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LAW & COURTS COMMITTEE
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CHRIS TRUBAC
IRENE CAHILL
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MONICA SCHAFER

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, FEBRUARY 16, 2023 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 2, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize a Contract Extension with the Michigan Department of Health and Human Services for [Transport Services](#) of Specific Juveniles by Sheriff's Deputies
2. 9-1-1 Dispatch Center
 - a. Resolution to Approve the Creation of a Full-Time [Administrative Analyst](#) for Quality Assurance and Freedom of Information Act Requests for the Ingham County 9-1-1 Center
 - b. Resolution to Authorize Renewal of [ProQA Medical Software Licenses](#) and Support from Priority Dispatch for the Ingham County 9-1-1 Center
3. Circuit Court – Juvenile Division – Resolution to Authorize the Purchase of Time Keeping and [Scheduling Software](#) for the Ingham County Youth Center
4. Circuit Court – Jury Administration – Resolution to Approve the [Reorganization](#) of the 30th Circuit Court Jury Administration Office
5. Animal Control and Shelter
 - a. Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society [Spay/Neuter Clinic](#) and Ingham County Animal Control
 - b. Resolution to Authorize an Equipment Purchase Agreement with [Motorola Solutions, Inc.](#) for the Purchase of One Motorola APX6000 Radio and Two Desk Chargers for the Ingham County Animal Control and Shelter
6. Health Department
 - a. Advance Peace Update
 - b. Resolution to Authorize an Agreement with [Michigan Public Health Institute](#) for Administrative Support to Operate the Advance Peace Lansing/Ingham Peacemaker Fellowship ®

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
February 2, 2023
Draft Minutes

Members Present: Polsdofer, Lawrence, Celentino, Cahill, Johnson, Pawar, Schafer and Trubac.

Members Absent: None.

Others Present: Prosecutor John Dewane, Judge Lisa McCormick, Teri Morton, Nicole Matusko, Mary Ferranti, Scott LeRoy, Robert Boerkoel, Madison Hughes, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Polsdofer at 6:01 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 January 12, 2023 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE JANUARY 12, 2023 LAW & COURTS COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

Prosecutor John Dewane, Ingham County Prosecutor, introduced himself, as well as Nicole Matusko, Chief Assistant County Prosecutor, so their presence would be known. He further stated that either he or Nicole planned to be present at every future Law & Courts Committee meeting.

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

1. Sheriff's Office
 - a. Resolution to Authorize a Contractual Agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. to Purchase Taser Cartridges and Taser Batteries
 - b. Resolution to Accept One Naloxone Vending Machine from Wayne State University Center for Behavioral Health and Justice and Place at the Ingham County Correctional Facility

2. Homeland Security and Emergency Management Office
 - a. Resolution to Authorize an Equipment Purchase Agreement with Aerial Armor for Two Drone Detection Systems
 - b. Resolution to Authorize a Five-Year Maintenance and Service Agreement Contract with Mobile Communications America for the Bi-Directional Amplifier and Cellular Network Boost System in the Ingham County Justice Complex
 - c. Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of Corrections Radios and Accessories
 - d. Resolution to Sell the Ingham County Hazmat Truck and Use the Proceeds to Purchase Updated Hazmat Response Equipment

3. Circuit Court
 - a. Resolution to Authorize a Statement of Work with Imagesoft for Implementing OnBase Workflow and Integrating with New Case Management System
 - b. Resolution to Authorize a Statement of Work with White Box and the State Court Administrative Office to Provide for Conversion of Data from CourtView to WebTCS

4. 9-1-1 Dispatch Center
 - a. Resolution to Authorize Contract Renewal of Training Records Program for the 9-1-1 Center
 - b. Resolution to Authorize Renewal of Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch System
 - c. Resolution to Authorize Contract Renewal of Scheduling Software and Services for the 9-1-1 Center

THE MOTION CARRIED UNANIMOUSLY.

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

5. Circuit Court – Family Division – Hon. Lisa McCormick – Juvenile Division’s Intensive Neglect Services Program (Discussion)

Judge Lisa McCormick, Ingham County 30th Circuit Court Judge, stated she was the presiding Judge over the Family Division. She further stated she had worked for the Ingham County Prosecutor’s Office for over 21 years.

Judge McCormick stated she then worked for the Governor. She further stated she took over for Judge Baird when she had retired, and was a committed Ingham County employee for many years.

Judge McCormick introduced Scott LeRoy, Interim Court Administrator, who took care of the Juvenile Division. She further introduced Mary Ferranti, Director of Intensive Neglect Services, and who assisted with Family Recovery Court.

Judge McCormick stated that normally Department Heads came to the Board of Directors because they were requesting money, or that there was a problem. She further stated she was there to provide good news, which did not involve a request for money or a problem.

Judge McCormick stated she wanted to talk about their Juvenile Division, as she was a big proponent of what they did in Ingham County. She further stated that all the Board of Commissioners' Constituents should know how lucky they are to live in Ingham County.

Judge McCormick stated she wanted the Board of Commissioners to know, for their Child Abuse and Case Law at the Family Division, they worked with Child Protective Services when children were removed from care. She further stated they also had Intensive Neglect Services, which was a very unique program, which Mary Ferranti oversaw.

Judge McCormick stated that the best practice for kids was to remain in the home. She further stated if kids remained in the home that the Juvenile Division knew they were providing the best possible services that would reduce the trauma of having children in foster care or neglect system.

Judge McCormick stated she provided copies of the Permanency Indicators for 2022, and the data was provided by Child Protective Services. She further stated what they were looking for was kids returned home within 12 months after they were removed from care.

Judge McCormick stated the Department of Health and Human Services (DHHS) placed the County into a region and there were several other counties in their region. She further stated that Ingham County had the highest percentage of returning kids in 12 months.

Judge McCormick stated that you had to ask yourself why Ingham County had such a high percentage than the other counties. She further stated the reason was the Intensive Neglect Services Program that allowed them to provide in-home care; they had employees that worked for the Court, and it was their passion to work with kids and families, and make sure they were being parented safely in their home.

Judge McCormick stated 30.1% of their kids returned home within 12 months. She further stated that the State of Michigan was at 40%, and that was what they strived to reach every year.

Judge McCormick stated that Ingham County had the highest number in their region. She further stated it was important to point out, as it was a unique program in Ingham County, so that the Board of Commissioners knew that they had hard working employees in Ingham County that were dedicated to families and kids.

Judge McCormick stated they had an employee named Kevin who worked with the Recovery Court, who wanted to get to get a family home and into housing. She further stated that housing was difficult to get into right now.

Judge McCormick stated Kevin had made 200 phone calls to find a landlord that would rent to that family. She further stated that he made sure that this family had a roof over their heads, and the kids could be home with their mom.

Judge McCormick stated that was just one example, but had many more, where they were able to let families be together. She further stated she was very proud of their Intensive Neglect Services program and urged new Commissioners to come learn more about the program.

Judge McCormick stated that she had a great Juvenile Division and she was very proud of it. She further stated that she also presided over Recovery Court for families struggling with substance abuse, and that there was nothing better than returning kids to a family, which they were able to do today.

Judge McCormick stated that the Family Recovery Court was open to the public and you could come to Court on Thursdays at 2 p.m. and see what they did. She further stated it was a different approach being a Judge and how they preside over the Recovery Court and believed it was worthy for the Commissioners to see.

Judge McCormick stated she was here to provide good news and answer any questions the Board of Commissioners may have about the Court.

Commissioner Celentino asked for clarification on the Permanency in 12 months data that was provided by Judge McCormick.

Judge McCormick stated that when the County transferred a case to Intensive Neglect Services, DHHS discharged the case from their caseload, but that did not mean that there were not services in place. She further stated they rescinded DHHS being involved with the family but transferred the case to Intensive Neglect Services.

Judge McCormick stated that even though they had done that within 12 months, the family was still receiving services in-home. She further stated that Intensive Neglect Services case workers could be in a home for years but the kids are in their home, in their own bed, and in the home that they are used to, and Intensive Neglect Services would stay with the family until they were sure the family did not need them anymore.

Judge McCormick stated even though Department of Health and Human Services had discharged the case within 12 months, they were still providing services in Ingham County.

Commissioner Celentino commended the staff for their good work. He further asked if they had different services than other counties and if that was a reason why the numbers were higher than the other counties.

Judge McCormick stated that many counties did not have the ability to return children home with services, as most counties did not have Intensive Neglect Services.

Judge McCormick stated that in Ingham County they had the ability to feel comfortable returning children home if there was support. She further stated that Intensive Neglect Services Case Workers would check in on the families once a week and they could identify that there was a food issue, or could help with resources.

Judge McCormick stated that the case workers would be in contact with the school to make sure the kids are attending school. She further stated contact with the family did not just end in 12 months, and other counties did not have that ability.

Judge McCormick stated the Department of Health and Human Services would keep the family on their caseload if the kids were not able to return them home, and the kids would have to stay in foster care much longer. She further stated the County had a robust division and they provided all kinds of different services.

Judge McCormick stated that the Intensive Neglect Services unit worked to find what the need was for a family and worked from there, whether it was housing, food assistance, or school to advocate for an Individualized Education Program (IEP). She further stated that she did not think that it was a lack of services in other counties, she thought it was connecting everyone to the right services and being able to funnel through the bureaucracy.

Commissioner Celentino thanked Judge McCormick, stated that this was so important and was good news going into the post-pandemic era. He further stated what he has noticed, as a teacher of special needs and the population that he serves, is that a lot of the students have experienced homelessness.

