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VICE-CHAIRPERSON  
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**LAW & COURTS COMMITTEE**  
MARK POLSDOFER, CHAIR  
GABRIELLE LAWRENCE  
VICTOR CELENTINO  
CHRIS TRUBAC  
IRENE CAHILL  
MYLES JOHNSON  
SIMAR PAWAR  
MONICA SCHAFFER

**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, JULY 13, 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 [June 15, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Long-Term Ingham County Justice System (*Discussion*)
2. Circuit Court – Family Division
  - a. Resolution to Authorize an Agreement with [Smart Home Inc./Smart Office](#) for Digital Cameras at the Ingham County Family Center
  - b. Resolution to Authorize an Agreement with [Dewitt Fence Co.](#) for a Fleet Vehicle Fence at the Ingham County Family Center
3. Friend of the Court
  - a. Resolution to Authorize a [Reorganization](#) of the 30<sup>th</sup> Circuit Court/Friend of the Court
  - b. Resolution to Authorize an Agreement with the State of Michigan Department of Health and Human Services [Office of Child Support](#) for the Title IV-D Cooperative Reimbursement Program
4. Office of the Public Defender
  - a. Resolution to Authorize the Contract Between [Westlaw](#) and the Office of the Public Defender
  - b. Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, And Ingham County to Provide Funding to Assist the County in Complying with the [Compliance Plan](#) and Cost Analysis Approved By MIDC
5. Animal Control and Shelter
  - a. Resolution to Adopt an [Ordinance](#) Amending the Ingham County Animal Control Ordinance to Add a Provision to Article IV Authorizing the Animal Control Officer to Waive Criminal Liability for Failure to Obtain a License if the License is Obtained Before Arraignment on the Misdemeanor Charge
  - b. Resolution to Authorize the Purchase of [Fencing](#) for the Ingham County Animal Shelter

- c. Resolution to Authorize Purchase of a Commercial Grade [Shade Structure](#) from Penchura for the Ingham County Animal Shelter
- 6. [9-1-1 Dispatch Center](#) – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center [Background Investigator](#) Positions
- 7. [Controller’s Office](#) – Resolution to Adopt the 2024 [Juvenile Justice Community Agency](#) Process Calendar

Announcements  
Public Comment  
Adjournment

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

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

LAW & COURTS COMMITTEE

June 15, 2023

Draft Minutes

Members Present: Polsdofer, Celentino, Trubac, Cahill, Lawrence (Arrived 6:01 p.m.), Pawar, and Schafer.

Members Absent: Johnson.

Others Present: Nick Hefty, Helen Walker, Gregg Todd, Madison Hughes, Deanna LaBrenz and others.

The meeting was called to order by Chairperson Polsdofer at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the June 1, 2023 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE JUNE 1, 2023 LAW & COURTS COMMITTEE MEETING WERE APPROVED. Absent: Commissioners Lawrence and Johnson.

Additions to the Agenda

5. Friend of the Court – 30th Circuit Court/Friend of the Court Reorganization (*Discussion*)

Limited Public Comment

None.

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

1. Sheriff's Office
  - a. Resolution to Authorize Transition of Part-Time Court Deputy Positions to Part-Time Road Deputy Positions within the Sheriff's Office
  - b. Resolution to Retire and Replace K9 Gage
  - c. Resolution to Authorize the Creation of a Front-Load Position Option within the Sheriff's Office
  
3. Circuit Court
  - a. Resolution Honoring Roger (Buddy) Howes
  - b. Resolution Honoring Tracy Baldwin

4. 9-1-1 Dispatch Center
  - a. Resolution to Authorize the Renewal of the Contract for Pre-Employment Testing Services with Select Advantage for the 9-1-1 Center
  - b. Resolution to Authorize Purchase of Prepared Live Software/Services for the 9-1-1 Center from Invictus App, Inc.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Lawrence and Johnson.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Lawrence and Johnson.

Commissioner Lawrence arrived at 6:01 p.m.

