

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

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

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, MARCH 10, 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 [February 24, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize a Part-Time [Communications & Media Assistant](#) within the Sheriff's Office
2. Probate Court – Resolution for Use of [Elder Person Millage](#) for Various Probate Court Purposes
3. Circuit Court – Resolution to Authorize Contracts with [Global Eagle Company](#) Business Transformation Specialists
4. Public Defenders Office – Resolution to Authorize a Modified Lease Agreement with [Pitney Bowes](#) for a Postage Meter
5. Animal Control and Shelter – Resolution to Approve the [Reorganization](#) of the Office Staff of the Ingham County Animal Control and Shelter
6. 9-1-1 Dispatch Center
  - a. Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators During [National Telecommunicators Week](#) April 10-16, 2022
  - b. Resolution to Honor 9-1-1 Dispatcher [Craig Bauer](#) of the Ingham County 9-1-1 Central Dispatch Center
7. Law & Courts Committee – [Animal Control Millage](#) (*Discussion*)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE  
February 24, 2022  
Draft Minutes

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

Members Absent: Schafer

Others Present: Judge Shauna Dunnings, Barb Davidson, Missy Harris, Marc Pieknik, Morgan Cole, Heidi Williams, Dan Verhougstraete, 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 February 10, 2022 Minutes

MOVED BY COMM. TRUBAC, SUPPORTED BY COMM. CAHILL, TO APPROVE THE MINUTES OF THE FEBRUARY 10, 2022 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

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. Resolution Services Center of Central Michigan – Resolution to Authorize a Contingency Appropriation to Resolution Services Center of Central Michigan to Support Small Claims Work
2. Sheriff's Office – Resolution to Purchase Rapid Response Disturbance Control Suits
3. Circuit Court – Resolution to Transfer Funds Budgeted for Transcripts from the Probate Court Budget to the Circuit Court General Trial Division Budget
4. Health Department – Resolution to Authorize an Agreement with Safe Passages dba Advance Peace for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool

5. Probate Court
  - a. Resolution to Authorize the Continued Use of Probate Court's Outstanding Capital Improvement Project Funds Awarded Prior to 2018
  - b. Resolution to Authorize Statement of Work No. 22112 with ImageSoft Corporation for Imaging Project
  
6. Animal Control and Shelter
  - a. Resolution to Purchase Computer Aided Dispatch (CAD) Licenses from Central Square for the Ingham County Animal Control and Shelter

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

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

5. Probate Court –
  - c. Use of Elder Millage for Probate Court Purposes (*Discussion*)

Shauna Dunnings, Chief Probate Judge, stated that Morgan Cole, Probate Register, had created the memo and deserved the credit. She further stated that she was present to highlight a few important points.

Judge Dunnings stated that after reviewing neighboring counties, they determined the millage funds would be best utilized for additional staffing to continue services for the elder population. She further stated that five other neighboring counties had used their millage fund to support some of the Probate Court services.

Judge Dunnings stated that a portion of the work would be covered by the General Fund. She further stated that their caseloads were increasing due to the aging population.

Judge Dunnings stated that according to the caseload outlined on page 2 of the memo, there were 7,761 open cases that the Probate Court was obligated to support. She further stated that the Probate Court currently had five Senior Deputy Probate Registers who worked on the ground.

Judge Dunnings stated that in addition to the workload, there was new technology that required staff to use in ways that were different from before. She further stated that they determined that funding was available through the Elder Millage.

Judge Dunnings stated that Morgan Cole had communicated with Tri-County Office on Aging (TCOA). She further stated that TCOA had expressed support for the request.

Judge Dunnings stated that the elderly population preferred face-to-face interactions. She further stated that the Probate Court had been onsite with the exception of three weeks since March 2020.

Judge Dunnings stated that the Probate Court provided emergency guardianship petition services for local hospitals. She further stated that this was a critical service, as it would aid in the number of beds available for hospitals.

Judge Dunnings stated that the Probate Court provided mental health petitions, and petitions for commitment. She further stated that the number of mental health petitions had skyrocketed.

Judge Dunnings stated that the five Senior Deputy Registers were processing all of the paperwork, and communicating with the community and hospitals. She further stated that there was a need for additional support to accommodate the 40% of the population that has increased the caseload.

Judge Dunnings stated that individuals appointed as conservators are faced with a difficult job. She further stated that elder individuals often struggled with the Zoom courses that the Probate Court provided and needed accessibility.

Judge Dunnings stated that it was difficult to provide all of the necessary services when faced with staff shortages and a large workload.

Ms. Cole stated that the Probate Court was the first call made by nursing facilities and hospitals. She further stated that the Probate Court provided them with both services and resources.

Ms. Cole stated that the two UAW positions requested had the full support of the UAW. She further stated that the total cost per year for the two positions was approximately \$200,000.

Ms. Cole stated that there had been a \$1.7 million surplus from the Elder Millage in 2021. She further stated that surplus alone would sustain the positions for eight years.

Ms. Cole stated that the Tri- County Office on Aging had submitted a proposed \$2.5 million budget to the Board of Commissioners and did not earmark the \$1.7 million surplus. She further stated that the Elder Millage was up for election in 2024, and the Probate Court would be part of this and work to gain support from the community.

Commissioner Polsdofer stated the Elder Millage would typically go for renewal in the 2024 vote. He further asked if the Probate Court had considered expanding to do more with the Probate Court staffing.

Judge Dunnings stated that TCOA had a significant amount of money that had not been contracted. She further stated that what Probate Court had requesting was nowhere near the surplus balance.

Judge Dunnings stated that the Probate Court had engaged with hospitals to provide outpatient support for mental illnesses. She further stated that she did not foresee the Probate Court needing more funds than what was already available.

Commissioner Celentino asked for clarification on the number of Deputy Probate Registers that would be employed.

Judge Dunnings stated that the total number would be nine employees in the Probate Court Office.

Commissioner Celentino stated that Ingham County had been providing overtime. He further asked for clarification on how much overtime had been paid.

Ms. Cole stated that the Deputy Probate Registers had agreed to comp time. She further stated that she had not completed an agreement for overtime pay.

Ms. Cole stated that funds had been secured from the Coronavirus Supplemental Funding Act to cover any backlog due to COVID-19 related matters.

Commissioner Celentino stated that overtime resulted in burnout and Ingham County tried to avoid that. He further stated that Ingham County residents paid taxes with the purpose of supporting the aging population.

Commissioner Celentino stated that he supported this and understood the need to prevent burnout. He further asked for clarification on how the Probate Court would actively assist the Tri-County Office on Aging with public outreach.

Ms. Cole stated that the Probate Court would currently spread outreach to the communities. She further stated that when the Elder Millage was up for renewal, they would continue to provide visibility and highlight the importance of the Elder Millage.

Chairperson Slaughter stated his thanks for their creativity in planning. He further stated that he would support and looked forward to further discussion.

Teri Morton, Deputy Controller, stated that this was also a discussion item for the Human Services Committee. She further stated that a resolution could be prepared after.

6. Animal Control and Shelter –

- b. Proposed Reorganization of the Office Staff of Ingham County Animal Control and Shelter (*Discussion*)

Dan Verhougstraete, Ingham County Animal Control Deputy Director, stated that the current budget allowed for five Animal Shelter Clerks, one Rescue Coordinator, and one Volunteer and Foster Coordinator. He further stated that these positions have various pay grades but have overlapping responsibilities.

Mr. Verhougstraete stated that when faced with staff shortages, they were faced with the issue of employees working out of class. He further stated that this issue had caused disruptions to the services that Animal Control provided.

Mr. Verhougstraete stated that he proposed to migrate the Volunteer and Foster Coordinator as well as Rescue Coordinator into the Shelter Clerks. He further stated that the equal pay would eliminate the issue of employees working out of class.

Mr. Verhougstraete stated that this would further allow Animal Control to cross train employees and provide additional services. He further stated that this ultimately would get more animals out of the shelter and into homes where they belonged.

Mr. Verhougstraete stated that he would like to shift one Shelter Clerk to a proposed Administrative Field Support Assistant. He further stated that Animal Control recently became the fourth agency in the nation to access to criminal justice information.

Mr. Verhougstraete stated currently he, the Animal Control Director and the Animal Control Officers were the only individuals who had access to the criminal justice information. He further stated that by placing the Clerk in the enforcement position it would be similar to Ingham County Sheriff's Office Record Clerk.

Mr. Verhougstraete stated that the newly reorganized clerks would be classified as pay grade E. He further stated that the Administrative Field Support Assistant would be classified as a pay grade F.

Commissioner Celentino asked for clarification on the proposed organizational chart.

Mr. Verhougstraete stated that one of the existing clerk positions would transition to the Administrative Field Support Assistant. He further stated that the two Coordinator positions would be shifted to Shelter Clerks.