Commissioner Celentino expressed praise to Judge McCormick's employee Kevin and to let him know that he appreciates his work, as a lot of his students have experienced homelessness. He further stated he may see a student on a Monday, then the student would be gone for three weeks, only to find out after the investigation that the student was homeless.

Commissioner Celentino stated getting the kids back into the home in a safe environment that was conducive to make them feel safe and comfortable, then they go to school and were much more in-tune to learning. He further stated kids do not care about math or social studies if they did not know where they were going to sleep at night, where the next meal was coming from, or how they would eat breakfast if there were a snow day.

Commissioner Celentino commended Judge McCormick for being knowledgeable and empathetic about that. He further asked if the numbers got worse after the COVID-19 pandemic.

Judge McCormick stated that the numbers went down during the COVID-19 pandemic because children were not in school. She further stated that teachers were the best resource for them to know that a student needed assistance in some way and quickly enough before things got out of control, and all the teachers had to see students was Zoom during the pandemic.

Judge McCormick stated that kids needed to know that they were going to go home to their home; that someone was not going put them in foster care, and they did not know what was happening next. She further stated that was why it was important to intervene quickly.

Judge McCormick stated they had kids that remained in the home at the onset of a case because they had an Intensive Neglect Services. She further stated there were two different things that were going on, the first was that they did not have to do a removal because they had Intensive Neglect

Services, and the second was if they had to do a removal, that their hope was within the next 12 months they could get the kids back home to minimize the trauma the best they could.

Judge McCormick stated she appreciated Commissioner Celentino's work at the school because it was a huge help for them, and they all needed to be in it together.

Commissioner Lawrence stated after spending eight years on the Lansing School Board, she knew that when the Superintendent is tasked with the decision on whether to have a snow day, that the population of students who were experiencing food insecurity, not having heat or appropriate services at their home, were always considered. She further stated that she knew sometimes people were upset when snow days were not called, but that was something that was always considered especially when it was on a Friday or a Monday.

Commissioner Lawrence thanked Judge McCormick for the information, and that she wanted to make sure she was thinking of the information clearly. She further stated as the daughter of someone who worked for Department of Health and Human Services for 30 years that she was not versed in foster care language.

Commissioner Lawrence asked if someone was discharged from Department of Health and Human Services, if that meant that the Department of Health and Human Services had essentially made sure that the children did not need to be in foster care any longer.

Judge McCormick stated that when there was a removal and a child was placed in foster care, the Department of Health and Human Services was the case worker that would manage the case, and provided services to the family. She further stated if the Department of Health and Human Services felt they had services in place, they would communicate with Intensive Neglect Services to return the child home but would like to do that with Intensive Neglect Services' services in place.

Judge McCormick stated that the departments would all coordinate to meet what the family needed. She further stated that if the departments were in agreement to return the child home, then the Department of Health and Human Services would essentially hand off the case to Intensive Neglect Services and would close their case.

Judge McCormick stated if for some reason there had to be another removal, that was when the Department of Health and Human Services would reopen their case. She further stated the Intensive Neglect Services unit worked very well with the Department of Health and Human Services.

Commissioner Lawrence asked if there would ever be a situation where the child's livelihood or their safety was in danger by their parents and be placed in the home.

Judge McCormick stated no, the case workers would have to feel comfortable that there were no substantial risk of harm if the child were to return home. She further stated the goal was not to have the children bounce in and out of the home, to make sure it was a final decision when they are returned to the home that they were going to stay in the home.

Judge McCormick stated that the Judge was the final person to decide if a child returns to the home, and they have to determine it was not a substantial risk for the child to return home with services in place. She further stated that if Ms. Ferranti said they were ready to transition a family, she is confident in her recommendation and that they had done their due diligence.

Commissioner Lawrence asked if there were other counties in the State of Michigan with similar services.

Judge McCormick stated she did not know of any other counties that had a similar program. She further stated when Carol Kehoe, Director of Child Protective Services, brought the Permanency in 12 Months data to her in December 2022 she stated it was because Intensive Neglect Services in place, and that it made a huge difference.

Commissioner Lawrence asked how long Ingham County has had this program.

Ms. Ferranti stated the program had been in Ingham County for more than 30 years.

Judge McCormick stated they had a unique Juvenile Division as they had the Ingham Academy which was unique for a Juvenile Division to have a school. She further stated they offered a tremendous amount of programming, and their goal was to rehabilitate children to be successful in their life.

Scott LeRoy, Interim Court Administrator, stated that the County leveraged State of Michigan Child Care Fund dollars, therefore the County only pays for 50% of the service, personnel, and programming. He further stated that not only were they returning kids home sooner, the cost to the County was reduced since kids were not in foster care.

Teri Morton, Deputy Controller, stated that a lot of the programming was possible because of the Juvenile Justice Millage that the County had. She further stated it raised approximately 5 million dollars a year.

Mr. LeRoy stated it was approximately 5 million dollars that the County leveraged from the State of Michigan Child Care Fund, so it was approximately 10 million dollars with the Juvenile Justice Millage in programming.

Commissioner Pawar asked for an overview of the services provided by Intensive Neglect Services as well as Ingham Academy.

Mr. LeRoy provided an overview of Ingham Academy's program.

Ms. Ferranti stated that Intensive Neglect Services met with families in-person, made phone calls, provided transportation, and provided some hand-holding in the beginning which helped to build trust and relationships to show the families that they were willing to do whatever they could to help them. She further stated they worked on substance abuse disorder issues, such as driving a client to treatment that assisted with hands-on work that the client may not be able to do on their own yet.

Ms. Ferranti stated they also helped with school appointments, medical appointments, and work with utility companies to keep utilities together. She further stated that her employee Kevin had a family that needed a new furnace and was able to work with Consumers Energy, along with a grant, to replace the furnace.

Ms. Ferranti stated they had experienced workers that care and were willing to go above and beyond, which was something that other counties may not have. She further stated they have a natural curiosity to learn more about the families they worked with.

Ms. Ferranti stated if there was a no-contact order with an abusive boyfriend, they provided counseling to help keep the mom or dad away from the abusive partner. She further stated they run central clearance checks to see if there had been any police calls to the house to make sure they were being honest.

Ms. Ferranti stated that other counties utilize reunification programs that were private agency programs and had shorter terms and less experienced workers. She further stated that was what made Ingham County's program stand out among the rest.

Commissioner Pawar asked what community partners the division routinely worked with.

Ms. Ferranti stated Intensive Neglect Services unit worked with Community Mental Health, Mid-Michigan Recovery Services, Prevention and Training Services, Sparrow Hospital, and private therapists.

Commissioner Pawar asked what measures were being taken for the employees.

Judge McCormick explained that it was the passion of these employees to succeed and think outside the box to help those in need. She further explained that the administrators do check in on the employees, but that these individuals gain a lot of personal satisfaction through their success.

Judge McCormick stated that Kevin Bucci was also a part of the Family Recovery Court, where he provided excellent work. She further stated that there are group activities done to provide support to the employees and the employees know to take care of themselves as well.

Judge McCormick stated that there was little turnover of staff in the Juvenile Division due to the successful management and training that could be provided through the approval from the Board of Commissioners. She further stated that Mr. Bucci also arranges a 5K race for the Child Benefit Fund and all of the employees were committed and loyal to the Child Benefit Fund and to Ingham County.

Judge McCormick stated that it was important to remember to take care of yourself and remain positive when you are faced with some difficult issues.

Mr. LeRoy stated that one of the biggest supporters of the Juvenile Division had been the Controller's Office. He further stated that Ms. Morton had been very helpful in securing funding and navigating the bureaucracy with the State of Michigan.

Mr. LeRoy stated that the support from the Controller's Office, the County Commissioners, and the Prosecutor's Office and other departments has been very helpful while navigating the red tape that he believed bogged bureaucracy down.

Commissioner Cahill asked what the breakdown based on the areas was.

Judge McCormick asked for clarification on which location she was referring to.

Commissioner Cahill clarified she was asking about the Ingham Academy.

Mr. LeRoy stated that he could provide an exact number in the future. He further stated that he estimated approximately 60% to 70% of the youth in the Ingham Academy were from the Lansing Area, with 30% to 40% of outer County youth.

Commissioner Schafer asked if there was an increase of cases due to the COVID-19 Pandemic. She further asked if the numbers were increasing because the added school resources were able to detect more issues.

Judge McCormick stated that she believed the school resources were the greatest resource possible, as teachers were mandated to report if something was wrong. She further stated that the COVID-19 Pandemic decreased the number of cases because there was a large area of detection that was lost during the school shutdowns.

Judge McCormick stated that the sooner the Courts were able to intervene and provide services needed, the sooner that family could get what they needed. She further stated that it was hard to say due to losing the school resource during the Pandemic.

Judge McCormick stated that she believed there was still neglect but there were fewer eyes on children during the shutdowns. She further stated that the cases have begun to increase again because the school were now open.

Commissioner Schafer asked if the resources going towards the schools were discovering children at risk of dropping out.

Judge McCormick stated that the school resources could provide a quicker intervention time from the Court to aid a family in need. She further stated that the sooner the Court could intervene, the safer it could be for the children.

Commissioner Schafer thanked Judge McCormick and her staff for all they do.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:38 p.m.