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

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

Commissioner Celentino stated that he was not opposing the resolution and stated if he read this correctly, that communication had been received from the Lansing School District that they would not provide the Ingham County Youth Center (ICYC) Summer Education Programming due to lack of funds on their part, but later communicated that they would. He further asked what the process was that led to the \$26,184 expenditure to fund the services that he believed to include science, math, and reading.

Commissioner Celentino asked if the funding was for a Transition Specialist and Student Provider Assistant.

Nick Hefty, 30<sup>th</sup> Circuit Court Deputy Court Administrator, stated he was present on behalf of Annette Ellison, Ingham County Youth Center Director. He further stated that, in the past, the ICYC had provided academic services, but individuals were not allowed to earn credits.

Mr. Hefty stated that it was not for nothing, as it provided a useful service for structure and programming for individuals who were detained in the ICYC. He further stated that they had a special situation where three individuals who were detained in the ICYC were on track to earn High School Diplomas if they were able to continue with their summer academic programming.

Mr. Hefty stated that the ICYC had reached back out to Lansing School District and asked them to reconsider. He further stated that the ICYC communicated with the Lansing School District the situation regarding the three individuals and they agreed.

Mr. Hefty stated that this was the first time in many years that academic programming would be provided where individuals could earn credits and would leave the ICYC with a High School Diploma.

Commissioner Celentino stated that the \$26,184 was coming from the Juvenile Justice Millage. He further asked if the funding was for the two positions listed in the memo; the Transition Specialist, Student Provider Assistant and a teacher too.

Mr. Hefty stated that it was his understanding it will provide funding for those staff and would include a teacher. He further stated that, in the past, the ICYC had used teachers from the Lansing School District and would pay them as on-call substitute teachers with the on-call substitute teacher budget that was available.

Mr. Hefty stated they would provide academic programming for the students, but the students would not earn credits during the summer program. He further stated that this was a way to formally provide academic services and credit for graduation.

Commissioner Schafer asked if the summer education would be provided to all of the children in the ICYC.

Mr. Hefty confirmed that the programming would be provided to all the youth detained in the ICYC, as well as those that are on track to graduate.

Commissioner Schafer stated this was new this year because in the past, the summer education programming was just for enrichment. She further asked if the funding would be provided originally and could then be reimbursable through the Childcare Reimbursement Fund.

Mr. Hefty expressed his apologies and stated he was unsure. He further stated that it was his understanding the funding would come from the Juvenile Justice Millage.

Gregg Todd, Ingham County Controller, stated that the Juvenile Justice Millage would pay initially and later be reimbursed from the Childcare Reimbursement Fund through the State of Michigan.

Commissioner Pawar asked if the three individuals were previously enrolled and not able to finish, or entered the ICYC and this happened to be their case. She further stated her concern was if they had been present for the whole last year of school.

Mr. Hefty stated that all of their academic programming had gone through the Lansing School District. He further stated that he was unaware what schools they were attending in the community.

Mr. Hefty stated that whatever credits they had obtained in their home school prior to coming to the ICYC would be transferable. He stated that, due to some residential facilities around the State of Michigan were closing, which caused some youths to be detained for much longer periods of time.

Mr. Hefty stated that at least one of the three individuals had been detained for a significant period of time, which provided them the opportunity to go to academic programming every day and earn credits at an accelerated rate.

Commissioner Pawar asked if the children in the ICYC would earn routine credits that students would be exposed to in a high school setting, or if it was a modified curriculum.

Mr. Hefty stated that they provided traditional High School credits. He further stated that the youths would go through the same curriculum that any individual in the Lansing School District would have to go through to obtain those credits.

Commissioner Lawrence stated that she was very familiar with this program, as she had served on the Lansing School Board for a number of years. She further stated that one of the wonderful things about the Lansing School District was that students who pursued alternative educational paths could earn High School Diplomas, as opposed to a General Educational Development (GED), even if they were not sitting in a classroom, which was unique to Lansing.