Commissioner Celentino asked how many total Animal Shelter Clerks would be employed.

Mr. Verhougstraete stated that there would be a total of six with the reorganization.

Commissioner Celentino asked if the Director positions had been reviewed with the presented reorganizations.

Ms. Morton stated that it was acknowledged that many of the Directors in Ingham County were at different levels. She further stated that it had been considered to review those positions later.

Commissioner Celentino stated that he supported the reorganization. He further stated that Ingham County wanted to recruit and retain the best employees.

Ms. Morton asked if the Law & Courts Committee was interested in adding the Director positions to the current proposed reorganization.

Commissioner Celentino stated that he would have no problem adding the Director to the reorganization. He further stated that if a reorganization for all Directors were coming in the future that would be accepted as well.

Commissioner Trubac stated that he hoped the reorganizations were comprehensive and included everything that was needed. He further stated that he was happy with the work that the Animal Control had been completing.

Commissioner Maiville stated that he was in support. He further stated that in previous discussion the millage was in place to expand services but was primarily focused on the new building.

Commissioner Maiville asked for clarification on the timeline for the sunseting.

Ms. Morton stated that there would be discussion at the next Law & Courts Committee meeting.

Chairperson Slaughter stated that he was in support of the comprehensive review.

Ms. Morton stated that an amended reorganization could be presented to the County Services Committee. She further asked if Animal Control was concerned with the timeliness of completing this portion of the reorganization.

Heidi Williams, Ingham County Animal Control Director, stated that she would prefer to have this settled for her staff.

7. 9-1-1 Dispatch Center – Update from 9-1-1 Director (*Discussion*)

Ms. Morton stated that the 911 report was no longer available online. She further stated that the report had included sensitive information.

Barb Davidson, 911 Director, stated that the 911 Dispatch Center currently faced a staffing shortage. She further stated that among the challenges they faced, one included the inability for employees to work remote.

Ms. Davidson stated that the 911 Center had molded its approach from the statement that Dispatchers were exceptional. She further stated that job boards, job fairs, and Indeed had been productive but in the current landscape of the job market, they were one of many.

Ms. Davidson stated that the 911 Center had historically been behind the scenes. She further stated that they had reached out to Lansing Community College (LCC) and Michigan State University (MSU) to assist in promoting the 911 Center.

Ms. Davidson stated that the MSU senior communications class had taken the 911 center on as a project. She further stated that one of the areas they identified was the minimal presence on social media.

Ms. Davidson stated that the 911 Center wanted their social media platforms to be received as informative. She further stated that they had since created Facebook, Instagram and Twitter.

Ms. Davidson stated that they were working with MSU to create an Intern position to further assist with social media presence. She further stated that reviewing and posting on social media was a role of its own.



Ms. Davidson stated that MSU had also offered to take them on as a client for a marketing class. She further stated that Shawn Turner, MSU Marketing Professor, had offered them his faculty rate to create a full media campaign.

Ms. Davidson stated that the campaign would include WKAR television and radio. She further stated that the 911 Center would own the rights to the content.

Ms. Davidson stated that while WKAR may not be the target audience, but they would be able to influence the target audience. She further stated an upcoming meeting would determine the timeline of the WKAR campaign.

Ms. Davidson stated that Lansing Community College had created a two-week certificate class for dispatch. She further stated that along with Marc Pieknik and Missy Harris, 911 Center Staff Service Managers, she would be teaching the course offered at LCC.

Ms. Davidson stated that this was an opportunity to engage interest in the 911 dispatch career. She further stated that they would be meeting next week to evaluate the content of the course.

Ms. Davidson stated that she had met with Fox 47 News and would be creating a commercial for the 911 Center. She further stated that the goal would be to have the commercial on air by the end of March.

Ms. Davidson stated that the 911 Center had provided demonstrations to the Wilson Talent Center. She further stated that they would like to further provide presentations to community meetings, as well as local elementary schools.

Ms. Davidson stated that the 911 Center had further streamlined the hiring process by way of virtual interviews and testing. She further stated that while they wanted the large quantity of applicants, they ultimately required quantity.

Ms. Davidson stated that staffing shortages had resulted in significant amounts of overtime and decreased hours of time off. She further stated that this had resulted in burnout and the managers and supervisors had stepped in to cover gaps.

Ms. Davidson stated that the current radio project went live on September 7, 2021 with few bumps. She further stated that this project had included distributing roughly 2,200 portable and mobile radio and pagers.

Ms. Davidson stated that it had originally been estimated that the devices would be installed in February 2022, however they were ahead of schedule and the installation had been completed in December 2021. She further stated that it had been identified as safety issue and was a necessity to complete installation in a timely manner.

Ms. Davidson stated that the Enhanced Digital Access Communication System (EDACS) removal was in progress and had successfully removed all old tower antennas. She further stated that the decommissioning of shelters and components was underway.

Ms. Davidson stated that final work had been completed for the microwave link. She further stated that they had not encountered any issues.

Ms. Davidson stated that one last phase included working with Motorola through Michigan's Public Safety Communications System (MPSCS). She further stated that the anticipated completion for the radio project was June.

Ms. Davidson stated that the system had to perform early on for a large event, the Michigan vs. Michigan State football game. She further stated on a normal Saturday they would receive 7,500 push to talks, and on the game day, they received 16,030.

Ms. Davidson stated that Clinton County users would be utilizing the MPSCS shortly. She further stated that the northern Ingham County safety partners would continue to benefit from the towers that Clinton County would be bringing up.

Commissioner Celentino asked for clarification on if the radio had experienced glitches or dropped calls since going live on September 7, 2021.

Ms. Davidson stated that they had encountered bad ratings at the Veterans Memorial Courthouse, the East Lansing Jail and the operation center for the Lansing Police Department. She further stated that they were able to repurpose existing antennas that had resolved the issues.

Ms. Davidson stated that there were a few public domain areas that had additionally been identified. She further stated that the fire code would dictate some of the improvement for those locations.

Commissioner Celentino asked for clarification on how low employee morale was.

Ms. Davidson stated that several senior dispatchers had expressed serious concern. She further stated that they were working towards improving the culture and ensuring that employees feel appreciated.

Ms. Morton stated that the Controller's Office had not received many complaints and employees had not been present at Committee meetings. She further stated that she believed employees understood that the County was doing the best they could to support them.

Commissioner Polsdofer stated that the 911 Center should consider HOMTV in Meridian Township. He further stated that they would be able to run a highlight the collaboration with LCC.

Commissioner Trubac expressed his thanks to Ms. Davidson for her commitment to resolving staffing shortages and visibility to the public. He further stated his support and would like to continue learning about the 911 Dispatch Center.

Commissioner Cahill stated she admired the work that 911 Dispatch Center did. She further asked if they had considered highlighting an employee's experience on the radio.

Ms. Davidson stated that MSU had suggested using personal experiences to put a face with the job to be received as more relatable. She further stated that a national campaign titled “I am 911” depicted very real situations that 911 dispatchers had experienced.

Commissioner Celentino stated he imagined the outreach to neighborhood communities had been a difficult task during the COVID-19 pandemic. He further asked if Ms. Davidson had been able to attend neighborhood meetings prior to COVID-19.

Ms. Davidson stated that they had attended neighborhood meetings to discuss the surcharge when it had first been introduced. She further stated that the goal was to connect with the community when they had questions and not when the 911 Center needed something.

Ms. Morton stated that she wanted to highlight that the Director and Staff Service Managers had been working to alleviate the overtime hours.

Ms. Davidson stated that she and the managers wanted to let their employees know they were in this together. She further stated that they would do anything to assist their employees.

Chairperson Slaughter stated that he had spent New Years Eve at the 911 Center. He further stated that he appreciated all of the work that they had completed to reach the public.

Chairperson Slaughter stated he would always support the 911 Center and asked that they let them know how the Board of Commissioners could continue to support them in the future.

Commissioner Trubac asked for clarification on when the next update would be provided.

Ms. Morton stated that the target would be to provide an update every quarter.

Commissioner Trubac stated that he would like to keep this on the radar and hear updates regarding the employee morale.

Commissioner Celentino stated that Ms. Davidson and the managers pinch-hitting did a lot for employee morale as well. He further stated his appreciation and thanked the 911 Center for their service.

Discussion.

#### Announcements

None.

#### Public Comment

None.

Adjournment

The meeting was adjourned at 7:03 p.m.