**FEBRUARY 16, 2023 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 Contract Extension with the Michigan Department of Health and Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies*

This resolution will authorize the renewal of a contract with the Michigan Department of Health and Human Services (MDHHS) for the transportation of specific in-custody juvenile inmates for an amount up to \$40,000 for the duration of the contract extension starting October 1, 2023 and expiring September 30, 2025. This contract was originally authorized in 2014. This relationship has been extended several times to include a current contract that expires September 30, 2023, but has a two-year extension option. It is mutually desirable for the Sheriff and MDHHS to continue this agreement to ensure youthful offenders are safely transported following State or Judicial orders. The Sheriff's Office uses regular or overtime staff, as needed, to fulfill these periodic requests. The Sheriff is reimbursed for the associated personnel hours, billed at overtime rate, and vehicle mileage.

See memo for details.

- 2a. *9-1-1 Dispatch Center – Resolution to Approve the Creation of a Full-Time Administrative Analyst for Quality Assurance and Freedom of Information Act Requests for the Ingham County 9-1-1 Center*

This resolution will create a new 9-1-1 Administrative Analyst for Quality Assurance and Freedom of Information Act (FOIA) requests. The position will be classified as a Manager/Confidential (MC) Grade 7 position (wage range of \$54,546.17 - \$65,492.51). The long-term cost of the positions (top step plus fringes) will be \$126,591. Additional staff is necessary for the successful creation of a robust and effective quality assurance program and to handle the increase in FOIA requests and public safety partner requests. This new position will assist by gathering the needed information, compiling it, and reviewing it for these areas. Funding for the position will come from the 9-1-1 fund, and was approved in the 2023 Adopted Budget.

See memo for details.

- 2b. *9-1-1 Dispatch Center – Resolution to Authorize Renewal of ProQA Medical Software Licenses and Support from Priority Dispatch for the Ingham County 9-1-1 Center*

This resolution will authorize the renewal of ProQA Medical software licenses, service, and support with Priority Dispatch for the time period April 1, 2023 through March 31, 2024, in amount not to exceed \$12,480. This program is used for processing all medical calls received at the 9-1-1 Center.

See memo for details.

3. Circuit Court – Juvenile Division – Resolution to Authorize the Purchase of Time Keeping and Scheduling Software for the Ingham County Youth Center

This resolution will authorize an agreement with TimeClock Plus for a total amount not to exceed \$14,400, effective January 1, 2023 through December 31, 2025. Youth Center Shift Supervisors currently spend a large portion of their time ensuring each shift has the required number of staff. The purchase of Time Keeping and Scheduling Software will improve efficiency for employee staffing, allowing Shift Supervisors to focus more time and attention on the safety and security of the facility. Funding for this project was included in the 2023 Capital Budget.

See memo for details.

4. Circuit Court – Jury Administration – Resolution to Approve the Reorganization of the 30th Circuit Court Jury Administration Office

This resolution will approve a reorganization of the 30th Circuit Court Jury Administration Office with the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130024	Jury Clerk - Circuit Court to Cir. Ct. Jury Admin. Coord.	Move from UAW E to UAW J
130058	Cir. Ct. Jury Admin. Coord. Jury Clerk – Circuit Court	Move from UAW H to UAW J Eliminate

The two affected positions, Jury Clerk and Jury Administration Coordinator, are staffed by a single employee each, are functionally similar in nature and it is generally intended that each will back up the other’s basic functions in the other’s absence as there is no one else to perform those tasks. The demands and responsibilities of each of these positions have increased and become more complex over time and it has become apparent that backing up only the basic functions of each position is insufficient. Given the interrelated nature of these positions, information received during the reclassification process for the Jury Clerk’s position necessitated that the Human Resources Department re-examine the Jury Administration Coordinator’s job description. After review, it was determined that the two job descriptions should be combined, resulting in a reorganization consisting of a proposed reclassification of both positions and an elimination of the Jury Clerk position. Chief Judge Draganchuk and the UAW Technical, Office & Professional and Service Employees Union support this reorganization.

See memo for details.

5a. Animal Control and Shelter – Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control

This resolution will authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2023 through December 31, 2023. Ingham County Animal Control and Shelter sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic. When a spay/neuter voucher is redeemed, Capital Area Humane Society bills Ingham County, who then pays the Capital Area Humane Society from the Trust and Agency Fund where the voucher sale proceeds are reserved. This cooperative arrangement provides low cost spay/neuter services to the community, benefitting both pets and their owners.

See memo for details.

5b. *Animal Control and Shelter – Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of One Motorola APX6000 Radio and Two Desk Chargers for the Ingham County Animal Control and Shelter*

This resolution will authorize the purchase of one Motorola APX 6000 radio and two desk chargers for Ingham County Animal Control and Shelter at a cost not to exceed \$5,661.63. This purchase is necessary to provide one additional portable radio for use by the seventh animal control officer authorized by Resolution #22-502. Funding is available for this purchase within the Ingham County Animal Shelter Millage fund.

See memo for details.

6b. *Health Department – Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support to Operate the Advance Peace Lansing/Ingham Peacemaker Fellowship ®*

This resolution will authorize an agreement with Michigan Public Health Institute (MPHI) for administrative support to operate the Advance Peace (AP) Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024. Funds under this agreement will be used by MPHI to serve as the AP Lansing Local Operator, including staffing the project, providing administrative support as well as opportunities for leadership and organizational development, coaching, technical support, and training to build long-term local capacity for program succession. This contract will be eligible to renew for Year 3 based upon performance in Year 2. Funds for this agreement are included within the second-year AP Lansing/Ingham budget.

See memo for details.

DISCUSSION ITEM:

6a. *Health Department – Advance Peace Update*

Agenda Item 1

TO: Law & Courts and Finance Committees of the Ingham County Board of Commissioners
FROM: Darin J. Southworth, Chief Deputy, Sheriff's Office
DATE: February 7, 2023
SUBJECT: Contract Renewal With The Michigan Department Of Health And Human Services For Juvenile Transports
For the meetings' agenda of February 16 and February 22, 2023

BACKGROUND

Resolution #14-234 authorized a contract with the Michigan Department of Human Resources (MDHHS) to participate in a pilot project where the Sheriff's Office would provide transportation of specific in-custody juvenile inmates under the care of MDHHS. This relationship has been extended several times to include a current contract in place via resolution 20-437, that expires 9/30/23 but has a two-year extension option. It is mutually desirable for the Sheriff and MDHHS to continue this agreement to ensure youthful offenders are safely transported at the direction of State or Judicial orders.

ALTERNATIVES

MDHHS would likely contract with other Sheriff's Office's, if willing, or a for profit organization.

FINANCIAL IMPACT

The Sheriff's Office uses regular or overtime staff, as needed, to fulfill these periodic requests. The Sheriff is reimbursed for the associated personnel hours, billed at overtime rate, and vehicle mileage. This two-year contract extension is worth a maximum of \$40,000.

STRATEGIC PLANNING IMPACT

This has no impact on our strategic plan. Transports are infrequent, can be planned in most instances, and while not essential to our Mission, this is an effective service to a strategic partner.

OTHER CONSIDERATIONS

We have managed this relationship seamlessly in a business sense and effectively in an operational sense since inception.

RECOMMENDATION

Based on the information presented, I respectfully recommend these Committees approve the Sheriff's request to move forward with a contract extension through 9/30/2025, with MDHHS.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH THE MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR TRANSPORT SERVICES OF
SPECIFIC JUVENILES BY SHERIFF'S DEPUTIES**

WHEREAS, Ingham County Board of Commissioners Resolution #20-437 authorized a contract with the Michigan Department of Health and Human Services (MDHHS); and

WHEREAS, the existing contract is set to expire on September 30, 2023 but offers a two (2) year extension option; and

WHEREAS, this contract will again authorize the Ingham County Sheriff's Office, hereafter Sheriff, to provide secure transportation for specific, in-custody juveniles at the request of the MDHHS; and

WHEREAS, the Sheriff and MDHHS have mutual interest in exercising the two-year extension and to continue this necessary and valuable service; and

WHEREAS, the MDHHS shall reimburse the Sheriff for deputies' overtime wages and mileage costs in an amount not to exceed \$40,000 over this period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract extension with MDHHS allowing the Sheriff to renew and continue their participation with the MDHHS for the transportation of specific in-custody juvenile inmates for an amount up to \$40,000 for the duration of the contract extension starting October 1, 2023 and expiring September 30, 2025.

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

Agenda Item 2a

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

FROM: Barb Davidson, Director 9-1-1

DATE: February 7, 2023

SUBJECT: Creation of 911 Administrative Analyst for Quality Assurance and FOIA

For the meeting agenda of the Law & Courts Committee – February 16, 2023, County Services Committee – February 21, 2023, and Finance Committee – February 22, 2023

BACKGROUND

Quality assurance has been identified as crucial to achieving the 911 Center's mission. A robust quality assurance program will give us the tools we need to reduce risk and improve the effectiveness of our dispatchers' emergency communication by proactively identifying and mitigating knowledge gaps and compliance issues. It will also help improve employee engagement, accountability, and job satisfaction by identifying and recognizing exemplary performance or strengths in incident response. The current challenge of the 9-1-1 Supervisors and Managers is time management to be able to gather the information needed to deploy this program to the level necessary to meet the goals. The time necessary would be at the consequence of their other assigned tasks. Having the ability to assign those tasks to another responsible staff member will ensure that the Supervisors and Managers will have the necessary time to utilize the information gathered, meet with staff, and provide timely and quality feedback. The skills necessary to perform this job can also be utilized to respond to an ever-growing number of FOIA requests. Each year these requests grow and take our Supervisors and Administrative Assistant away from other tasks. This position would be under the direction of the Director. The Analyst would be responsible for gathering all of the information necessary to complete call taker and dispatcher quality assurance evaluations including, but not limited to Computer Aided Dispatch (CAD), audio recording, policy, procedure, and resources. This information is also what is typically requested from FOIA requests.

