

This resolution will authorize entering into an agreement with the Lansing School District to provide summer education instruction at the Ingham County Youth Center for a total amount not to exceed \$11,764.17 for the time period of June 1, 2022 through August 31, 2022. Fifty percent of the funds will be transferred from the Juvenile Justice Millage fund balance to cover this expense, with the remainder to be reimbursed by the Child Care Fund. The Lansing School District currently provides educational instruction at the Youth Center and has historically provided summer school as well. However, the Lansing School District does not have funding available for summer school this year due to low student counts during the COVID-19 pandemic, 2020-2021

school year. This resolution will enable the continuation of this vitally important education instruction at the Youth Center. It is anticipated that the Lansing School District will have funding to cover this cost in future years.

See memo for details.

4. 55th District Court – Resolution to Authorize the Reorganization of the 55th District Court

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). The new position will have the primary responsibility of daily assessment and monitoring of security measures, including the identification of strategies for addressing and monitoring security and safety challenges. One of the Court Officer positions will be eliminated as the new position will be filled with one of the existing Court Officers. The Court Security coordinator will continue to serve as a Court Officer as needed. The long-term cost of this reorganization will be \$25,634.

As required under county policy, this reorganization was first submitted as a discussion item at the Law & Courts and County Services Committees, and is now being brought forward as an action item.

See memo for details.

7. Board of Commissioners – Resolution Appointing an Interim Chief Public Defender

DISCUSSION ITEMS:

5. Animal Control and Shelter – Update from Animal Control Director Heidi Williams

HONORARY RESOLUTION:

6. 9-1-1 Central Dispatch Center – Resolution Recognizing the 10th Anniversary of the Creation of the Consolidated Ingham County 9-1-1 Central Dispatch Center

7. Board of Commissioners – Resolution Honoring Russel Church, Chief Public Defender, on the Event of His Retirement

Agenda Item 1

TO: Board of Commissioners: Law & Courts Committee and Finance Committee
FROM: Captain Andrew Daenzer
DATE: June 7, 2022
SUBJECT: ICSO Sheriff's Deputy Recruit Sponsorship/Temporary Position(s)
For the meeting agenda of June 16, June 21, June 22, respectively.

BACKGROUND

The Sheriff's Office currently has several open Field Services Sheriff's Deputy, MCOLES-certified positions. The Sheriff's Deputy Law Enforcement job posting has been active for over a year and we have been unable to hire any qualified applicants. There are many reasons for this, but like other law enforcement leaders we believe the social climate and lingering COVID-19 related factors are the principle influences.

Law Enforcement agencies locally and nationally have been struggling to fill their open positions. The current trend is for agencies to hire recruits and sponsor them through a police academy.

From March of 2023 - February of 2024 we are expecting 10 retirements of MCOLES licensed employees. The Sheriff's Office would like to hire up to four (4) temporary employees annually beginning in 2023 to sponsor through the 17-week, Mid-Michigan Police Academy. Upon successful completion of the academy the employee will be hired as a full-time Deputy.

ALTERNATIVES

The alternative is to continue with our job posting seeking MCOLES licensed applicants. This has not been productive in the past year. Most of the applications we received were from non- MCOLES licensed applicants seeking a department to sponsor them in a police academy.

We will continue, as we have in the past, to sponsor corrections deputies to fill vacancies, but we are limited with this option due to corrections staffing needs. Without these sponsorships, we will be severely understaffed and lack the ability to provide law enforcement and support services without negative impact.

FINANCIAL IMPACT

The estimated total cost is \$98,600 to include the following items:

- \$20 per hour during the academy for 4 positions of \$54,400
- Potential overtime cost of \$10,200
- Academy cost for 4 sponsorships of \$34,000

Funding sources for these temporary positions already exists in the Sheriff's Office Budget.

STRATEGIC PLANNING IMPACT

The strategic plan may be impacted if this is not approved by reducing the ability to provide basic Law Enforcement Services to the citizens of Ingham County.