**MARCH 10, 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 a Part-Time Communications & Media Assistant within the Sheriff's Office*

This resolution will authorize the creation of a Part-Time Communications & Media Assistant (UAW/F) within the Sheriff's Office effective upon approval of this resolution. The annual cost of the position is \$46,501 and funding will come from a portion of the temporary salaries approved by Resolution #21-387 in the amount of \$109,740 for part-time Deputies. The Sheriff's Office has a need to inform, educate, and engage with the community through many media platforms and has identified a need to supplement staffing for Central Records and Freedom of Information Act (FOIA) responsibilities. The Sheriff's Office believes repurposing part of their temporary salaries budget to fund a permanent Part-Time Communications and Media Specialist will benefit the organization.

See memo for details.

2. *Probate Court* – *Resolution for Use of Elder Person Millage for Various Probate Court Purposes*

This resolution will authorize the creation of two new Senior Deputy Probate Register positions (UAW-H) for the Probate Court. Funding will come from the Elder Person Millage. The Probate Court provides services which constitute "critical services" that expand or create new programs and/or eliminate hospital and nursing home waitlists, making some Probate Court services eligible for funding from this millage. These services include community outreach on proactive measures to assist the elderly, emergency case processing, and improving processes and care for the elderly. The addition of these positions will bring the total number of Senior Deputy Probate Registers from five to seven. The annual topped out cost of the two new positions is \$198,622. Tri-County Office on Aging is supportive of the use of proceeds from the Elder Millage for this purpose.

See memo for details.

3. *Circuit Court* – *Resolution to Authorize Contracts with Global Eagle Company Business Transformation Specialists*

This resolution will authorize contracts not to exceed \$4,420 for the Circuit Court General Trial Division and \$3,640 for the Friend of the Court on an annual basis with Global Eagle Company Business Transformation Specialists for online training for the time period of April 1, 2022 through March 31, 2025. Training is a necessary investment in staff, for both their operational excellence and their personal growth. In-person training has been largely suspended for the last two years due to COVID-19, and remote training has become familiar to, and preferred by, many. In order to continue to address the ongoing and changing needs of staff and the public, the General Trial Division and Friend of the Court are interested in contracting for three more years with Global Eagle Company Business Transformation Specialists to sustain an online training platform. The contract would continue to grant the General Trial Division and the Friend of the Court access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees.

As a response to the lack of training the last two years of COVID-19 has created, and as an effort to continue operations that limit person-to-person contact, the Court is seeking eligible American Recovery Plan (ARP) 2<sup>nd</sup> Tranche funds for this training. Without ARP funding, General Fund budget will be used to cover the expenses.

See memo for details.

4. Public Defenders Office – Resolution to Authorize a Modified Lease Agreement with Pitney Bowes for a Postage Meter

This resolution will authorize entering into a lease agreement with Pitney Bowes Inc. for a postage meter machine for \$3,939.48 for five years at a rate of \$63.89 per month for the first year, and \$66.10 per month for the remaining four years. Funds are available within the Public Defenders budget for this agreement.

See memo for details.

5. Animal Control – Resolution to Approve the Reorganization of the Office Staff of the Ingham County Animal Control and Shelter

This resolution will approve the reorganization of the Ingham County Animal Control and Shelter's Animal Shelter Clerk unit as discussed at the last round of Law & Courts and County Services Committee meetings. The job descriptions of Animal Shelter Clerk/Rescue Clerk and Volunteer Coordinator have been incorporated into one job description titled Animal Shelter Clerk. These positions, and all of the current Animal Shelter Clerks, will be classified as UAW E. This reorganization will also convert one of the Animal Shelter Clerks to an Administrative and Field Support Assistant. This new position is classified as a UAW F. The Animal Control department will post this position internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position. The long-term annual cost of this reorganization using 2022 rates will be \$46,034. Funds are available within the Animal Shelter Millage Fund to cover this increased cost.

See memo for details.

**OTHER ITEMS:**

6a. 9-1-1 Dispatch Center – Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators During National Telecommunicators Week April 10-16, 2022

6b. 9-1-1 Dispatch Center – Resolution to Honor 9-1-1 Dispatcher Craig Bauer of the Ingham County 9-1-1 Central Dispatch Center

7. Law & Courts Committee – Animal Control Millage (Discussion)

## Agenda Item 1

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

**FROM:** Andrew Bouck, Undersheriff

**DATE:** February 28, 2022

**SUBJECT:** ICSO Communication & Media Assistant PT Position  
For the meeting agenda of 3/10, 3/15, 3/16/22, respectively

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### **BACKGROUND**

Technology advancements and the era of digital media has dramatically influenced how the Ingham County Sheriff's Office (ICSO) operates. Body and fleet cameras on top of in-house security cameras has increased the work load of our Central Records team and FOIA handlers. Also, the era of "information now" and our pursuit of police legitimacy through robust community engagement has driven the need to dedicate personnel for mass communication responsibilities, e.g. Everbridge and other social media platforms. This position has been reviewed and approved via Human Resources and UAW. As such the position has scored out at pay grade F (700 points).

### **ALTERNATIVES**

If we do not stand up this new position, the increased work load of digital FOIA review, redaction, and compilation will continue to be dispersed to the other Central Records staff who have full-time duties of their own. From a capture and review of other media that are valuable for in-house training or public consumption, we would continue to identify valuable information and share it when considered. This approach has not been consistent; we have missed many opportunities to develop personnel, communicate better with our community and partners, and engage more readily with our community because it has been no single person's responsibility.

### **FINANCIAL IMPACT**

While this position is being created as new, it is not an addition to the ICSO budget. The ICSO is converting one of the four Special Part-Time Court Deputy positions approved for the 2021 FY. The first of those four positions were filled on February 14, 2022. We believe repurposing the temporary salaries budget for one of those positions to fund a permanent Part-Time Communications and Media Specialist will benefit the organization.

### **STRATEGIC PLANNING IMPACT**

This position will bring added efficiencies and effectiveness to our delivery of service through Support Staff Excellence. We believe more effective communications with community partners and sharing of digital media that informs, educates, and engages will fulfill our commitment to transparency and build community trust.

### **OTHER CONSIDERATIONS**

ICSO has recently redefined a full-time Central Records position to emphasize attendance to the FOIA demands which have become more than a full-time position. Even with that redefining, adding the part-time position provides us greater flexibility to "back up" other Central Records staff to avoid work load piling and disruption of service to the public.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a part-time Communications and Media Assistant position within the ICSO.

**Agenda Item 1**

TO: Scott Wrigglesworth, Sheriff  
FROM: Joan Clous, Human Resources Specialist  
DATE: February 18, 2022  
RE: Support for creation of new part time position – Part-Time - Communications & Multimedia Assistant Sheriff's Office

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Per your request, Human Resources has reviewed the classification titled PT Communications & Multimedia Assistant – Sheriff's Office.

After analysis, the position is appropriately compensated at UAW salary range F (\$40,819.88 - \$48,678.62). The UAW has been notified. They support the reclassification and salary placement.

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

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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PART-TIME COMMUNICATIONS & MEDIA ASSISTANT  
WITHIN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office has identified a need to supplement staffing for Central Records and Freedom of Information Act (FOIA) responsibilities; and

WHEREAS, the Sheriff's Office has an ever-present need to inform, educate, and engage with the community through many media platforms; and

WHEREAS, the Sheriff's Office has projected that the above responsibilities are worthy of a part-time support staff position; and

WHEREAS, the Human Resources Department has vetted the job description and gained support of the UAW for this position to be compensated as a level F (salary range \$20,410 - \$24,339); and

WHEREAS, the long-term cost for this position, including wages and benefits, is projected to be \$46,501; and

WHEREAS, the Sheriff's Office has identified funding through a transfer from temporary salaries for the special part-time Deputies previously approved by Resolution #21-387; and

WHEREAS, the Sheriff's Office projects improvement in service delivery and mission fulfillment with the addition of this position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the creation of a Part-Time Communications & Media Assistant (UAW/F) within the Sheriff's Office effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$46,501 from temporary salaries to permanent wages and fringes within the Sheriff's Office budget and to make the necessary adjustments to the position allocation list.