Commissioner Lawrence stated that she did not want to jeopardize the Family Educational Rights and Privacy Act (FERPA) Regulations and that she was proud of them without knowing who they were. She further stated that she thought this was a wonderful thing to offer them, especially to Commissioner Schafer's question that this would be provided for all the youth and that was awesome.

Commissioner Lawrence thanked the Mr. Hefty and the ICYC for all of their work.

Mr. Hefty stated that one thing to point out was that their High School Diploma would come from the youth's home High School and not from the ICYC.

Commissioner Celentino confirmed that this was the first time that the ICYC would not be using on-call substitute teachers and would be implementing something new. He further stated that the youths would now earn the credits they could not in the past.

Mr. Hefty stated confirmation. He further stated that as a former Juvenile Court Officer, he understood how hard it could be to incentivize kids to engage in academic programming when they know they would not receive credits during the summer school programming.

Mr. Hefty stated that this was a great opportunity for the students to continue to engage during the summer.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

5. Friend of the Court – 30th Circuit Court/Friend of the Court Reorganization (*Discussion*)

Helen Walker, Ingham County Friend of the Court Deputy Court Administrator, provided an overview of the proposed 30<sup>th</sup> Circuit Court/ Friend of the Court reorganization. She further stated that she respectfully requested for the reorganization to go through and explained that it was essentially a reclassification, but termed as a reorganization.

Commissioner Celentino asked if Ms. Walker had documentation showing that the Collective Bargaining Units agreed with the reorganization.

Ms. Walker stated confirmation. She further stated the Collective Bargaining Units; the Honorable Joyce Draganchuk, Ingham County 30<sup>th</sup> Circuit Court Chief Judge; the Honorable Shauna Dunnings, Ingham County 30<sup>th</sup> Circuit Court Chief Pro Tempore Judge; and the Human Resources Department had all agreed to the reorganization.

Commissioner Polsdofer thanked Ms. Walker.

Commissioner Celentino stated, for clarification, there would be a resolution to approve the reorganization at the next meeting.

Announcements

None.

Public Comment:

None.

Adjournment

The meeting was adjourned at 6:13 p.m.

**JULY 13, 2023 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Controller recommends approval of the following resolutions:**

**2a. Circuit Court-Family Division – Resolution to Authorize an Agreement with Smart Homes/Smart Offices for Digital Cameras at the Ingham County Family Center**

This resolution authorizes an agreement with Smart Homes/Smart Offices for digital cameras at the Family Center. There have been multiple incidents of property loss and vehicle damage at the Ingham County Family Center, and an MMRMA Risk Avoidance Program (RAP) grant was awarded to pay for 50% of the cost of the cameras. Bids were solicited and Smart Homes/Smart Offices was the lowest bidder with a price of \$37,780.10. A contingency of \$5,000 is also requested.

Funding is available through the Juvenile Justice Millage with a 50% reimbursement from MMRMA.

See memo for details.

**2b. Circuit Court-Family Division – Resolution to Authorize an Agreement with DeWitt Fence Co. for a fence at the Ingham County Family Center**

This resolution authorizes an agreement with DeWitt Fence Co., for a fence at the Family Center. There have been multiple incidents of property loss and vehicle damage at the Ingham County Family Center, and an MMRMA Risk Avoidance Program (RAP) grant was awarded to pay for 50% of the cost of the fence. Bids were solicited and DeWitt Fence Co. was the lowest bidder with a price of \$25,230. A contingency of \$4,000 is also requested.

Funding is available through the Juvenile Justice Millage with a 50% reimbursement from MMRMA.

See memo for details.

**3a. Friend of the Court – Resolution to Authorize a Reorganization of the 30<sup>th</sup> Circuit Court/Friend of Court**

This resolution approves a reorganization of the 30<sup>th</sup> Circuit Court/Friend of Court to reflect current job duties of two positions. One position of Casework Supervisor moved from ICEA Court Pro 9 to Records Supervisor ICEA Court Pro 10 and one position of Casework Supervisor moved from ICEA Court Pro 9 to Support Enforcement Supervisor ICEA Pro 10.