OTHER CONSIDERATIONS

The next Mid-Michigan Police Academy has approximately 45 recruits. All of the recruits are sponsored by agencies.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support up to 4 temporary Sheriff's Deputy Law Enforcement Recruit Sponsorship positions annually beginning in 2023.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE FOUR TEMPORARY SHERIFF'S DEPUTY
LAW ENFORCEMENT RECRUIT SPONSORSHIP POSITIONS**

WHEREAS, the Sheriff's Office has several current open Sheriff's Deputy Law Enforcement positions; and

WHEREAS, the Sheriff's Office expects 10 retirements of Law Enforcement, MCOLES-certified personnel from March of 2023 through February of 2024; and

WHEREAS, the Sheriff's Office has been unable to hire any MCOLES-licensed applicants in the past 12 months; and

WHEREAS, other local police agencies have encountered the need to sponsor applicants and are doing so to fill vacancies; and

WHEREAS, the citizens of Ingham County rely on the Sheriff's Office MCOLES licensed Deputies to provide Law Enforcement and support services to include court security; and

WHEREAS, the Sheriff's Office would like to hire up to four (4) applicants annually beginning in 2023 as temporary employees to sponsor through the Mid-Michigan Police Academy; and

WHEREAS, the temporary employees would be hired as new, full-time, Law Enforcement Deputies upon successful completion of the academy; and

WHEREAS, the full-time Deputies would still be required to complete a Field Training program; and

WHEREAS, funding sources for these temporary positions already exist in the Sheriff's Office annual budget; and

WHEREAS, the temporary recruit sponsorship positions would only be filled if there were current or expected vacancies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of the temporary Sheriff's Deputy Law Enforcement Recruit Sponsorship positions effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the positions may be used in future budget years after to fill vacant positions.

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.

Agenda Item 2

To: Board of Commissioners, Law & Courts and Finance Committees

From: Janice Dooley, Deputy Court Administrator, General Trial Division, 30th Circuit Court

Date: May 27, 2022

Re: Resolution Continuing Agreement with Tyler Technologies for Juror Management System and Software

BACKGROUND

Ingham County currently provides jury management services to the 30th Circuit Court and the 54A, 54B, and 55th District Courts through a software license and recurring services agreement with Tyler Technologies, formerly Courthouse Technologies (CHT). This agreement has been in place since March 29, 2016 and is set to expire June 1, 2022.

Jury Administration desires to continue to contract with Tyler Technologies for a period of five years, with the option to renew automatically for additional one-year terms at Tyler's then current rates unless terminated by either party in accordance with the Agreement.

Tyler Technologies services have vastly improved jury management for Ingham County Courts. They provide a comprehensive system that handles every aspect of the jury process in a single platform. The flexibility offered by Tyler enables communication with the public via their preferred method. Tyler minimizes inconvenience to citizens serving as jurors.

Jury Administration has found that both the number of returned questionnaires and the percentage of jurors told to report and who appear for service have increased using Tyler's systems. In addition, Tyler Technologies provides meaningful data for summons mailings, juror response, jury yield, and utilization. This allows the Courts to make more informed decisions to continually improve processes and maximize jury staff resources.

Ingham County Jury Administration requests approval to enter into a five-year Agreement with Tyler Technologies effective June 1, 2022, which will allow us to continue a relationship that has benefitted the Courts and the public.

ALTERNATIVES

If the resolution is not approved, Ingham County Courts will be unable to provide continuing jury services while alternatives are sought. Valuable time and resources will be spent to find an alternative product that will likely not provide the level of services we currently enjoy.

FINANCIAL IMPACT

Tyler Technologies products are offered on a subscription basis with the following costs: jury management system, interactive web response system, interactive voice response system, imaging system, data cleansing and summons production/ mailing service (35,000) at a rate of \$1.31 per questionnaire/summons per year for the first three years of the contract to a maximum of \$1.38 per questionnaire/summons in year four and \$1.45 per questionnaire/summons in year five of the contract; jury hosting of \$18,900 per year for the first three years of the contract to a maximum of \$19,845 in year four and \$20,838 in year five of the contract; and jury messaging of \$10,010.25 per year for the first three years of the contract to a maximum of \$10,511 in year four and \$11,037 in year five of the contract.

Total costs for June 2022 – May 2025:	\$74,761 per year
Total costs for June 2025 – May 2026:	\$78,500
Total costs for June 2026 – May 2027:	\$82,425

STRATEGIC PLANNING IMPACT

Continuing an agreement with Tyler Technologies supports Ingham County’s values identified in the Strategic Plan by providing quality resident services. The Agreement will further support Strategic Plan goals including Services to Residents, Communication, Management, Finance, and Governance.

OTHER CONSIDERATIONS

The Purchasing Department has been consulted regarding this proposed contract renewal.