## Agenda Item 2

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

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

**DATE:** *March 2, 2022*

**SUBJECT:** *Memo and Resolution - Use of Elder Millage for Probate Court Purposes*

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### **BACKGROUND**

This proposed resolution affects the Ingham County Probate Court (Probate Court) as well as the Tri-County Office on Aging (TCOA). The Probate Court seeks to use the Elder Millage to fund two (2) new full-time Senior Deputy Probate Registers (“Senior DPRs) to bring the Probate Court to a total of seven (7) FTE Senior DPRs. On August 4, 2020, Ingham County voters passed the Ingham County Elder Millage. At that time, the Ingham County Elder Millage was expected to raise an additional \$2,304,866 in the first year. In fact, for 2021, the Elder Millage’s unaudited total collected revenue is \$2,399,361.00 – which is comprised of tax revenue in the amount of \$2,389,820 and of interest revenue in the amount of \$9,541. The Probate Court’s authorized use of the Elder Millage funds must fall within the following approved ballot language:

**“for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County...”**

The Probate Court in Michigan is a constitutionally recognized element of our statewide one court of justice which perform major activities such as: admission of wills, appointment of personal representatives, oversight of decedent estate administration, action on trust matters, appointment of guardians for minors, appointment of guardians for the legally incapacitated, appointment of guardians for the developmentally disabled, appointment of conservators for minors, appointment of conservators for adults, investigation of proposed guardianships and conservatorships, comprehensive periodic review of guardianships, and adjudication of petitions seeking mental health treatment. Presently, the Probate Court’s employees 15 FTEs of which only five (5) Senior DPRs are the front-line/clerical office staff. The Probate Court’s Office operations are crippled if just one (1) FTE Senior DPR: takes time off; is promoted; is out on Family Medical Leave Act (“FMLA); or there is a new trainee-employee. Any employee vacancy is debilitating to the Probate Court Office operations – especially those involving Ingham County residents age 60 and older. The result is: disruption of operations; inability to provide proactive community outreach programs; backlog critical case processing; and inability to answer telephone calls promptly and/or return calls. In the past 20 years, i.e., January 1, 2000 to December 31, 2021, the Probate Court handled 21,786 cases for matters involving crisis services where the ward/decedent/respondent was age 60 or older at the time for filing. Out of the 21,787 cases, 7,761 cases remain open and serviced by the Probate Court. In fact, for the past three (3) years, around 40 percent of all new Probate Court filings, involve a ward/decedent/respondent who was an Ingham County resident age 60 or older at the time of filing.

Probate Court provides “critical services” that expand or create new programs and/or eliminate hospital and nursing home waitlists, which services include, but are not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly. Expanding and creating community outreach programs that take proactive measures to assist the elderly would include having the Probate Court partake in elder law outreach initiatives with TCOA, local law firms,

financial planning firms, insurance firms, and funeral homes. Also, the Probate Court seeks to establish an “Ingham County Probate Day” – where the filing fees of wills for safekeeping are waived – thus encouraging advanced estate planning. The Probate Court seeks to establish regular trainings on-site at Ingham County nursing facilities/elder care facilities/medical care facilities for the elderly and their families. Also, the Probate Court seeks to establish fixed regular phone hours where the elderly or their families can speak immediately to a Probate Court staff member – as technology such as email/websites can be difficult for elderly population. Additional staff would allow the Probate Court to be proactive in searching local obituaries and death records so that wills could be removed from safekeeping. This would increase public access and knowledge to our community.

The Probate Court regularly engages in critical services Ingham County residents age 60 and older by assisting hospitals, family member moving the elderly individual into a step-down care facility such as: Skilled Nursing Facilities (SKNF), Assisted Living Facilities and Hospice Facilities. It is imperative that Probate Court staff are immediately available to process emergency filings for: guardianships/conservatorships; Do-Not-Resuscitate (DNR) petitions; petitions to be appointed as funeral representative(s); and mental health petitions for residents age 60 or older - along with follow-up services for full guardianships. This need continues to rise with geriatric psychiatry needs and medical conditions affecting elderly such as dementia and Alzheimer's disease. The Baby Boomers, who were born from 1946 to 1964, are quickly becoming the largest population group who need assistance under the Elder Millage. Further, isolation with COVID-19 for the elderly population has also increased mental health needs. The inadequate staffing cannot support the need in Ingham County – especially for those age 60 and older. Further, inadequate staffing does not allow for designated staff to be assigned as an “Elderly Liaison(s)” – to be assigned to primarily handle these cases. To guard against delays, the Probate Court would like to offer weekly appointments with staff – both remotely and in-person. The Probate Court wants to engage with community leaders to be proactive in seeking to guard against unnecessary Court involvement when an individual becomes incapacitated or deceased. Further, Probate Court staff need to engage with community leaders and regularly interact to assess different elderly needs. The Probate Court seeks to have individual staff liaisons for specific community leaders and the public - with regular meetings. Additional staff will allow the Probate Court to expand its access to the public level in engagement with all Ingham County residents – but more importantly – with those 60 years-old and older – who prefer telephonic or face-to-face contact. While the Probate Court is a general fund department, additional funding opportunities through a Senior/Elder Millage is another tool to ensure additional staff dedicated to those 60-years older and older, while reducing the burden on the County’s general fund. Other Michigan Counties which have an Elder Millage or Senior Millage that fund some of their Probate Court staffing and expenses are: Kalamazoo County; Genesee County; Kent County; St. Claire County; and Leelanau County. Millage funding in part makes logical sense as it will support the needs and wants as dictated by the constituents who vote for it.

## **FINANCIAL IMPACT**

On August 4, 2020, the current Elder Millage passed and was expected to raise an additional \$2,304,866 in the first year. In 2021, the Elder Millage’s unaudited total collected revenue is \$2,399,361 – which is comprised of tax revenue in the amount of \$2,389,820 and of interest revenue in the amount of \$9,541.

The amount levied collected for 2022 and 2023 on this millage will no doubt increase dramatically as the housing market in Ingham County exploded over the past two years – thus, resulting in further revenue. Two new FTE (2) Senior DPR positions would equate to an annual personnel cost of \$174,200 to \$198,622. The 2021 year end fund balance in the Elder Millage Fund was approximately \$1,375,000. Funding two (2) new FTE Senior DPR positions for the next five (5) years would cost around \$1,000,000 – which equates to 73% of existing 2021 surplus fund balance.

### **OTHER CONSIDERATIONS**

Continue to award compensatory time and overtime. However, burn out of staff will continue. Fund these positions out of the general fund – rather than the Elder Millage. The County Attorney and Controller’s Office were consulted on this request. The UAW is supportive of this request. TCOA was consulted regarding this discussion item and is also in support of this request. On February 24, 2022 and February 28, 2022, Probate Court presented this discussion items before the Law & Court’s Committee and Human Services Committee for which there was positive support.

### **RECOMMENDATION**

On behalf of the Ingham County Probate Court, I respectfully recommend approval to authorize the Elder Millage funds to support two (2) new FTE Senior DPR positions for the reason stated above.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR USE OF ELDER PERSON MILLAGE FOR VARIOUS  
PROBATE COURT PURPOSES**

WHEREAS, on August 4, 2020, the Ingham County Elder Persons Millage (Elder Millage) passed which levied Ingham County property taxes in the amount of 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation – for a period of four (4) years (2020 to 2023); and

WHEREAS, the Ingham County Probate Court (Probate Court) seeks to use the Elder Millage funds for critical services to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, the Probate Court provides services which constitute “critical services” that expand or create new programs and/or eliminate hospital and nursing home waitlists, including, but not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly; and

WHEREAS, the Probate Court currently employs five (5) full time equivalent (FTE) Senior Deputy Probate Registers (DPRs) who process critical services for the Probate Court’s entire caseload for which 40% of the entire new and existing caseload involves critical services to persons age 60 and older; and

WHEREAS, the Probate Court seeks to use the Elder Millage to fund two (2) new Senior DPRs positions – who will be assigned to: caseloads, projects, and outreach initiatives primarily consisting of those cases involving Ingham County residents age 60 and older; and

WHEREAS, the total annual personnel costs for these two (2) Senior DPRs positions (UAW-H) would equate to \$174,200.00 to \$198,622.00; and

WHEREAS, in 2021, the Elder Millage contained a \$1,375,000 surplus balance – which are unused funds that are adequate to fund the two (2) requested FTE Senior DPRs positions for at least five (5) additional years until the renewal of the Elder Millage in 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Elder Millage be used to fund two (2) new FTE Senior Deputy Probate Register positions (UAW-H) for the Probate Court as stated above effective upon passage of this resolution.

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

TO: Ingham County Board of Commissioners

FROM: George M. Strander  
Court Administrator, 30<sup>th</sup> Circuit Court

DATE: March 2, 2022

RE: Global Eagle Training

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**BACKGROUND**

The resolution attached with this memorandum requests the authority to extend for three years our contracts with Global Eagle Company Business Transformation Specialists for training in relation to General Trial Division staff and Friend of the Court staff. Training is a necessary investment in staff, for both their operational excellence and their personal growth. In-person training has been largely suspended for the last two years due to COVID-19, and remote training has become familiar to, and preferred by, many.

In order to continue to address the ongoing and changing needs of our staff and the public, the General Trial Division and Friend of the Court are interested in contracting for three more years with Global Eagle Company Business Transformation Specialists to sustain an online training platform. The contract would continue to grant the General Trial Division and the Friend of the Court access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees. The training courses allow the General Trial Division and Friend of the Court staff to safely continue training on topics such as but not limited to: Leadership, Unconscious Bias, Sexual Harassment, Decision Making, Communication, Safety, Team Building, and Coronavirus Return to Work.