ALTERNATIVES

We currently are paying Priority Dispatch \$24,700 per year to evaluate 25 medical calls per week. These evaluations focus on the call-taking portion of the call. We could also engage Priority Dispatch for their additional products, EPD (Emergency Police Dispatch) and EFD (Emergency Fire Dispatch). These are protocol-driven products that would have to be purchased and maintained at additional costs. The estimated cost for the first year would be approximately \$300,000. We would have additional training, costs, software license/upgrade, and quality assurance review expenses each year. It is possible that all three products, which each have separate certification and recertification costs, and quality assurance review costs, could continue to cost us about \$90,000 a year without getting the desired result as only the call-taking portion of the call would be reviewed. Quotes from the Denise Amber Lee Foundation were sought to understand the possible economic impact of having another outside vendor do the remaining quality assurance reports. We asked for a quote for evaluating police incident call taking including police dispatch and fire incident call-taking with fire dispatch. The quote returned was an initial set-up fee and site visit for \$14,000. The calls would be charged at a rate of \$16.85 per call. If the calls and radio traffic lasted longer than 15 minutes, we would be charged an additional fee of \$40 per hour for any time over the 15 minutes. The estimated cost for the first year would be approximately \$120,000.

FINANCIAL IMPACT

This full-time position was approved as part of the 911 Center's 2023 budget as a service enhancement. Ingham County Human Resource Department did an analysis for this new classification. After analysis, their recommendation was that the position would be appropriately compensated at a MC 07, which has a salary range of \$54,546.17 to \$65,492.51. The long-term cost of the position (top step plus fringes) is \$126,591.

OTHER CONSIDERATIONS

The best practice as described by NENA (National Emergency Number Association) is for a quality assurance program to be designed to evaluate approximately 2% of call load. Last year, our call volume was 399,083 calls. 2% of that is 7,982 calls which should be evaluated from call-taking through dispatch. That breaks down to 665 calls per month to be evaluated. Having someone who can dedicate their time to pulling this information is essential to being able to launch a comprehensive, effective quality assurance program. Utilizing staff already in place would take them away from already assigned tasks. A NENA-compliant program has been developed by the Director and Staff Services Managers and could be utilized at no cost. We have recently upgraded to the NICE Elite platform which is the logger recorder we utilize. Within the platform already purchased is a component called Evaluator which was designed to assist in pulling and evaluating audio for quality assurance. Currently, this module is not being used.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the creation of a full-time position of a 911 Administrative Analyst for Quality Assurance and FOIA.

Agenda Item 2a

TO: Barb Davidson, 9-1-1 Director

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

DATE: January 9, 2023

RE: Memo of analysis for a new classification

Per your request, Human Resources has assisted with the creation of a new job description titled 9-1-1 Administrative Analyst – Quality Assurance and FOIA. After analysis, the position is appropriately compensated at a MC 07.

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 (887-4375).

**INGHAM COUNTY
JOB DESCRIPTION**

9-1-1 ADMINISTRATIVE ANALYST - QUALITY ASSURANCE AND FOIA

General Summary:

Under the supervision of the 9-1-1 Director, the analyst will perform specialized telecommunications work involving assessment, reporting, and organization of call review in accordance with Ingham County 9-1-1 policies and expectations. The analyst will also provide support to all staff members in the proper application of the International Academy of Emergency Dispatch protocol system. This position will provide Quality Improvement (QI) advice to the Staff Services Managers and Department based on trend analysis. The analyst will perform these duties in addition to processing and filling Freedom of Information requests and must possess appropriate time management skills. The individual selected for this position must demonstrate outstanding performance in telecommunications duties, have substantial written and oral communication skills, must adhere to departmental standards in regard to CJIS, HIPPA, and other privacy issues. and the ability to remain objective at all times.

Essential Functions:

1. Measure protocol compliance through random and focused case review, according to call volumes set by IAED;
2. Measure compliance to Departmental policies and procedures and generally accepted best practices in radio and CAD performances and functions;
3. Document evaluation results with thorough, objective feedback;
4. Search for and examine documents related to call processing, including but not limited to CAD records, logging records, PROQA software, applicable educational material, and standards;
5. Distribute individual case review reports to staff;
6. Prepare and disseminate reports for individuals, teams, and departments as directed by the Director;
7. Provide benchmark assessments to inform staff of their performance compared to generally accepted standards;
8. Maintain QA/QI and continuing education files, records, and tracking logs;
9. Meet with supervisors and Staff Services Managers to discuss trends or issues;
10. Provide justifiable support for case review feedback as necessary;
11. Provide recommendations for performance improvement;
12. Address all case review appeals according to Departmental policies;
13. Identify QA trends and develop QI plan, training, and professional development based on QA data;
14. Facilitate employee certification and recertification needs;
15. Assist in the development of policies, procedures, and performance goals;
16. Report and document technical issues related to QA equipment or software;
17. Maintains confidential records, processes, and fills Freedom of Information requests
18. Performs other job duties as assigned by the Director.

Other Functions:

INTERPERSONAL COMMUNICATION:

Candidates for this position must exhibit excellent communication skills both orally and in writing. Due to the sensitive nature of tasks, the analyst must be able to foster and create effective working relationships with all staff members and external individuals/organizations, focusing on confidentiality. A successful candidate will demonstrate the ability to encourage and support the highest quality of workplace team interaction and behavior. This individual will demonstrate comprehension and application of diversity awareness and an active commitment to ensure equality in interpersonal communication.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrate an understanding of the 9-1-1 Center's mission, values, and vision;
- Demonstrate a comprehensive knowledge of the duties and essential functions of the position;
- Ability to comply with the expectations of professional conduct;
- Demonstrate comprehension and application of ethical behavior;
- Demonstrate an ability to work within Ingham County 911's chain of command;
- Have working knowledge and thorough understanding of directives (including policies, procedures, and memoranda);
- Knowledge of 911 call-center procedures;
- Knowledge of quality assurance protocols and tools;
- Knowledge of Industry terminology;
- Ability to complete and maintain certifications and re-certification in a self- directed manner;
- Ability to comply with all training and continuing education requirements;
- Demonstrate responsibility for one's own professional development by actively seeking opportunities to enhance job knowledge and skills;
- Demonstrate a commitment to using fact-based analysis to support QA/QI processes;
- Knowledge of research design, statistical sampling techniques, and database software;
- Knowledge of QA and training liability issues;
- Ability to prepare professional documents, including spelling, punctuation, and grammar;
- Ability to ensure accurate reporting and documentation of records for which they are responsible;
- Ability to maintain the confidentiality of individual quality improvement action and other privileged administrative and disciplinary information;
- Ability to communicate with superiors and peers in a positive and constructive manner;
- Ability to complete reports and provide feedback in a timely manner;
- Ability to adhere to applicable local, state, or federal, laws;
- Other tasks as assigned.
- 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.
- 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 a regular basis
- Ability to maintain excellent customer service during stressful situations.

(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 a High school diploma or equivalent is required.

Experience: A minimum of 5 years of public safety communications work or related field is required and prefer that experience includes training and/or evaluating quality and/or performance measures; Two or more years' experience with IAED protocols; preferred

Other Requirements:

The analyst must hold the following certifications within 6-12 months of assignment:

- EMD
- EMD-Q,
- CPR

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness.
3. May be subjected to unpleasant, upsetting or uncomfortable call audio, and may be required to review these calls multiple times.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, lift, carry, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, lifting and carrying.

- This position's physical requirements require regular stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less 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 primarily requires medium visual acuity to perform tasks at arm's reach such as
- 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.)

MC 07
January 2023

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE CREATION OF A FULL-TIME
ADMINISTRATIVE ANALYST FOR QUALITY ASSURANCE AND FREEDOM OF INFORMATION
ACT REQUESTS FOR THE INGHAM COUNTY 9-1-1 CENTER**

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

WHEREAS, after more than ten years of experience operating the consolidated 9-1-1 Center, it has become apparent that additional staff is necessary for the successful creation of a robust and effective quality assurance program and to handle the increase in Freedom of Information Act (FOIA) requests and public safety partner requests; and

WHEREAS, the operational needs have been assessed and areas for improvement were identified; and

WHEREAS, the creation of a new position of 9-1-1 Administrative Analyst for Quality Assurance and FOIA will assist by gathering the needed information, compiling it, and reviewing it for these areas; and

WHEREAS, funding for this new position from the 9-1-1 Fund was included in the 2023 Adopted Budget; and

WHEREAS, the Human Resources Department analyzed the job description for this position and has classified it at Manager/Confidential (MC) Grade 7; and

WHEREAS, it is intended that this job creation will allow the 9-1-1 Center Administration and Supervisors to put the necessary focus on working with staff more directly and regularly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the creation of a new 9-1-1 Administrative Analyst for Quality Assurance and FOIA classified as a Manager/Confidential (MC) Grade 7 position (wage range of \$54,546.17 - \$65,492.51) upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Budget and Position Allocation List in accordance with this resolution.

Agenda Item 2b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: February 7, 2023
SUBJECT: Renewal of ProQA Medical software licenses, services, and support from Priority Dispatch
For meeting agendas of Law & Courts on February 16, 2023, and Finance on February 22, 2023

BACKGROUND

We use the Priority Dispatch Emergency Medical Dispatch (EMD) program called ProQA for processing all medical calls received at the 9-1-1 Center. We need to renew eight (8) system licenses and four (4) backup software licenses for use at our backup 9-1-1 Center. This quote and purchase include the purchase of these licenses, service, and support from 4/1/2023 through 3/31/24.