See memo for details.

**3b. Friend of the Court – Resolution to Authorize an Agreement with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program**

This resolution authorizes an agreement with the Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program (CRP). Both the Friend of the Court and Prosecuting Attorney's Office receive Title IV-D funding. The current IV-D CRP expires on September 30, 2023.



The FOC is requesting a new five year IV-D Cooperative CRP with MDHHS to receive IV-D funding from October 1, 2023 through September 30, 2028 allocated at \$38,530,068 with a State contract amount of up to \$26,732,910, and the ICPO FSU is requesting a new five year IV-D CRP Agreement with MDHHS to receive IV-D funding from October 1, 2023 through September 30, 2028 allocated at \$7,950,445 with a State contract amount of up to \$5,247,295.

Funds appropriated by the County and spent by the FOC and ICPO FSU are reimbursed at the rate of 66% to the County by the federal government through the Michigan Department of Health and Human Services (MDHHS) Office of Child Support

See memo for details.

**4a. Office of the Public Defender – Resolution to Authorize the Contract Between Westlaw and the Office of the Public Defender**

This resolution authorizes an agreement with WestLaw for a three-year period with a yearly price increase of 5% (32,797.56 year 1, \$34,437.44 year 2, \$36,159.31 year 3).

Funds are available through the Michigan Indigent Defense Commission.

See memo for details.

**4b. Office of the Public Defender – Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating Three New Grant Funded Positions**

This resolution authorizes a grant for the funding of the Public Defenders Office for 2024. You will see in the memo that included in the grant is funding for three new positions, two Assistant Public Defenders and a Social Worker. The County contributes roughly 13% and as the 2024 budget has not been balanced, approving positions in the resolution is not recommended so we removed any reference to them from the resolution. The resolution will approve an “up to” amount in grant and local match so the positions can be added later if the 2024 budget allows.

See memo for details.

**5a. Animal Control and Shelter – Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Add a Provision to Article IV Authorizing the Animal Control Officer to Waive Criminal Liability for Failure to Obtain a License if the License is Obtained Before Arraignment on the Misdemeanor Charge**

This resolution amends Article IV of the Animal Control Ordinance to allow an Animal Control Officer to waive criminal liability for failure to obtain a dog license if they do so prior to the arraignment of the charge. This will eliminate unnecessary staff time at the Prosecutor’s Office and Court time.

See memo for details.

**5b. Animal Control and Shelter – Resolution to Authorize the Purchase of Fencing for the Ingham County Animal Shelter**

This resolution authorizes the purchase and installation of fencing from Justice Fence Company to expand the existing outdoor play yard at Animal Control & Shelter. The Sheriff's Office recently ceded excess land to the Shelter, which will allow them to expand the yard.

The \$7,979 funding will come from existing Animal Control & Shelter millage funds.

See memo for details.

**5c. Animal Control and Shelter – Resolution to Authorize Purchase of a Commercial Grade Shade Structure from Penchura for the Ingham County Animal Shelter**

This resolution approves the purchase of a commercial grade shade structure from Penchura for the play yard at the Shelter.

The \$20,915.60 funding will come from existing Animal Control & Shelter millage funds.

See memo for details.

**6. 9-1-1 Dispatch Center – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center Background Investigator Positions**

This resolution increases the special part-time 9-1-1 Background Investigator positions from \$25/hour to \$27.50/hour, a 10% increase. Their rate of pay has not increased since 2012. This increase reflects the average COLA increase for other County employees.

See memo for details.

**6. Controller's Office – Resolution to Adopt the 2024 Juvenile Justice Community Agency Process Calendar**

This resolution adopts the 2024 Juvenile Justice Community Agency Process Calendar and allows for discussion on what amount of Juvenile Justice Millage funds to allocate. Per the memo, \$185K was originally allocated in 2023 with a final allocation amount, after funding requests were received, of \$199,510.