The experience with Global Eagle has been positive, and we look to continue to offer its high-quality video training platform to staff. Global Eagle offers a three-year contract with a savings in yearly contract expenses. Yearly expenses for the General Trial Division and Friend of the Court under a three-year arrangement are \$4,420 and \$3,640, respectively.

**ALTERNATIVES**

If the resolutions are not approved, training opportunities for Friend of the Court and General Trial Division staff will likely be limited.

**FINANCIAL IMPACT**

As a response to the lack of training the last two years of COVID-19 has created, and as an effort to continue operations that limit person-to-person contact, we are seeking eligible American Recovery Plan (ARP) 2<sup>nd</sup> Tranche funds for this training. Without ARP funding, General Fund budget will be used to cover the expenses.

**STRATEGIC PLANNING IMPACT**

The contracts would support Ingham County's values listed in the Strategic Plan, specifically: Quality resident services; diversity, equity and inclusion; honesty, integrity and ethics; and creativity and innovation. Furthermore, the contracts would support the goals listed in the strategic plan, specifically: Services to Residents, Communication, Management Finance and Governance, and Human Resources and Staffing.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

I recommend that the attached resolution be approved.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS WITH GLOBAL EAGLE COMPANY  
BUSINESS TRANSFORMATION SPECIALISTS**

WHEREAS, the General Trial Division and Friend of the Court have traditionally performed in-person staff training periodically throughout the year; and

WHEREAS, in-person staff trainings have, for the last two years, been suspended due to the COVID-19 pandemic; and

WHEREAS, remote training has become familiar and, in many ways, preferred by staff; and

WHEREAS, the General Trial Division and Friend of the Court have already entered into one-year contracts with Global Eagle Company Business Transformation Specialists to provide critical staff training through highly effective award-winning training videos; and

WHEREAS, the training through Global Eagle has been valuable and there is an interest to continue the relationship with cost-effective three-year extensions to the contracts; and

WHEREAS, Global Eagle provides highly effective award-winning training videos using proprietary software to enhance and support the successful transfer of knowledge to employees; and

WHEREAS, three-year Global Eagle contracts with the General Trial Division and Friend of the Court will cost \$4,420 and \$3,640 annually, respectively; and

WHEREAS, the court will be seeking eligible American Recovery Plan (ARP) 2<sup>nd</sup> Tranche funds for this training, but without ARP funding the General Fund budget will be used to cover these expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Circuit Court, General Trial Division and Friend of the Court, are hereby authorized to enter into contracts, not to exceed \$4,420 and \$3,640 annually, respectively, with Global Eagle Company Business Transformation Specialists for online training for the time period of April 1, 2022 through March 31, 2025.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2022 budget necessary to properly budget and account for these expenditures.

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

## Agenda Item 4

TO: Board of Commissioners Law and Courts, Finance Committee

FROM: Russel A. Church, Chief Public Defender

DATE: February 28, 2022

SUBJECT: Resolution to Authorize a Modified Lease Agreement with Pitney Bowes for a Postage Meter

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### **BACKGROUND**

The Board of Commissioners adopted Resolution #21-335 June 22, 2021 (agenda item no. 36).

The Office of the Public Defender is in need of a postage meter machine to stamp outgoing mail to its indigent clients.

Pitney Bowes submitted a lease agreement of \$793.40 annually for the postage meter for 5 years.

In the interim, the contract for the said postage meter machine has not been entered into due to the fact that the vendor refused to execute the contract before presentation to the Board of Commissioners, and the Office of the Public Defender requested they sign the contract prior to County ratification. In the interim the contract has changed to \$3,939.48 for the postage meter for 5 years, as follows: \$63.89 per month for the first year and \$66.10 per month for the remaining four years.

### **ALTERNATIVES**

Leave the Office of the Public Defender without a postage meter, requiring staff to deliver mail daily to the postal service and to use postage stamps which may increase the cost to the County.

### **FINANCIAL IMPACT**

The proposed resolution reduces the cost of outgoing mail through the use of a postage meter machine.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MODIFIED LEASE AGREEMENT WITH  
PITNEY BOWES FOR A POSTAGE METER**

WHEREAS, the Office of the Public Defender is in need of a postage meter to stamp outgoing mail to its indigent clients; and

WHEREAS, the Office of the Public Defender proposes to enter into a lease agreement with Pitney Bowes who submitted a responsive and responsible lease agreement of \$793.40 annually for the postage machine for five years; and

WHEREAS, funds are available in the appropriate contractual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a lease agreement with Pitney Bowes Inc., P.O. Box 371896, Pittsburg, PA 15250-7896, for a postage meter machine for \$3,939.48 for 5 years, as follows: \$63.89 per month for the first year, and \$66.10 per month for the remaining four years.

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

## Agenda Item 5

TO: Ingham County Board of Commissioners Law and Courts and County Services Committees

FROM: Heidi Williams, Director

DATE: March 1, 2022

RE: Re-organization of the office staff of Ingham County Animal Control and Shelter

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### **BACKGROUND**

The current organizational structure of the Ingham County Animal Control and Shelter provides for five Animal Shelter Clerks, one Clerk/Rescue Coordinator, and one Volunteer and Foster Coordinator.

Currently, each of these positions performs very similar job functions but are classified as separate positions in different pay bands. During times of staff shortages, especially within the Rescue and Volunteer Coordinator positions, this results in major disruptions of operations, service levels, and causes conflict with members of the UAW performing job duties out of class.

In addition to these issues, the current workload of the Volunteer and Foster Coordinator is too burdensome for one staff member to effectively manage while pursuing the primary goal of growing our volunteer and foster base.

In order to remedy these issues, I propose the following:

Convert the Rescue Coordinator and Volunteer Coordinator position into Animal Shelter Clerks. The job duties of the Animal Shelter Clerk position will be modified to include the following special assignments:

- Rescue Coordinator
- Foster Coordinator
- Volunteer Coordinator

These special assignments will be assigned to the Animal Shelter Clerks on a rotating basis. This will allow Animal Shelter Clerks to gain organizational knowledge that would assist the agency in maintaining continuity of service to the public during staff shortages or unexpected vacancies.

In addition, the Animal Shelter Clerks are not members of the Ingham County Animal Control (ICAC) Enforcement Division and cannot access Criminal Justice Information. To remedy this, I propose converting one Animal Shelter Clerk position to a newly created Administrative Field Support Assistant. This position will be classified as a member of the ICAC Enforcement Division and would gain the ability to access Criminal Justice Information and allow them to handle sensitive law enforcement data which is generated by Animal Control Officers.

The Administrative Field Support Assistant will remain within the UAW workgroup, but will be a direct report to the Deputy Director position.

Currently, the five Animal Shelter Clerk positions are classified under the UAW C pay grade. The Rescue Coordinator is classified as UAW D and the Volunteer Coordinator as UAW E. This proposed reorganization will result in a total of six Animal Shelter Clerks that are classified in the UAW E pay grade and the position proposed to be converted into the Administrative Field Support Assistant being classified as UAW F.

### **ALTERNATIVES**

If this reorganization is not approved, we will continue with the current organizational structure and criminal justice related job duties will be redistributed from UAW personnel to CCLP personnel.

### **FINANCIAL IMPACT**

The long-term annual cost of this reorganization using 2022 rates will be \$46,034. Funds are available for the FY 2022 budget cycle in the Animal Shelter Millage Fund. We will ask for an increase in our budget for FY 2023 to cover the additional costs.

### **RECOMMENDATION**

I respectfully recommend approval of this reorganization as presented. Ingham County's reorganization process requires that this be brought to the Law & Courts Committee as a discussion item, and then, if approved by the committee, a resolution will be brought through the committee process for approval at the next round of meetings. Discussions took place at the Law & Courts and County Services Committee meetings of February 29, 2022 and March 1, 2022, respectively.

## Agenda Item 5

TO: Heidi Williams, Director Ingham County Animal Control &  
Daniel Verhougstraete – Deputy Director Ingham County Animal Control

FROM: Beth Bliesener, Human Resources Generalist  
Joan Clous, Human Resources Generalist

DATE: 1-26-2022

RE: Memo of Analysis for Re-organization

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Human Resources can confirm the following information regarding the re-organization that Animal Control is requesting:

1. Per the request of Animal Control, Human Resources has updated the job description to accurately reflect the duties that are being performed and to encompass the duties of the Animal Shelter Clerk/Rescue Clerk and the Volunteer Coordinator to one job description titled Animal Shelter Clerk. After analysis, the salary would be a UAW E. I have attached a copy of the job description. The following position numbers would convert to the newly updated Animal Shelter Clerk: 421014, 421015, 421016, 421026, 421027, 421013 and 421023.
2. Per the request of Animal Control, Human Resources created a new position titled Administrative and Field Support Assistant. After analysis, the classification has a community of interest with the UAW- TOPS and is appropriately compensated at a UAW F. I have attached a copy of the job description. The Animal Control department will post this position internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position.