ALTERNATIVES

Use only the backup paper EMD card sets instead of using the software program which will be more difficult for our staff and slows down our processing of 9-1-1 medical calls.

FINANCIAL IMPACT

The quoted cost of the licenses, service, and support as described above is \$12,480.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the renewal of ProQA Medical software licenses, service, and support from Priority Dispatch.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF ProQA MEDICAL SOFTWARE LICENSES AND SUPPORT FROM PRIORITY DISPATCH FOR THE INGHAM COUNTY 9-1-1 CENTER

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

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of Priority Dispatch's Emergency Medical Dispatch ProQA Program, under Resolution #14-081, and ProQA continues to be used for all medical calls received; and

WHEREAS, a quote for renewal of eight (8) licenses and four (4) training licenses for ProQA Medical software licenses, service, and support for April 1, 2023, through March 31, 2024, has been provided by Priority Dispatch at a cost of \$12,480.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of ProQA Medical software licenses, service, and support for an amount not to exceed \$12,480 with Priority Dispatch for the time period April 1, 2023 through March 31, 2024, as outlined by the Proposal/Sales quotation, #Q-64853.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$12,480 from the 9-1-1 Fund for the total cost of this purchase.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a software services support agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 3

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Interim Circuit Court Administrator
DATE: February 7, 2023
SUBJECT: **Youth Center Time Keeping and Scheduling Software**
For the meeting agendas of Law and Courts Committee February 16 and Finance Committee February 22, 2023

BACKGROUND

The Ingham County Youth Center, a 24 bed short-term juvenile detention facility, has full time and on-call detention staff. Due to the facility having around the clock operations with a minimum staffing requirement, Shift Supervisors spend a large portion of their time ensuring each shift has the required number of staff scheduled to work. With the current antiquated system, Shift Supervisors report spending around 60% of their shifts working from a paper schedule and making phone calls to fill staff vacancies. This takes time away from the Supervisor's ability to perform other necessary tasks necessary to protect the safety and security of those within the facility. Additionally, each pay period, the Director and Administrative Assistant spend an exorbitant amount of time verifying schedules and revising time sheets based on actual hours worked against labor contracts, holidays, call-ins, leave requests, and overtime for staff who pick up additional shifts.

As a result of the aforementioned issues, the Youth Center was appropriated funds through the 2023 CIP process to purchase Time Keeping and Scheduling Software.

The Juvenile Division received quotes from three different vendors. The quotes range from \$3,200.00 to \$4,902.00 annually (please see attached Memo of Performance from the Purchasing Department). The Youth Center is seeking approval to entering into an agreement with TimeClock Plus for the purchase of Time Keeping and Scheduling Software for a price not to exceed \$4,800.00 annually or \$14,400.00 for a 36 month term.

One of the many advantages of TimeClock Plus software is the "mobile technology" that will not only make the process more efficient but also fits well with the generational trends that exists in the current workforce. The current generations' preferred method of communication and conducting business seems to be through smartphones. Providing a mobile option will allow the Youth Center to better meet the needs of our changing workforce. Another advantage of the TimeClock Plus software is the ability for on-call staff to log into their accounts and change their work availability at a moment's notice, thus ensuring the Youth Center has the most accurate information.

ALTERNATIVES

The Youth Center not enter into an agreement for Time Keeping and Scheduling Software causing the staff to use a paper and phone scheduling system.

FINANCIAL IMPACT

The Youth Center was approved for a 2023 Capital Improvement Project for Time Keeping and Scheduling Software for an amount not to exceed \$35,000.00. The cost of the recommended software, including subscriptions, is \$14,400.00 for a 36 month term. Funds for this Capital Improvement Project are available in the Juvenile Justice Millage Fund Balance.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

Authorize the purchasing of the recommended Time Keeping and Scheduling Software

Agenda Item 3

TO: Scott LeRoy, Interim 30th Circuit Court Administrator
FROM: James Hudgins, Director of Purchasing
DATE: January 30, 2023
RE: Memorandum of Performance for Packet #48-23: Time Keeping and Scheduling Software

Bids were sought from qualified and experienced vendors for the purpose of purchasing time-keeping and scheduling software for the Ingham County Youth Center. The software will be user-friendly and accessible to managers, on-call, and full-time staff in a 24/7 real-time environment. It will also include a secure phone application with messaging capabilities.

The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Number of Users	One-Time Fee	Year 1 - Total	Cost per User	Terms	Re-occurring Annually	3-Year Cost
Pace Scheduler	No, Naperville IL	50	Waived	\$3,200.00	\$64.00	Hold price for 3-years, pay up front.	\$3,200.00	\$9,600.00
TIMECLOCK Plus LLC (ALADTEC Professional Subscription)	No, San Angelo TX	50	None listed	\$4,800.00	\$96.00	36 Months, Net 30 days.	\$4,800.00	\$14,400.00
Workforce PayHub	No, Adrian, MI	44	\$250.00	\$4,902.00	\$111.41	No terms listed	\$4,902.00	\$14,706.00

All software purchases must be approved by the I.T. Department. Please make sure that the software purchase is compliant with the I.T. Department prior to requesting a contract or purchase order.

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF TIME KEEPING AND SCHEDULING SOFTWARE FOR THE INGHAM COUNTY YOUTH CENTER

WHEREAS, the Ingham County Youth Center is a 24 bed short-term juvenile detention facility with full time and on-call juvenile detention staff; and

WHEREAS, the Ingham County Youth Center has around the clock operations with a minimum staffing requirement; and

WHEREAS, Shift Supervisors spend a large portion of their time ensuring each shift has the required number of staff; and

WHEREAS, the purchase of Time Keeping and Scheduling Software would improve efficiency for employee staffing, allowing Shift Supervisors to focus more time and attention on the safety and security of the facility; and

WHEREAS, the Youth Center received three quotes from vendors who offer Time Keeping and Scheduling Software; and

WHEREAS, based on a Memo of Performance from the Purchasing Department, the Youth Center is requesting authorization to enter into an agreement with TimeClock Plus for a 36-month term; and

WHEREAS, the County IT Department has confirmed that the TimeClock Plus software is compatible with County systems.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into an agreement with TimeClock Plus for a total amount not to exceed \$14,400, effective January 1, 2023 through December 31, 2025.

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

Agenda Item 4

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

FROM: Sue Graham, Human Resources Director

DATE: February 7, 2023

SUBJECT: Resolution to Approve the Reorganization of the 30th Circuit Court Jury Administration Office
For the meeting agendas of February 16, 21 & 22

BACKGROUND

The proposed reorganization affects the only two jury administration positions within the Jury Administration Office of the 30th Circuit Court. Both of these positions are within the UAW Technical, Office & Professional and Service Employees bargaining unit. These two positions, Jury Clerk and Jury Administration Coordinator, are staffed by a single employee each and are functionally similar in nature. It is generally intended that each will back up the other's basic functions in the other's absence as there is no one else to perform those tasks. Although they are similar in nature, the Jury Clerk focuses on jurors, while the Jury Administration Coordinator focuses on technology. The demands and responsibilities of each of these positions have increased and become more complex over time and it has become apparent that backing up only the basic functions of each position is insufficient. Until now, the Jury Clerk's position has not undergone a classification review since 2006. The Jury Administration Coordinator's position was more recently reclassified in 2021. However, given the interrelated nature of these positions, information received during the reclassification process for the Jury Clerk's position necessitated that the Human Resources Department re-examine the Jury Administration Coordinator's job description. After review, it was determined that it is most appropriate to combine the two job descriptions, resulting in a reorganization consisting of a proposed reclassification of both positions and an elimination of the Jury Clerk position. The smooth operation of the Jury Administration Office is critical to the functioning of the jury system and this proposed reorganization results in much needed depth of coverage in the event one or the other employee is absent. Chief Judge Draganchuk supports this reorganization.

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization.

FINANCIAL IMPACT

The financial impact of the proposed reorganization is as reflected in the attached resolution.

THERE CONSIDERATIONS

The UAW is supportive of this reorganization and the email affirming their support has been included with the materials.

RECOMMENDATIONS

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the 30th Circuit Court Jury Administration Office.

Agenda Item 4

TO: George Strander, Circuit Court Administrator/Jury Administrator
Sue Graham, Human Resources Director

FROM: Joan Clous, Human Resources Specialist

DATE: January 27, 2023

RE: Support for Reorganization of the Jury Administration

Per your request, Human Resources has reviewed the reorganization materials submitted.

After analysis we have placed the following positions as follows:

1. Jury Clerk (130024) UAW E (\$38,634.60 to \$46,050.88) will now be known as Circuit Court Jury Administration Coordinator UAW J (\$51,146.50 to \$61,041.63).
2. Circuit Court Jury Administration Coordinator (130058) UAW H (\$45,704.24 to \$54,513.63) will move to UAW J (\$51,146.50 to \$61,041.63).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed reorganization. You are now ready to complete the next steps in the process.

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

From: [Teresa Carter](#)
To: [Sue Graham](#); [Joan Clous](#)
Subject: RE: Circuit Court Reclass
Date: Tuesday, January 24, 2023 10:07:03 AM

Thank you Sue

This email is in Support of the Reorganization for the 2 Circuit Court position, combining and creating a new job description and job title pointing out as a UAW J.