RECOMMENDATION

I recommend that the Ingham County Board of Commissioners approves the attached resolution to enter into a five-year software subscription and service agreement with Tyler Technologies.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTINUE CURRENT SOFTWARE SUBSCRIPTION AND
JURY HOSTING AND SERVICE AGREEMENT WITH TYLER TECHNOLOGIES
FOR A COUNTY-WIDE JUROR MANAGEMENT SYSTEM
AND SOFTWARE SUPPORT**

WHEREAS, Ingham County Jury Administration provides jury management services, as authorized by MCL 600.1300 et seq., for the 30th Circuit Court (Lansing and Mason locations), 54A District Court (City of Lansing), 54B District Court (City of East Lansing), and 55th District Court (Mason); and

WHEREAS, Ingham County Jury Administration continues to provide jury management services through a software license and service agreement with Tyler Technologies, formerly Courthouse Technologies, which expired on May 31, 2022; and

WHEREAS, Ingham County Jury Administration, the Jury Board and the Courts in 2016 recognized and realized an opportunity to implement Tyler Technologies' juror management system upgrade that minimized inconvenience to citizens serving as jurors and broadened citizen participation through the use of technological advancements; and

WHEREAS, Tyler Technologies continues to offer a fully integrated industry-leading solution to manage all facets of juror management from source list generation to juror processing and payment; and

WHEREAS, Tyler Technologies has assisted our courts in optimizing work flow efficiencies, increasing juror yield, and improving juror experience; and

WHEREAS, Tyler Technologies has provided Jury Administration with a proposed five-year software subscription and service renewal agreement to begin on June 1, 2022 that includes a 5% increase from current rates for years one through three of the Renewal Term for Site Subscription costs of \$1.31 per summons for 35,000 summons for a total cost of \$45,850 per year (includes Enterprise Jury Manager, Enterprise Juror Access, Enterprise Jury Voice, Enterprise Jury Capture, and Enterprise Jury Summons), Enterprise Jury Hosting at \$18,900 per year, and Enterprise Jury Text Messaging of up to 78,000 messages at \$10,010.25 per year; and

WHEREAS, the subscription rates offered by Tyler Technologies, combined with ancillary costs of doing business, are \$74,760.25 per year for years one through three, and then rates for years four and five will be at Tyler Technologies' then-current rates subject to a maximum increase of 5% over each prior year (from years 3 to 4, and from years 4 to 5); and

WHEREAS, Ingham County Jury Administration, the Jury Board, and Courts are pleased with the performance of Tyler Technologies and believe they will continue to deliver a jury management system that minimizes inconvenience to citizens serving as jurors, broadens citizen participation, and maximizes the efficiency of jury staffing resources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves continuing the contract and entering into a five-year software subscription and hosting and service agreement with Tyler Technologies for a jury management system, interactive web response system, interactive voice response system, imaging system, data cleansing, and summons production/ mailing service at a rate of \$1.31 per questionnaire/summons for the first three years of the contract to a maximum of \$1.38 per questionnaire/summons in year four and \$1.45 per questionnaire/summons in year five of the contract, jury hosting of \$18,900 per year for the first three years of the contract to a maximum of \$19,845 in year four and \$20,838 in year five of the contract, and jury messaging of \$10,010.25 per year for the first three years of the contract to a maximum of \$10,511 in year four and \$11,037 in year five of the contract.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the term of agreement to run annually from June 1 through May 31, beginning on June 1, 2022, coterminous with the subscription terms for all of the Enterprise Jury Software under the agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves that upon the expiration of the five-year renewal term, the agreement will renew automatically for additional one-year terms at Tyler's then current rates unless terminated by either party in accordance with the agreement.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary documents to renew the Circuit Court's agreement with Tyler Technologies for a software subscription and jury hosting and service on behalf of the County after approval as to form by the County Attorney.

Agenda Item 3

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
CC: Annette Ellison, Youth Center Director
DATE: June 7, 2022
SUBJECT: Ingham County Youth Center Summer Education Program
For the meeting agendas of Law and Courts Committee June 16 and Finance Committee June 22, 2022

BACKGROUND

The Ingham County Youth Center is a 24-bed short-term detention facility located at 700 E. Jolly Rd., Lansing, MI. Youth at the facility are provided with social, emotional, and educational programming year-round. Lansing School District currently provides educational instruction and has historically provided summer school for youth.

It has been reported by the Lansing School District that funding is not available for summer school this year due to low student counts during the COVID-19 pandemic, 2020-2021 school year. Reportedly, Title, Part D, awards are based on student counts from the previous year and given that during the pandemic, the Youth Center reduced the population in order to take precautions, this year's funding is significantly affected.