The un-audited 2022 year-end fund balance in the millage is \$2,080,009.

See memo for details.

**Additional Items:**

**1. Sheriff's Office – Long-Term Ingham County Justice System (Discussion)**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Sara Deprez, Juvenile Programs Director  
**DATE:** June 30, 2023  
**SUBJECT:** Resolution to Enter into an Agreement with Smart Home/Smart Office for Digital Cameras at the Ingham County Family Center  
For the meeting agenda of: July 13, 2023 – Law and Court and July 20, 2023 – Finance

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**BACKGROUND**

The Juvenile Division operates a day treatment program and an evening reporting program for court adjudicated youth. These programs are operated at the Ingham County Family Center, located at 1601 West Holmes, Lansing, MI 48910. The building is open to the public from 7:30 a.m. to 8 p.m.

After the numerous incidents of property loss and vehicle damage at the Ingham County Family Center, an application was made for a Risk Avoidance Program (RAP) grant specifically for digital cameras and security, which are offered quarterly by Michigan Municipal Risk Management Authority (MMRMA). This grant provides 50% funding up to \$100,000 in aggregate maximum funding per member for security and related equipment or systems. The application was approved and the Board voted to accept the grant monies in April in Resolution #23-183.

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for the purpose of providing and installing new digital security cameras at the Ingham County Family Center. The Evaluation Committee recommends that a contract be awarded to Smart Homes/Smart Offices.

**ALTERNATIVES**

This is for new and replacement security cameras. The alternative would be to continue using the existing, outdated cameras, which provided little to no assistance for the acts of vandalism and property loss that have occurred to the fleet of vehicles at the facility. The funds are available in the 2023 Board approved CIP IT budget, which will be matched with grant monies made available by MMRMA.

**FINANCIAL IMPACT**

The funds are available in the Juvenile Justice Millage. During the 2023 budget process, the Board approved a CIP for the new and replacement cameras in the amount of \$45,548, which will come from 26466400-978000. The funds spent for this project will be reimbursed at 50% from MMRMA.

**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 equipment purchased will reduce the likelihood of future instances when fleet vehicles are unavailable to transport youth due to theft and vandalism (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Smart Home/Smart Office for the security cameras.

**Agenda Item 2a**

TO: Sara Deprez, Juvenile Programs Director, Family Division

CC: Scott LeRoy, Interim Circuit Court Administrator  
Glenn Canning, Facilities Director  
Joel Hathon, Faculties Project Manager

DATE: June 21, 2023

RE: Memorandum of Performance for RFP No. 99-23 Security Cameras for the Ingham County Family Center

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of providing and installing new digital security cameras at the Ingham County Family Center.

The scope of work includes, but is not limited to, providing and installing up to twenty-three (23) new Internet Protocol (IP) security cameras as well as four (4) existing exterior cameras that are outdated and need to be replaced. All work shall be scheduled with the IT Network Administrator and Facilities Manager.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	52	4
Vendors responding	3	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Bid for Supplying and Installing New Security Cameras	How long do you anticipate that this contract will take to complete?	Have you included prevailing wages in your bid?
Smart Homes Inc. / Smart Offices	Yes, Mason MI	\$37,780.10	5 business days	Yes
Convergint	No, Grand Rapids MI	\$51,562.98	2 weeks	Yes
Allied Universal	No, Wyoming MI	\$79,943.00	6 weeks	Yes

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOME INC./SMART OFFICE FOR DIGITAL CAMERAS AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Ingham County Family Center, located at 1601 W. Holmes, Lansing, MI, has been the target of multiple thefts and property damage to vehicles located on site; and

WHEREAS, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of providing and installing new digital security cameras at the Ingham County Family Center; and