Thank you

Teresa Carter Unit Chair
Local 2256

**INGHAM COUNTY
JOB DESCRIPTION**

CIRCUIT COURT JURY ADMINISTRATION COORDINATOR (NEW)

General Summary:

Under the supervision of the Court Administrator of the General Trial Division, assists with ensuring all duties of Jury Administration are met.

Essential Functions:

1. Collaborates with jury management system (JMS) vendors. Tests modifications to the JMS before deployment in production.
2. Manages and conducts Juror Orientation for those summoned for Circuit Court Jury Service. Welcomes jurors, explains jury service process and expectations, reporting information, parking, employer verification, forms, compensation and other pertinent issues. Answers jurors' questions. Plays an initial and critical role in the engagement, satisfaction and willingness of the public to fulfil the civic duty of jury service.
3. Annually coordinates the effort between the jury clerks, vendors, Circuit Court Administration, Ingham County Information Technology Department, Ingham County Equalization Department, and the Michigan Secretary of State, to generate random lists of potential jurors.
4. Mails jury summons, troubleshoots systems issues, ensures the delivery of electronic information, and adheres to jury related retention schedules.
5. Tags and provides daily reporting instructions within a critical timeframe to jurors summoned to appear for the General Trial Division, Family Division, and Probate Court jury trials for the Mason Historical Courthouse, Veterans Memorial Courthouse, and potentially other, locations.
6. Scans jurors who are reporting for service on the day of a trial into the JMS. Prepares juror lists and generates bio-forms for judicial staff, counsel, and Circuit Court Clerk's Office staff.
7. Secretary to the Ingham County Jury Board appointed members. Schedules, arranges, prepares and distributes packets of information including minutes, attachments, and agendas to jury board members, the Chief Judge, Court Administrators and Jury Clerks. Ensures adherence to Open Meetings Act procedures. Makes room arrangements, sends notices of meetings and performs other support functions.
8. Responds via email, telephone, text and in person to questions and concerns from prospective jurors, attorneys, family members, employers and others regarding jury duty. Provides counter and telephone assistance to jurors regarding jury procedures. Proofreads, faxes, copies, maintains office supplies and equipment as assigned.
9. Performs complex functions including record processing in the JMS. Enters data, investigates and corrects errors, researches issues, engages in problem solving and communicates with jury program vendors.
10. Uses independent judgment and professional discretion to investigate and resolve prospective juror issues and concerns in relation to juror eligibility. Communicates in person via telephone, email or mail. Listens to and considers prospective juror complaints, circumstances, hardships, stated personal biases and other personal issues. Determines if a juror must report for duty, deferred for a certain period, or excused from service. Exposed to persons with physical, mental and/or emotional health issues, anger, hostility, obscenities, other negative behaviors or intolerance.
11. Gathers, prepares and maintains statistical data for quarterly and annual jury report submissions to the State Court Administrative Office as required. Failure to compile and submit required juror utilization, jury reimbursement and other informational or statistical reports can have adverse effects on General Trial Division funding. Manages and updates excel spreadsheets on a periodic basis.
12. Manages, researches and extracts historical data from the Ingham County XEROX jury program, which contains pre-2017 juror information. Assists the Circuit Court and the three District Court jury departments by researching and sharing information contained within the XEROX platform as requested.

13. Researches incidents, drafts and prepares histories, Motions and Orders to Show Cause, Orders after Hearing and Orders for Bench Warrants. Follows bench warrants to ensure entry into the Law Enforcement Information Network (LEIN). Testifies before the Jury Judge at bench warrant arraignment hearings.
14. Compiles Jury Panel numbers and prepares Orders for Jury Draw and any supplemental orders as needed.
15. Processes mail, including incoming juror questionnaires. Reviews documents, records, data and other materials to identify missing information and other issues. Initiates appropriate corrective actions, such as sending email/text messages or written letters to jurors, inquiring about new addresses, identifying felony convictions, and questioning doctors' notes. Scans in juror questionnaires. Enters non-populated information to include email addresses, telephone numbers, and occupations into the JMS.
16. Technical jury advisor to all Ingham County courts, including the Ingham County Probate Court and all three county District Courts. Sets up proper jury pools in JMS for all courts on a weekly, bi-weekly or other basis. Identifies errors and recommends corrective actions for jury statistical reports.
17. Arranges, attends and facilitates meetings of the Jury Clerks for the 54A, 54B, 55th District Courts and the 30th Circuit Court, as necessary, to test and deploy new technology.
18. Receives lists of names from the Secretary of State of county residents who qualify to be jurors. Must process lists of three counties – Eaton and Clinton in addition to Ingham – to accommodate pools for the cities of Lansing and East Lansing.
19. Reviews jury administration financial accounts. Selects checks for escheating to comply with the best accounting practices regarding unclaimed property. Processes and sends reports to the Ingham County Treasurer. Receives affidavits for check reissues. Enacts proper financial protocols for jury accounts.
20. Processes, monitors and tracks statistical information to meet departmental and governmental requirements. Prepares correspondence and documents, and handles special projects. Researches, compiles and interprets data for the State Court Administrative Office. Assists the Court in identifying data.
21. Serves as the primary contact person for procedural jury administration questions and provides input for modified and new procedures.
22. Is knowledgeable and proficient in the utilization of the Judicial Data Warehouse (JDW). Uses the JDW to check the criminal history of each juror to ensure each juror meets minimum requirements to serve.
23. Actively reviews Jury budget and makes recommendations for its management, to include payments of the yearly postal permit, postage for mailing summons/questionnaires and inventory of jury office supplies.
24. Tracks legislative bills that are proceeding or have been passed regarding jury duty. Makes adjustments in the procedures due to changing laws, regulations, and/or written guidelines.
25. May serve as a backup to other General Trial Division staff as required.

Other Functions:

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

(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 two years of college level coursework in secretarial, business, court operations, technology or related areas.

Experience: A minimum of 5 to 7 years of progressively more responsible experience in a court, clerk's office or legal setting which provides an understanding of court related documents, systems, and procedures, and a technical and/or administrative support role in a court, law office or other related setting is required.

Other Requirements:

- N/A

(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:

4. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
5. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, and could have violent tendencies.

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.)

**INGHAM COUNTY
JOB DESCRIPTION**

**JURY CLERK - CIRCUIT COURT
(TO BE ELIMINATED)**

General Summary:

Under the supervision of the Deputy Court Administrator/General Trial Division, serves as the Jury Clerk for the General Trial Division and the Family Division of the Circuit Court, includes answering inquiries of jurors regarding jury service and related procedures; responding to requests from prospective jurors to be excused or to serve at a particular time; preparing list of eligible jurors; conducting juror orientation; preparing per diem and mileage checks; preparing no show letters and show cause orders for non-appearance; and preparing telephone message daily instructing summoned jurors.

Essential Functions:

1. Determines number of jurors needed for voir dire based on judicial requests and court recycling process.
2. Provides daily reporting instructions to jurors summoned to appear for General Trial Division and Family Division jury trials at the Mason and Lansing locations.
3. Scans reporting jurors into the ACS Juror management System and then presents an orientation to those jurors which cover the topics of parking, pay, employer verification forms, etc.
4. Generates lists and bioforms for Judicial staff and parties.
5. Responds to all forms of communication (e-mail, mail, walk-ins, and phone)
6. Prepares and processes jury payroll.
7. Performs data entry of jury information into ACS Juror Management System.
8. Drafts employer verification forms for jurors.
9. Identifies jurors eligible for failure to appear procedures. Acts as liaison between the Jury Judge and County Counsel in preparing for show cause hearings, and testifies at hearings.
10. Maintains schedule of jury assembly room usage.
11. Compiles juror data for semi-annual Jury Reimbursement Report to the State Court Administrative Office.
12. Prepares the annual Mason and Lansing location pool order for Chief Judge's signature.
13. Performs other duties as directed.

Other Functions:

1. Assists Clerks' office at counter when requested.

UAW-E

March 10, 2006

This position was formerly a Deputy Clerk III
approved for Title change to Jury Clerk

**INGHAM COUNTY
JOB DESCRIPTION**

CIRCUIT COURT - JURY ADMINISTRATION COORDINATOR (OLD)

General Summary:

Under the supervision of the Deputy Court Administrator of the General Trial Division, oversees the jury administration and selection process. Technical administrator for the jury management system. Serves as the jury services liaison between the Ingham County Circuit Court and IT Department, and other departments as necessary. Ensures proper procedures are in place for the efficient selection of jurors. Summons jurors to participate in jury trials as needed. Responds to questions concerning jury duty service. Provides backup assistance for other General Trial Division personnel/duties as directed. Acts as the Circuit Court jury administration liaison with the Ingham County Jury Board. Performs a variety of clerical assignments.

Essential Functions:

1. Administrator of the jury management system (JMS). Acts as the primary contact to collaborate with JMS program vendors. Tests modifications to the JMS before its deployment into production.
2. Annually coordinates the effort between the jury clerks, vendors, Circuit Court Administration, Ingham County Information Technology Department, Ingham County Equalization Department, and the State of Michigan Secretary of State to generate random lists of potential jurors.
3. Mails jury summons, troubleshoots systems issues, ensures the delivery of electronic information, and adheres to jury related retention schedules.
4. Secretary to the Ingham County Jury Board appointed members. Schedules, arranges, prepares and distributes packets of information including minutes, attachments, and agendas to jury board members, the Chief Judge, Court Administrators and Jury Clerks. Ensures adherence to Open Meetings Act procedures. Makes room arrangements, sends notices of meetings and performs other support functions.
5. Responds via email, telephone, text and in person to questions and concerns from prospective jurors, attorneys, family members, employers and others regarding jury duty. Provides counter and telephone assistance to jurors regarding jury procedures. Proofreads, faxes, copies, maintains office supplies and equipment as assigned.
6. Processes mail, including incoming juror questionnaires. Reviews documents, records, data and other materials to identify missing information and other issues. Initiates appropriate corrective actions, such as sending email/text messages or written letters to jurors, inquiring about new addresses, identifying felony convictions, and requesting doctors' notes. Scans in juror questionnaires. Enters non-populated information to include email addresses, telephone numbers, and occupations into the JMS.
7. Technical jury advisor to all Ingham County courts, including the Ingham County Probate Court and all three county District Courts. Sets up proper jury pools in JMS for all courts on a weekly, bi-weekly or other basis. Identifies errors and recommends corrective actions for jury statistical reports.
8. Arranges, attends and facilitates meetings of the Jury Clerks for the 54A, 54B, 55th District Courts and the 30th Circuit Court, as necessary, to test and deploy new technology.