The Juvenile Division thinks it is vitally important to provide education instruction to youth in detention during the summer months. The Lansing School District has agreed to provide instruction in core subjects of math, reading, and science if the Juvenile Division is able to reimburse the programming. According to Dr. Sergio Keck, the education instruction will cost the Lansing School District \$11,764.17, which is available in the Juvenile Justice Millage fund balance and Child Care Fund reimbursable.

ALTERNATIVES

Youth do not receive education instruction for the summer and are instead provided summer enrichment programming by the detention staff.

FINANCIAL IMPACT

Funds for the summer educational instruction are available in the Juvenile Justice Millage fund balance and are child care fund reimbursable.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Reimburse the Lansing School District for summer educational instruction for core areas of math, reading, and science.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE INGHAM COUNTY YOUTH CENTER
SUMMER EDUCATION PROGRAM**

WHEREAS, the Ingham County Youth Center is a 24-bed short-term detention facility that provides social, emotional, and educational programming year-round; and

WHEREAS, Lansing School District currently provides educational instruction and has historically provided summer school for youth at the Youth Center; and

WHEREAS, funding is not available for summer school this year due to low student counts during the COVID-19 pandemic, 2020-2021 school year; and

WHEREAS, it is vitally important to provide education instruction to youth in detention during the summer months; and

WHEREAS, the Lansing School District has agreed to provide instruction in core subjects of math, reading, and science for a total cost of \$11,764.17; and

WHEREAS, the amount needed to cover the total cost is available in the Juvenile Justice Millage fund balance and is Child Care Fund reimbursable.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Lansing School District to provide summer education instruction for a total amount not to exceed \$11,764.17 for the time period of June 1, 2022 through August 31, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a line-item transfer from the Juvenile Justice Millage fund balance to the Ingham County Youth Center Contractual Services Line-Item (29266204-818000).

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

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: June 7, 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 is 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. At the last round of committee meetings, this request was reviewed by both the Law & Courts Committee and the County Services Committee.

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.

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**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' 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

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 total staffing number; 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.

**Shelter update for Law & Courts Committee
June 16, 2022**

- **Budgetary concerns**
 - Rising costs of fuel
 - Exploring options on how to respond to certain calls for service virtually to save on fuel costs
 - Supply chain shortages on dog & cat food
 - Looking into options for bulk purchasing direct from the suppliers
 - Supply & demand has caused a steep increase in the cost of pharmaceuticals & veterinary medical supplies
 - Working with several vendors to lower the costs to the shelter
 - Also pursuing grants to help offset costs

- **Shelter capacity**
 - Our capacity has remained near the top for the last several months and we don't anticipate a reduction in animals anytime in the near future. Even with the high capacity we are still preventing behavioral & health issues. No animals are being euthanized for space.
 - Waiting lists for owner surrendered dogs & cats is over a month back logged.

- **Staffing**
 - Staff turnover has been significantly lower than it has been in the last eighteen months. Currently have two vacancies (one Officer and one clerk). We will have a conditional offer for an officer the week of June 13 and anticipate being fully staffed within six weeks.
 - The shelter veterinarian has been on light duty for the last two weeks and is unable to perform surgeries and medical procedures. We have needed to hire contract veterinarians to keep up on the spay/neuter surgeries.

- **Horse neglect case**
 - To date, Ingham County has paid Horses Haven \$78,052.35 to care for the horses involved in the neglect case from July 2021. This single case has depleted our anti-cruelty fund and has been caused by repeated delays in the civil forfeiture case.

- **Ingham County Animal Shelter Fund Support**
 - The shelter fund has graciously given ICACS \$30,000 for diagnostic testing for CY 2022
 - Allows us to diagnose medical conditions
 - Saves adopters from shouldering the costs of potentially expensive medical conditions without knowing at the time of adoption.

Agenda Item 6

TO: Board of Commissioners Law & Courts Committee
FROM: Barb Davidson, 9-1-1 Director
DATE: June 8, 2022
SUBJECT: Resolution recognizing the 10th anniversary of the creation of the consolidated Ingham County 9-1-1 Central Dispatch Center
For Law & Courts Committee agenda June 16, 2022