I have sent the UAW chair notice and they support the reorganization. I have attached their response.

*Please use this memo as acknowledgement of Human Resources' participation. 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).*

## Heidi Williams

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**From:** Bradley Prehn  
**Sent:** Sunday, January 23, 2022 1:49 AM  
**To:** Elisabeth Bliesener  
**Cc:** Joan Clous  
**Subject:** RE: Animal Control Re-organization

**Sensitivity:** Confidential

Beth,

The UAW is okay with Administrative and Field Support Assistant point out at a UAW- F paygrade with 690 points and the Animal Shelter Clerks/ Rescue Clerk and Volunteer Coordinator pointing out at a UAW-E paygrade with 645 points.

Thank you,

Brad

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**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Wednesday, January 19, 2022 11:40 AM  
**To:** Bradley Prehn <BPrehn@ingham.org>  
**Cc:** Joan Clous <JClous@ingham.org>  
**Subject:** Animal Control Re-organization  
**Sensitivity:** Confidential

Brad,

I believe you have seen these two draft job descriptions, these are the two that Animal Control would like to create.

New position: Administrative and Field Support Assistant

JPE:

1 = 45

2 = 90

3 = 100

4 = 80

5 = 50

6 = 70

7 = 70

8 (1) = 35

8(2) = 115

9 = 10

10 = 10

11 = 15

Total 690 UAW F

Animal Shelter Clerk (This would be the new jd for all the Animal Shelter clerks (UAW C), Animal Shelter/Rescue Clerk (UAW D) and Volunteer Coordinator (UAW E));

JPE:

1 = 45

2 = 90

3 = 100  
4 = 80  
5 = 50  
6 = 70  
7 = 70  
8(1) = 35  
8(2) = 60  
9 = 15  
10 = 15  
11 = 15  
Total 645 UAW E.

Does the Union support the New/Updated JD's and the New/Updated JPE?

Let me know if questions.

Thanks,  
Beth and Joan

Transmission is Privileged and Confidential.

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**INGHAM COUNTY  
JOB DESCRIPTION**

**INGHAM COUNTY ANIMAL CONTROL**

**ADMINISTRATIVE AND FIELD SUPPORT ASSISTANT**

**General Summary:**

Under the supervision of the Deputy Director, is assigned to the Ingham County Animal Control Enforcement Division and serves as an administrative and field support assistant for criminal justice related operations. Communicates information to officers in the field regarding calls for service, prepares documents and citations for submission to local courts and prosecutors, and responds to public requests for information. Performs the functions of the Animal Shelter Clerk as necessary.

**Essential Functions:**

1. Provides a variety of administrative support services for Enforcement Division staff, includes typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, and preparing and maintaining files.
2. Answers calls and inquiries from the public regarding animal related complaints, collects and documents relevant information, and assigns the complaint to an animal control officer.
3. Provides support to officers by researching various records systems and relaying relevant information.
4. Communicates to officers in field by radio and phone regarding complaint response and field operations. Tracks officer locations in the field.
5. Communicates with other shelter divisions to facilitate field operations such as search warrants and animal seizures.
6. Performs data entry regarding animals that are housed in ICACS.
7. Uses the LEIN system, including entering, deleting, and modifying warrants and communicating on LEIN with other law enforcement agencies. May query information at the request of officers.
8. Regularly enters information pertaining to tickets, complaint reports, and warrants into the records management software.
9. Provides information regarding criminal cases to the local prosecutor and courts.
10. Researches and responds to requests under the Freedom of Information Act from attorneys and the general public. Redacts information as required by law. Provides copies of various documents and computes fees.
11. Reviews citizen letters and other correspondence. Drafts responses as needed.
12. Assists in compiling statistical information to provide to state of Michigan regulatory agencies.
13. Processes animal bite reports received by ICACS and dispatches officers as required.
14. Refers complaints regarding non-ICACS issues to the appropriate agency.
15. Backs-up Animal Shelter Clerks in the event of emergencies and staff shortages.

**Other Functions:**

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.

- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

### **Employment Qualifications:**

**Education:** A minimum of a High School graduation or equivalent. Some advanced coursework in accounting/bookkeeping, business, and legal terminology is preferred.

**Experience:** A minimum of one year of secretarial or clerical related experience in a law enforcement setting or in the legal field.

### **Pre-employment Requirements:**

Must have no prior felony convictions (includes expunged convictions).

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

### **Working Conditions:**

- Works in office conditions and the animal shelter.
- Regular exposure to animal odors and noises.
- Exposure to disease and parasites communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, grasping, handling and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.



- This position requires the ability to handle varying and often high levels of stress.

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

January 2022  
UAW F

	<b>UAW C LEVEL 1</b>	<b>UAW C LEVEL 5</b>	<b>UAW D LEVEL 1</b>	<b>UAW D LEVEL 5</b>
SALARY	33,991	40,506	36,267	43,195
UNEMPLOYMENT	170	203	181	216
FICA	2,600	3,099	2,774	3,304
LIABILITY	464	553	495	589
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,530	1,823	1,632	1,944
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	595	709	635	756
LIFE	88	88	88	88
DISABILITY	44	53	47	56
RETIREMENT	7,383	8,798	7,877	9,382
RETIREMENT	340	405	363	432
<b>TOTAL</b>	<b>70,864</b>	<b>79,894</b>	<b>74,019</b>	<b>83,621</b>

	<b>UAW E LEVEL 1</b>	<b>UAW E LEVEL 5</b>	<b>UAW F LEVEL 1</b>	<b>UAW F LEVEL 5</b>
SALARY	38,635	46,051	40,820	48,679
UNEMPLOYMENT	193	230	204	243
FICA	2,956	3,523	3,123	3,724
LIABILITY	527	628	557	664
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,739	2,072	1,837	2,191
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	676	806	714	852
LIFE	88	88	88	88
DISABILITY	50	60	53	63
RETIREMENT	8,391	10,002	8,866	10,573
RETIREMENT	386	461	408	487
<b>TOTAL</b>	<b>77,300</b>	<b>87,580</b>	<b>80,329</b>	<b>91,223</b>