9. Receives lists of names from the Secretary of State of county residents that qualify to be jurors. Must process lists of three counties – Eaton and Clinton in addition to Ingham – to accommodate pools for the cities of Lansing and East Lansing.
10. Reviews jury administration financial accounts. Selects checks for escheating to comply with the best accounting practices regarding unclaimed property. Processes and sends reports to the Ingham County Treasurer. Receives affidavits for check reissues. Enacts proper financial protocols for jury accounts.
11. Processes, monitors and tracks statistical information to meet departmental and governmental requirements. Prepares correspondence and documents, and handles special projects. Researches, compiles and interprets data for the State Court Administrative Office. Assists the Court in identifying data.
12. Serves as the primary contact person for procedural jury administration questions and provides input for modified and new procedures.
13. Is knowledgeable and proficient in the utilization of the Judicial Data Warehouse (JDW). Uses the JDW to check the criminal history of each juror to ensure each juror meets minimum requirements to serve.
14. Actively reviews Jury budget and makes recommendations for its management, to include payments of the yearly postal permit, postage for mailing summons/questionnaires and inventory of jury office supplies.
15. Tracks legislative bills that are proceeding or have been passed regarding jury duty. Makes adjustments in the procedures due to changing laws, regulations, and/or written guidelines.
16. Assists daily with telephone calls, emails and other correspondence that the Circuit Court Jury Clerk receives. Serves as a backup to the Jury Clerk for trials. Serves as backup to other General Trial Division clerks as required.

Other Functions:

- Performs other duties as assigned.
- 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 two years of college level coursework in secretarial, business, court operations, technology or related areas.

Experience: A minimum of 3 to 5 years of progressively more responsible experience in a court, clerk's office or legal setting which provides an understanding of court related documents, systems, and procedures, and a technical and/or administrative support role in a court, law office or other related setting is required.

Other Requirements: NA

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, and could have violent tendencies.

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.)

**October 2021
UAW H**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE 30th CIRCUIT COURT
JURY ADMINISTRATION OFFICE**

WHEREAS, the proposed reorganization effects the only two jury administration positions within the Jury Administration Office of the 30th Circuit Court; and

WHEREAS, both of these positions are within the UAW Technical, Office & Professional and Service Employees bargaining unit; and

WHEREAS, these two positions, Jury Clerk and Jury Administration Coordinator, are staffed by a single employee each, are functionally similar in nature and it is generally intended that each will back up the other's basic functions in the other's absence as there is no one else to perform those tasks; and

WHEREAS, although they are similar in nature, the Jury Clerk focuses on jurors, while the Jury Administration Coordinator focuses on technology; and

WHEREAS, the demands and responsibilities of each of these positions have increased and become more complex over time and it has become apparent that backing up only the basic functions of each position is insufficient; and

WHEREAS, until now, the Jury Clerk's position has not undergone a classification review since 2006 and the Jury Administration Coordinator's position was more recently reclassified in 2021; and

WHEREAS, given the interrelated nature of these positions, information received during the reclassification process for the Jury Clerk's position necessitated that the Human Resources Department re-examine the Jury Administration Coordinator's job description; and

WHEREAS, after review, it was determined that it is most appropriate to combine the two job descriptions, resulting in a reorganization consisting of a proposed reclassification of both positions and an elimination of the Jury Clerk position; and

WHEREAS, the smooth operation of the Jury Administration Office is critical to the functioning of the jury system and this proposed reorganization results in much needed depth of coverage in the event one or the other employee is absent; and

WHEREAS, Chief Judge Draganchuk and the UAW Technical, Office & Professional and Service Employees Union support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 30th Circuit Court Jury Administration Office with the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130024	Jury Clerk - Circuit Court to Cir. Ct. Jury Admin. Coord.	Move from UAW E to UAW J
130058	Cir. Ct. Jury Admin. Coord. Jury Clerk – Circuit Court	Move from UAW H to UAW J Eliminate

The financial impact associated with the proposed reorganization is as follows:

<u>Position Title</u>	<u>2022 Current Grade, Step 5</u>	<u>2022 Proposed Grade, Step 5</u>	<u>Difference</u>
Jury Clerk – Cir. Ct. to Cir. Ct. Jury Admin. Coord.	UAW E: 46,050.88	UAW J: 61,041.63	14,990.75
Cir. Ct. Jury Admin. Coord.	UAW H: 54,513.63	UAW J: 61,041.63	6,528.00
TOTAL:			21,518.75

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

BE IT FURTHER RESOLVED, that the reclassification of the Jury Clerk – Circuit Court position made as a part of this reorganization above is effective the first full pay period following the date the reclassification request was submitted to the Human Resources Department and the reclassification of the Circuit Court Jury Administration Coordinator position is effective with the first full pay period following the date the proposed reorganization recommendation was accepted by the 30th Circuit Court.

Agenda Item 5a

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: February 7, 2023
SUBJECT: Resolution for MOU with CAHS Spay/Neuter Clinic
For the meeting agenda of February 16, 2023 and February 22, 2023

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society (CAHS) Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds from the voucher sales. This cooperative partnership helps to provide low cost spay/neuter services to the community.

ALTERNATIVES

This service is offered as a convenience to ICACS customers. Community members could go directly to the CAHS for these services.

FINANCIAL IMPACT

Sales of vouchers by ICACS are collected in a trust and agency fund, from which they are disbursed to the CAHS. Approximately \$50,000 passes through this fund annually for these services.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN CAPITAL AREA HUMANE SOCIETY SPAY/NEUTER CLINIC AND INGHAM COUNTY ANIMAL CONTROL

WHEREAS, Ingham County Animal Control and Shelter sells reduced cost spay/neuter vouchers to eligible participants; and

WHEREAS, these vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic; and

WHEREAS, when a spay neuter voucher is redeemed, Capital Area Humane Society bills Ingham County, who then pays the Capital Area Humane Society from the Trust and Agency Fund where the voucher sale proceeds are reserved; and

WHEREAS, through this cooperative arrangement, low cost spay/neuter services are provided to the community, benefitting both pets and their owners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2023 through December 31, 2023, as detailed in the attached document.

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.



Memorandum of Understanding

between

Capital Area Humane Society Spay/Neuter Clinic

5919 South Cedar Street Lansing MI 48911

And

Ingham County Animal Control

600 Curtis Street, Mason, MI 48854

I. Purpose and Scope

The Capital Area Humane Society Spay/Neuter Clinic will provide a reduced cost spay/neuter and basic wellness services to animals that are at least 8 weeks of age and that weigh at least 2 pounds and that are in the care and custody of Ingham County Animal Control or are owned by the public and participating in ICAC spay/neuter voucher program. The Capital Area Humane Society Spay/Neuter Clinic and its employees reserve the right to refuse procedures or services that are requested by Ingham County Animal Control. Animals that are deemed by the clinic to be unhealthy, unthrifty, or if the procedure is not in the current best interest of the animal may be refused for surgery by the clinic.

II. MOU Term

The term commences January 1st 2023 and terminates December 31st 2023. The Capital Area Humane Society reserves the right to terminate this MOU prior to the term date.

III. Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control agree to the following:

Weight and Age: All animals must be at least 8 weeks of age and weigh at least 2lbs for procedures or services to be performed.

Appointments: Appointments for services will be made by calling 517-908-0756 or emailing clinic@adoptlansing.org. Appointments will be filled as space on the clinics general calendar allows. The CAHS spay/neuter clinic reserves the right to require non-refundable appointment deposits for multiple appointments that are made on the same day. Large appointment reservations may be subject to a pre-payment/reservation fee/pet at the discretion of the reception staff. This fee is non-refundable and will be discussed at the time the appointment is made. If you show at full capacity of the requested appointment, the fees are applied towards surgery. **If you do not show the fee will not be refunded.**

Transportation: Ingham County Animal Control is responsible for all transportation of animals to and from the clinic.

Consent: The morning of the animals' appointment Ingham County Animal Control will provide a completed consent form for each individual animal receiving service.

Rabies Vaccination: All animals three months of age and older are required to be up to date on their rabies vaccinations. If the animal is not up to date they will receive a vaccine during their stay for an additional charge.

Late/Failure to Pick up Animals: All animals will be picked up from the Capital Area Humane Society Spay/Neuter Clinic the same day of service. Animals that are housed overnight will be unattended and a \$25.00 charge will apply for each evening spent at the clinic. If the animal is picked up after 5p.m. on the same day of surgery, a modification of the \$25.00 fee may be charged at the discretion of the employees that are required to stay for the discharge of the patient. Animals not picked up after three days will be considered abandoned and given to the proper authorities.