BACKGROUND

The Ingham County Board of Commissioners started investigating the potential and feasibility of consolidating the two 9-1-1 Centers in Ingham County into one in 2006. They hired a consultant to study the operations of both and make a recommendation. After reviewing the study in 2008, the Board of Commissioners adopted a resolution to enter into a conditional agreement with the cities of Lansing and East Lansing to create a single emergency dispatch center serving all of Ingham County. Many years of agreements, discussions, pitfalls, and the construction of the new building ensued. Then on June 27, 2012, the new consolidated 9-1-1 Emergency Dispatch Center was opened. As June 27, 2022 approaches, we would like to take a moment to recognize all of the hard work that got us to this anniversary and commend all of the employees of the Center, past and present, for their service to the citizens of Ingham County.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of service to our residents and supporting public safety.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to recognize the 10th anniversary of the creation of the consolidated Ingham County 9-1-1 Central Dispatch Center.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING THE 10TH ANNIVERSARY OF THE CREATION OF THE CONSOLIDATED INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER

WHEREAS, the Ingham County Board of Commissioners began evaluating the potential of combining the Lansing and East Lansing 9-1-1 Dispatch Centers into one consolidated 9-1-1 Dispatch Center operated by the County of Ingham in 2006; and

WHEREAS, merging the operations of the East Lansing and Lansing Dispatch Centers was determined to be a beneficial option for the County in order to create a state of the art Consolidated Dispatch Center, with new facilities and technology, at a lower cost than operating the current separate Centers; and

WHEREAS, representatives from the Cities of East Lansing and Lansing and Ingham County worked as a 9-1-1 Steering Committee to guide the development of an action plan to achieve the goal of a consolidated center in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners adopted a “Resolution of Intent to Enter into a Conditional Agreement with the Cities of East Lansing and Lansing for the Purposes of Creating an Ingham County Consolidated 911 Center and creating a single emergency dispatch center serving all of Ingham County” in 2008; and

WHEREAS, in 2010 the Ingham County Board of Commissioners authorized the construction of the new consolidated Center; and

WHEREAS, the Ingham County Board of Commissioners established a Consolidated 9-1-1 Emergency Dispatch Center that opened on June 27, 2012, retaining staff from both the East Lansing and Lansing Dispatch Centers; and

WHEREAS, Ingham County 9-1-1 Telecommunicators (9-1-1 Dispatchers & Supervisors) have met many challenges over the years, including adapting to a new Dispatch Center and frequent changes in technology, in addition to the continuous challenge of daily serving the citizens of Ingham County by answering their emergency calls for police, fire, and emergency medical services and by dispatching the appropriate assistance as quickly as possible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners recognizes the 10th anniversary of the operation of the consolidated Ingham County 9-1-1 Central Dispatch Center which will occur on June 27, 2022 and commends all of the employees of the Center, past and present, for their service to the citizens of Ingham County.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING AN INTERIM CHIEF PUBLIC DEFENDER

WHEREAS, Chief Public Defender Russel Church has announced his retirement effective July 8, 2022; and

WHEREAS, it is necessary to appoint an Interim Chief Public Defender until a new Chief Public Defender has been appointed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Deputy Chief Public Defender Keith Watson as Interim Chief Public Defender effective July 9, 2022.

BE IT FURTHER RESOLVED, that upon his appointment as the Interim Chief Public Defender, Keith Watson shall be paid at \$122,235.56 (MCF 17, Step 2) of the salary schedule until a new Chief Public Defender has been appointed and begins serving in that capacity.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING RUSSEL CHURCH, CHIEF PUBLIC DEFENDER,
ON THE EVENT OF HIS RETIREMENT**

WHEREAS, Russel Church began his career with Ingham County in September of 2007 as an Assistant Prosecuting Attorney in the Ingham County Prosecutor's Office spending most of his time at 54-A and 54-B District Courts; and

WHEREAS, his first courtroom experience was with the Judge Advocate General Corps (JAG), after four years with JAG, he went into private practice with a firm in Tennessee, taking on most of the firm's court-appointed cases; and

WHEREAS, Russel has practiced law for over 40 years, devoting most of his career to the criminal justice system; and

WHEREAS, for seventeen years, Russel served as public defender in Tennessee where he tried over 350 jury trials as a defense attorney and has tried approximately the same number of cases as a prosecutor; and

WHEREAS, Russel was appointed as Ingham County's first Chief Public Defender in December of 2018, where he has developed an office that provides the kind of quality representation that anyone who faces the loss of their liberty deserves; and

WHEREAS, Russel will be retiring from his position as Chief Public Defender effective July 8, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Russel Church on the event of his retirement and thanks him for his years of services to Ingham County.

BE IT FURTHER RESOLVED, that the Board appreciates his dedication and commitment to providing excellent indigent defense services to those in need within the County of Ingham.

BE IT FURTHER RESOLVED, that the Board wishes him continued success with all of his future endeavors.