**Current Level 5 Cost**  
\$570,670

**Proposed Level 5 Cost**  
\$616,704

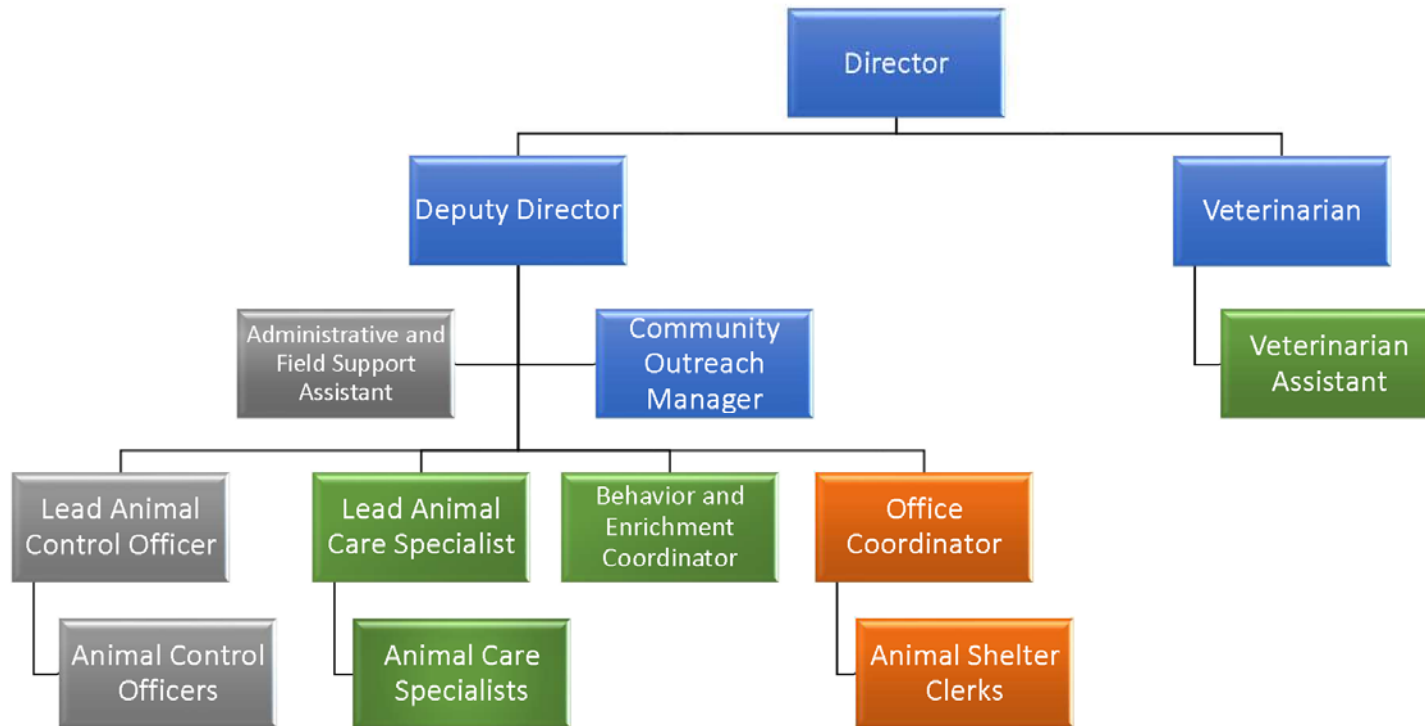
**Increase to Budget**  
\$46,034



# INGHAM COUNTY

ANIMAL CONTROL & SHELTER

## ORGANIZATIONAL CHART



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE OFFICE STAFF OF THE  
INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the current organizational structure of the Ingham County Animal Control & Shelter provides for five Animal Shelter Clerks (UAW/C, salary range \$33,991-\$40,506), one Animal Shelter Clerk/Rescue Clerk (UAW/D, salary range \$36,267-\$43,195), and one Volunteer and Foster Coordinator (UAW/E, salary range \$38,635-\$46,051); and

WHEREAS, when there are vacancies in the unit, it results in major disruptions of operations and service levels and causes conflict with members of the UAW performing job duties out of class; and

WHEREAS, the reorganization consolidates the Animal Shelter Clerks, the Clerk/Rescue Coordinator and the Volunteer and Foster Coordinator positions into a general Animal Shelter Clerk position with special assignments on a rotating basis; and

WHEREAS, the Human Resources Department analyzed the updated Animal Shelter Clerk job description and classified it at UAW/E; and

WHEREAS, this reorganization will assist the Ingham County Animal Control and Shelter in maintaining continuity of service to the public during staff shortages or unexpected vacancies; and

WHEREAS, one Animal Shelter Clerk position will be converted to a newly created Administrative and Field Support Assistant position (UAW/F, salary range \$40,520-\$48,679) to fulfil the requirements for access to Criminal Justice Information; and

WHEREAS, Human Resources and the UAW have reviewed the reorganization and have no objections to the proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Ingham County Animal Control and Shelter’s Animal Shelter Clerk unit as follows:

Position #	Current Title	Current Grade	New Title	New Grade
421013	Animal Shelter Clerk/Rescue Clerk	UAW/D	Animal Shelter Clerk	UAW/E
421014	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421015	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421016	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421023	Volunteer Coordinator	UAW/E	Animal Shelter Clerk	UAW/E
421026	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421027	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E

BE IT FURTHER RESOLVED, that a new position of Administrative and Field Support Assistant will be created, classified as UAW/F, which will be posted internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position.

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

**TO:** Board of Commissioners Law & Courts Committee  
**FROM:** Barb Davidson, 9-1-1 Director  
**DATE:** March 1, 2022  
**SUBJECT:** Resolution Honoring 9-1-1 Telecommunicators April 10-16, 2022  
*For Law & Courts Committee agenda March 10, 2022*

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**BACKGROUND**

National Public Safety Telecommunicators Week (NPSTW) was established by the United States Congress in 1991 as a way to recognize the vital link emergency telecommunicators serve between our community and public safety personnel. NPSTW is recognized annually during the second week of April. During this week, we take the opportunity to thank Ingham County 9-1-1 employees who serve in this demanding profession.

**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**

9-1-1 Telecommunicators are the first of the first responders being there 24 hours a day, regardless of the situation; they are there ready and willing to help as needed.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to establish the week of April 10-16, 2022 as National Public Safety Telecommunicator week in Ingham County.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF APPRECIATION TO THE INGHAM COUNTY  
9-1-1 CENTRAL DISPATCH CENTER TELECOMMUNICATORS DURING  
NATIONAL TELECOMMUNICATORS WEEK APRIL 10-16, 2022**

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened June 27, 2012; and

WHEREAS, Ingham County 9-1-1 Telecommunicators (9-1-1 Dispatchers & Supervisors) daily serve 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; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities and providing them information to ensure their safety; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are professionals who work to improve the emergency response capabilities of these communications through their knowledge and experience and are the true backbone of the 9-1-1 system; and

WHEREAS, Ingham County 9-1-1 Telecommunicators have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of the injured; and

WHEREAS, each Telecommunicator has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners declares the week of April 10-16, 2022 to be National Public Safety Telecommunicators Week in Ingham County, in honor of the Ingham County 9-1-1 Telecommunicators for their crucial role in the protection of life and property, for the Public Safety Agencies and the Citizens of Ingham County.

## Agenda Item 6b

**TO:** Board of Commissioners Law and Courts Committee  
**FROM:** Barb Davidson, Director  
**DATE:** March 1, 2022  
**SUBJECT:** Resolution honoring 9-1-1 Dispatcher Craig Bauer  
*For Law & Courts Committee agenda March 10, 2022*

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### **BACKGROUND**

Craig Bauer was hired by the East Lansing 9-1-1 Center in October of 1992. He became a valued member of the team. He came over to the consolidated Center in 2012. He was CCLP president and served on the joint leadership team (JLT). Craig was awarded Employee of the Year for 2020. He works and has worked an incredible amount of overtime and is a leader on the dispatch floor.

After over 29 years of dedicated service, he is looking forward to hanging up his headset and spending more time with family, especially his grandchildren.

### **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 Craig Bauer for his dedication and service to the citizens of Ingham County as he retires on April 22, 2022.



Introduced by the Law & Courts Committee:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR 9-1-1 DISPATCHER CRAIG BAUER  
OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER**

WHEREAS, Craig Bauer was hired by the Lansing 9-1-1 Center as an Emergency Telecommunicator in October of 1992; and

WHEREAS, Craig Bauer continued his employment with the consolidated Ingham County 9-1-1 center in June of 2012; and

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

WHEREAS, Craig Bauer has served as the president of the CCLP 9-1-1 Non-Supervisory group; and

WHEREAS, Craig Bauer was awarded Employee of the Year in 2020; and

WHEREAS, throughout his career, Craig Bauer has been well-respected by his peers, responders, and coworkers, and is an asset to the Ingham County community; and

WHEREAS, after over 29 years of dedicated service to the citizens of Ingham County, Craig Bauer is retiring on April 22, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors 9-1-1 Dispatcher Craig Bauer, for his 29+ years of dedicated service to the citizens of Ingham County and wishes him continued success in all of his future endeavors.

**TO:** Board of Commissioners Law & Courts Committee  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** March 3, 2022  
**SUBJECT:** Animal Shelter Millage  
For the meeting agenda of March 10

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In August of 2016, the Animal Control Shelter Replacement and Operations Millage was passed. Resolution #16-177 (see attached) approved the millage language as follows:

**ANIMAL CONTROL SHELTER REPLACEMENT AND OPERATIONAL MILLAGE QUESTION**

For the purpose of supporting funding for County animal program services, including constructing, equipping, and financing, and subsequently operating a new county animal shelter which would replace the existing facility with one that will be more sanitary, humane, and efficient to staff, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 24/100 (0.24) of one (1) mill, \$0.24 per thousand dollars of state taxable valuation, for a period of six (6) years (2016-2021) inclusive? If approved and levied in full, this Millage will raise an estimated \$1,638,500 in the first calendar year of the levy, based on state taxable valuation.

The actual vote for this millage in 2016 was:

	Vote Count	Percent
Yes	23,902	66.18%
No	12,212	33.82%
Total	36,114	100.00%

The millage expired at the end of 2021, which provides funding for the 2022 budget year.

The majority of the millage proceeds have been used in order to construct and equip a replacement animal shelter. Funds were also use to stabilize funding for operations and expand staffing. In order to continue this source of funding for a portion of the Ingham County Animal Control and Shelter (ICACS) operational expenses, a millage would need to be passed by the voters of Ingham County. The County Attorney has advised that such a millage would not be considered a renewal and has suggested some draft language as follows:

**ANIMAL CONTROL PROGRAM OPERATIONS AND SERVICES FUNDING  
QUESTION**

For the sole purpose of maintaining funding support for county animal control program services and operations, including equipping, financing, and operation of the county animal shelter and animal control program services, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to \_\_\_/100 (0.\_\_\_) of one (1) mill, \$0.\_\_\_ per thousand dollars of state taxable valuation, for a period of \_\_\_ (\_\_) years (20\_\_\_-20\_\_\_) inclusive? If approved and levied in full, this millage will raise an estimated \$\_\_\_\_\_ in the first calendar year of the levy, based on state taxable valuation.