Additional Surgical Services: Any animal that is deemed to be pregnant during their alteration will have the pregnancy terminated at an additional charge and fluids given on an as needed basis for an additional charge. Any animals with an umbilical hernia will have the site repaired for an additional charge during their alteration. Any animal with a pyometra, in heat or cryptorchid will accrue additional charges at the discretion of the clinic director. Pregnant dogs may also be charged differently on a case by case basis.

Charges:

Canine Spay less than 70lbs: \$100

Canine Neuter less than 70lbs: \$80

Canine Spay over 70lbs: \$135

Canine Neuter over 70lbs: \$105

Feline Spay: \$50

Feline Neuter: \$30

Feral Cat Surgeries: \$45 (includes 2 vaccines and an ear tip is required)

*Inj. abx will be offered at \$10/feral cat on an as needed basis.

"Already fixed" anesthesia costs: \$20/cat, \$30/dog 30# or less, \$50/dog over 30#

Vaccinations: \$5.00 ea.

Heartworm: \$20 ea.

Feline Combo Testing: \$20 ea.

Microchip: \$20 ea.

Microchip "insertion only" fee (for non-CAHS microchips): \$1.00

Heat/Hernia Repair/Cat Pregnancies: \$15.00

Fluid therapies: \$5-\$20 depending on amount, route of administration and species of animal

Fecal Flootation: \$10.00

Pre-Operative Blood work: \$40.00

Preventative: \$2 discount from retail/rounded to the nearest whole \$ amount

Example: Cat Multi \$12/dose

Rx Products: \$2 discount from price to client

(Includes de-wormers, inj. antibiotics, inj. anti-emetics, flea tx and any other tx as offered by the doctor).

Euthanasia (general cremation included): \$10/cat, \$15/dog under 30#, \$30/dog under 50#

*Larger patients and private cremation charges available on a case by case basis.

Specially Ordered or Priced Items: If agreed upon by the clinic director and the doctor, any specially ordered products will be offered at a price that is either rounded up to the nearest \$5 or \$10 amount from our cost as decided on a case by case basis through the clinic director. Any variances of the prices listed above will be rare and will need approval by the clinic director.

Payments: Payment is due the same day services are rendered. Payment is taken in the morning during check in. Payment may also be taken the same day of service over the phone if morning payment is unavailable or you may elect to keep a credit card on file. Failure to keep the account balance current will result in the Capital Area Humane Society declining services.

Grant Qualifications: Animals that are being put up for adoption through rescue organizations do not qualify for any grant assisted procedures unless otherwise approved by the CAHS Spay/Neuter Clinic contacts listed below. In the event that an owner or employee of a rescue organization qualifies for a grant surgery with their own personal pet, the following documentation will be required and a copy of the documentation will be kept on file at the CAHS Spay/Neuter Clinic:

Animals 6 months and younger: Any documentation such as a bill of sale/transfer or veterinary services rendered (including microchip registrations) with the animal's name and description and the current owners name and/or address.

Animals older than 6 months: A rabies license and/or any of the above documentation will be required to show proof of ownership.

Adoption Expectations/Recommendations: As we are also directly associated with a shelter location, CAHS S/N Clinic will not allow adoptions through other rescue entities to occur on the premises. Violation of this rule can result in direct termination of all services of the spay/neuter clinic with the rescue organization and its members. While this is still to be decided at the discretion of each rescue we also do not recommended that an animal that has had a spay/neuter procedure go home to a new environment on the same day of surgery for the safety of both the animals and the new owners.

IV. Contacts

Capital Area Humane Society Spay/Neuter Clinic

Primary: Holly Thoms, Clinic Director 517-908-0756

hthoms@adoptlansing.org

Secondary: Julia Willson, President/CEO, 517-626-6060

jwillson@adoptlansing.org

Ingham County Animal Control

Primary: Heidi Williams, Director, 517-676-8362

Hwilliams2@ingham.org

V. Effective Date and Signature

This MOU shall be effective upon the signature of Ingham County Animal Control authorized officials. It shall be enforced from January 1st 2023 to December 31st 2023.

Signature / Date

Agenda Item 5b

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: February 7, 2023
SUBJECT: Resolution to authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the purchase of one portable radio

For the meeting agendas of *February 16, 2023 and February 22, 2023*

BACKGROUND

This Resolution is for the approval to purchase additional radio equipment for the Ingham County Animal Control. Specifically, funding will be used to purchase one Motorola APX 6000 portable radio and two desk chargers at a cost of \$5661.63

ALTERNATIVES

If this resolution is not approved, one animal control officer will not have a portable radio to utilize in the performance of their duties.

FINANCIAL IMPACT

Funding exists in the Ingham County Animal Shelter Millage Fund to cover this purchase.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the ICACS to maintain effective communications during the course of our duties; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the ICAC Dispatch Radios to the new radio communications system.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of one Motorola APX 6000, and two desk chargers for the Ingham County Animal Control.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR THE PURCHASE OF ONE MOTOROLA APX6000 RADIO AND TWO DESK CHARGERS FOR THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER

WHEREAS, Ingham County Animal Control and Shelter (ICACS) needs to purchase one additional portable radio for use by the seventh animal control officer authorized by Resolution #22-502; and

WHEREAS, funding exists for this purchase in the Ingham County Animal Shelter Millage fund; and

WHEREAS, the Ingham County Board of Commissioners, with Resolution #18-550, previously contracted with Motorola Solutions, Inc. for the replacement of the Ingham County Public Safety Radio System; and

WHEREAS, the total expenditure for this proposal is \$5,661.63.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one Motorola APX 6000 radio, and two desk chargers for ICACS at a cost not to exceed \$5,661.63.

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

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

Agenda Item 6b

TO: Board of Commissioner's Law & Courts, Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 7, 2023
Subject: Authorization for an agreement with Michigan Public Health Institute (MPHI) for Administrative Support to Operate the Lansing/Ingham Peacemaker Fellowship®

For the meeting agendas of February 16, February 22, and February 27, 2023

BACKGROUND

Ingham County Health Department wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for Administrative Support to operate the Advance Peace (AP) Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024. The AP Lansing/Ingham Peacemaker Fellowship helps build and sustain local community capacity to interrupt gun violence, in order to save lives and reduce life-altering trauma experienced by people living in the impacted communities, as well as the service providers who support them. Funds under this agreement will be used by MPHI to serve as the AP Lansing Local Operator which will include staffing the project, providing administrative support as well as opportunities for leadership and organizational development, coaching, technical support, and training to build long-term local capacity for program succession. This contract will be eligible to renew for Year 3 based upon performance in Year 2.

Resolution #22-273, authorized MPHI to provide administrative support and operate the AP Lansing/Ingham Peacemaker Fellowship® for Year 1. During Year 1, MPHI demonstrated a strong leadership and understanding of the implementation and management requirements of the AP Lansing/Ingham Peacemaker, Fellowship®, a commitment to maintaining strategy fidelity in its hiring, training, and staff deployment, and an ability to identify, secure, and manage large multi-year funding amounts to support the AP Lansing strategy. MPHI also created a broad communications and advocacy campaign to support the AP strategy and partnership for expanded ecosystem building.

ALTERNATIVES

AP National is unaware of any other community-based local organizations within Lansing equipped with the required capacity to implement, manage, and secure requisite resources required by the AP Lansing strategy to be sustained over multiple years.

FINANCIAL IMPACT

Funds for this agreement are included within the secured second year of the AP Lansing budget and will not exceed \$301,751.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS.

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH
INSTITUTE FOR ADMINISTRATIVE SUPPORT TO OPERATE THE ADVANCE PEACE
LANSING/INGHAM PEACEMAKER FELLOWSHIP ®**

WHEREAS, Ingham County wishes to enter into agreement with Michigan Public Health Institute (MPHI) for administrative support to operate the Advance Peace (AP) Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024; and

WHEREAS, the AP Lansing/Ingham Peacemaker Fellowship ® helps build and sustain local community capacity to interrupt gun violence, in order to save lives and reduce life-altering trauma experienced by people living in the impacted communities, as well as the service providers who support them; and

WHEREAS, on May 24, 2022, the Ingham County Board of Commissioners approved Resolution #22-273 authorizing MPHI to provide administrative support and operate the Lansing/Ingham AP Peacemaker Fellowship® for Year 1, a 9-month term; and

WHEREAS, during Year 1, MPHI demonstrated a strong leadership and understanding of the implementation and management requirements of the AP Lansing/Ingham Peacemaker Fellowship®, a commitment to maintaining strategy fidelity in its hiring, training, and staff deployment, and an ability to identify, secure, and manage large multi-year funding amounts to support the AP Lansing/Ingham strategy; and

WHEREAS, MPHI has created a broad communications and advocacy campaign to support the AP Lansing/Ingham strategy and partnership for expanded ecosystem building; and

WHEREAS, funds under this agreement will be used by MPHI to serve as the AP Lansing/Ingham Local Operator which includes staffing the project and providing administrative support in addition to providing opportunities for leadership and organizational development, coaching, technical support, and training to build long-term local capacity for program succession; and

WHEREAS, this contract will be eligible for renewal for Year 3 based upon performance in Year 2; and

WHEREAS, AP National is unaware of any other community-based local organizations within Lansing equipped with the required capacity to implement, manage, and secure requisite resources required by the AP Lansing/Ingham strategy to be sustained over multiple years; and

WHEREAS, the funds for this agreement are included within the secured second year of the AP Lansing/Ingham budget and will not exceed \$301,751; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

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 contract documents on behalf of the County after approval as to form by the County Attorney.