The debt on the replacement Animal Shelter will be paid off at the end of 2022. Under the current millage rate of 0.24 mills (rolled back to 0.2393 for the 2021 tax year/2022 budget year), just over \$1.2 million of the \$1.9 million in projected tax levy will be used for that purpose.

At the end of 2022, the Shelter millage fund is projected to have a fund balance of around \$825,000. Attached is a revenue and expenditure schedule for the Animal Shelter millage fund.

The millage currently funds 11.0 FTEs of the Animal Control’s total staffing allocation of 27.0 FTEs. See detail below (this reflects the reorganization being considered by the Board of Commissioners at this round of committee meetings):

<b>Description</b>	<b>GF</b>	<b>Millage</b>
Admin/Field Support Assistant	1.00	
Animal Behavior Coordinator		1.00
Animal Care Specialist	1.50	5.50
Animal Control Deputy Director	1.00	
Animal Control Director	1.00	
Animal Control Officer	6.00	
Animal Shelter Clerk	2.50	3.50
Community Outreach Manager		1.00
Office Coordinator	1.00	
Veterinarian Assistant	1.00	
Veterinarian	1.00	
 Total FTEs	 <b>16.00</b>	 <b>11.00</b>

In order to expand services, the Animal Control Director is proposing to add three additional full-time positions to be funded by the millage beginning January 1, 2023, pending approval of the millage. These positions are; an additional Veterinarian; an additional Veterinarian Assistant; and an additional Animal Control Officer. Please see attached memo from Director Heidi Williams for justification of the additional positions. These additions would bring total staffing of the ICACS to 30.0 FTEs, with 16.0 funded by the general fund and 14.0 funded by the millage. The additional 3.0 FTEs in staffing is projected to cost around \$510,000 annually.

These three positions could be added while allowing for a decrease to the current millage rate of 0.2393 (originally approved at 0.24 mills). The current levy on a home valued at \$150,000 (taxable value of \$75,000) is \$18.95 per year. If the rate were reduced to 0.2 mills it would cost the same owner \$15.00 per year. A rate of 0.2 mills would also allow for excess funds to be available for necessary repairs and maintenance to the Shelter as well as future improvements.

The 2022 election dates are as follows:

Primary August 2, 2022  
General November 8, 2022

In order to be on the ballot for the August Primary, language must be approved and submitted to the Clerk for certification by May 10th at 4pm. For the November general election, the deadline is August 16th at 4 pm.

The last regularly scheduled Board of Commissioner Committee meetings to meet the schedule before the Clerk's deadlines are:

August Primary Election Schedule:  
Law & Courts Committee - April 14  
Finance Committee - April 20  
Board of Commissioners - April 26

November General Election Schedule:  
Law & Courts Committee - July 14  
Finance Committee - July 20  
Board of Commissioners Meeting – July 26

At the March 10 Law and Courts Committee meeting, staff will be seeking direction on ballot language, time period for levy, election schedule and millage amount for an Animal Control Services and Operation Millage.

Please let me know if you have any questions or if you would like any additional information.

## Agenda Item 7

TO: Ingham County Law & Courts Committee

FROM: Heidi Williams, Director

DATE: February 24, 2022

RE: Animal Shelter Millage discussion

The Ingham County Animal Control and Shelter (ICACS) currently employs one veterinarian and one veterinary assistant who are responsible for spay and neuter surgeries, routine examinations, and cruelty or neglect examinations. In 2021, this team performed 1365 surgical procedures as well as hundreds of wellness exams and dozens of cruelty/neglect exams. This medical team works five days a week (Monday-Friday) leaving Saturday and Sunday with no medical personnel in the shelter.

When the medical team takes a vacation, or a day off, it leaves the shelter with no medical personnel on site and sometimes requires animals to be treated at an offsite veterinary clinic, or the shelter veterinarian comes into the shelter on her day off.

Additionally, there is an enormous need for Trap Neuter Return (TNR) in Ingham County. Currently, the only clinic that performs this service is the Capital Area Humane Society Spay & Neuter Clinic in Lansing. I feel that as the tax payer funded animal welfare organization in Ingham County, we need to be helping with this problem.

I am requesting to add one veterinarian and one veterinary assistant to the staff at the Ingham County Animal Control & Shelter. The addition of this team would allow for seven day a week medical coverage at the shelter, would allow for employees to take time off without being called in, and would allow ICACS to start a targeted TNR program in Ingham County.

ICACS currently employs six, full-time Animal Control Officers (ACO's) to enforce Michigan Animal Laws and the Ingham County Animal Ordinance as well as respond to calls for service. Our officers are purely reactionary in our response. They respond to calls after a complaint has been made and investigate and prosecute as appropriate. Each year, ICACS ACO's respond to approximately 4,000 calls for service.

I am proposing the addition of an Animal Control Officer to the ICACS in order to create an investigator assignment. This position would be assigned on a three-year rotating basis amongst the ACO staff. This position would be responsible for proactive investigations. Some of these investigations could be: looking into puppy mills to ensure animals are being cared for properly, assisting on large scale cruelty investigations with search warrants for electronic records or social media sites, working with local police departments on investigations involving animals, dog and cock fighting rings, etc.

MILLAGE REVENUES AND EXPENSES: 2017 THROUGH 2022

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u> <u>Budget</u>
Property Tax Collection	1,682,980	1,735,519	1,780,805	1,846,893	1,893,110	1,998,192
Other Tax Related Revenue	65,837	11,743	47,778	48,825	64,908	11,994
Interest	17,473	49,985	33,119	18,940	1,373	35,000
<b>Total Revenue</b>	<b>1,766,290</b>	<b>1,797,247</b>	<b>1,861,702</b>	<b>1,914,658</b>	<b>1,959,391</b>	<b>2,045,186</b>
Construction Costs	152,676	0	2,005,323	0	0	0
Debt Service	0	64,360	1,285,200	1,267,600	1,241,200	1,218,900
Personnel	277,455	438,062	455,037	531,021	708,190	709,383
Property Tax Refund	77	14	219	40	23	0
CIP	0	0	0	40,567	114,296	0
Other	6,946	246	0	0	0	0
<b>Total Expenses</b>	<b>437,154</b>	<b>502,682</b>	<b>3,745,779</b>	<b>1,839,228</b>	<b>2,063,709</b>	<b>1,928,283</b>
<b>Surplus/(Deficit)</b>	<b>1,329,136</b>	<b>1,294,565</b>	<b>(1,884,077)</b>	<b>75,430</b>	<b>(104,318)</b>	<b>116,903</b>
<b>Year End Fund Balance</b>	<b>1,329,136</b>	<b>2,623,701</b>	<b>739,624</b>	<b>815,054</b>	<b>710,736</b>	<b>827,639</b>

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR  
ANIMAL CONTROL SHELTER REPLACEMENT AND EXPANDED OPERATIONS**

**RESOLUTION # 16 - 177**

WHEREAS, the Board of Commissioners desire to replace the current County Animal Shelter to assist in providing a more sanitary, humane, and efficient to staff Animal Control Program facility and to stabilize and expand operations; and

WHEREAS, a millage is necessary to construct, equip, finance, and operate a new County Animal Shelter; and

WHEREAS, the Board of Commissioners seek to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of constructing, equipping, financing, and operating a more efficient, sanitary, and humane County Animal Shelter to replace the existing facility and to stabilize and expand operations.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 2, 2016:

**ANIMAL CONTROL SHELTER REPLACEMENT AND OPERATIONAL MILLAGE  
QUESTION**

For the purpose of supporting funding for County animal program services, including constructing, equipping, and financing, and subsequently operating a new county animal shelter which would replace the existing facility with one that will be more sanitary, humane, and efficient to staff, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 24/100 (0.24) of one (1) mill, \$0.24 per thousand dollars of state taxable valuation, for a period of six (6) years (2016-2021) inclusive? If approved and levied in full, this Millage will raise an estimated \$1,638,500 in the first calendar year of the levy, based on state taxable valuation.

YES [  ]      NO [  ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the August 2, 2016 ballot and to be prepared and distributed in the manner required by law.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Anthony, Banas, Maiville  
**Nays:** Schafer **Absent:** None **Approved 4/14/2016**

**COUNTY SERVICES: Yeas:** Celentino, Hope, Tsernoglou  
**Nays:** Bahar-Cook, Koenig, Nolan **Absent:** Maiville **Failed 4/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw

**Nays:** Schafer, Case Naeyaert **Absent:** Anthony **Approved 4/20/2016**