WHEREAS, during the budget process for fiscal year 2023, the Juvenile Division requested, and was approved for, a Capital Improvement Project (CIP) for updating and replacing digital surveillance cameras at the Ingham County Family Center in the amount of \$45,548; and

WHEREAS, the Juvenile Division was awarded a Risk Avoidance Program (RAP) grant from Michigan Municipal Risk Management Authority (MMRMA) to reduce or avoid property losses at the Ingham County Family Center by purchasing new digital surveillance cameras; and

WHEREAS, the grant will reimburse 50% of the purchase costs for the digital cameras for the Ingham County Family Center; and

WHEREAS, based on a Memo of Performance from the Purchasing Department, the Juvenile Division is requesting authorization to enter into an agreement with Smart Home/Smart Office, a local vendor, who submitted the lowest proposal of \$37,780.10 for the cameras; and

WHEREAS, the Juvenile Division is requesting a contingency of \$5,000 for any uncovered conditions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Smart Home/Smart Office, 210 State St., Mason, Michigan 48854, for the new digital cameras at the Ingham County Family Center for an amount not to exceed \$42,780.10, which includes a \$5,000 contingency.

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

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

## Agenda Item 2b

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Sara Deprez, Juvenile Programs Director  
**DATE:** June 30, 2023  
**SUBJECT:** Resolution to Enter into an Agreement with DeWitt Fence Co. for a Fence at the Ingham County Family Center  
For the meeting agenda of: July 13, 2023 – Law and Court and July 20, 2023 – Finance

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### **BACKGROUND**

The Juvenile Division operates a day treatment program and an evening reporting program for court adjudicated youth. These programs are operated at the Ingham County Family Center, located at 1601 West Holmes, Lansing, MI 48910. The building is open to the public from 7:30 a.m. to 8 p.m.

After the numerous incidents of property loss and vehicle damage at the Ingham County Family Center, an application was made for a Risk Avoidance Program (RAP) grant specifically for digital cameras and security, which are offered quarterly by Michigan Municipal Risk Management Authority (MMRMA). This grant provides 50% funding up to \$100,000 in aggregate maximum funding per member for security and related equipment or systems. The application was approved and the Board voted to accept the grant monies in April in Resolution #23-183.

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for supplying and installing a new fence at the Ingham County Family Center. The Evaluation Committee recommends that a contract be awarded to DeWitt Fence Co.

### **ALTERNATIVES**

This is for a new fence. The alternative would be not building a fence to protect the fleet of vehicles at the facility.

### **FINANCIAL IMPACT**

The fence will be paid from the Juvenile Justice Millage Fund Balance - 26466400-978000. The funds spent for this project will be reimbursed at 50% from MMRMA.

### **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 equipment purchased will reduce the likelihood of future instances when fleet vehicles are unavailable to transport youth due to theft and vandalism (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with DeWitt Fence Co. for the fleet vehicle fence.



**Agenda Item 2b**

TO: Sara Deprez, Juvenile Programs Director, Family Division

CC: Scott LeRoy, Interim Circuit Court Administrator  
Glenn Canning, Facilities Director  
Joel Hathon, Faculties Project Manager

FROM: James Hudgins, Director of Purchasing

DATE: June 20, 2023

RE: Memorandum of Performance for RFP No. 98-23 Security Fence for the Ingham County Family Center

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of providing and installing a new security fence capable of securing a fleet of up to twelve full-size vans at the Ingham County Family Center.

The scope of work includes, but is not limited to, providing and installing a new 72' (long) x 84' (wide) x 8' (high), commercial galvanized chain-link fence with two (2) non-powered 20' rolling locking slide gates; and if necessary, restoring the project site to its original condition including reseeding.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	41	10
Vendors responding	3	2

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Bid for Supplying and Installing New Security Fence	How long do you anticipate that this contract will take to complete/	Have you included prevailing wages in your bid?	Substitution +
Dewitt Fence Co.	Yes, Lansing MI	\$25,230.00	Able to meet completion deadline of 8/31/2023 (2 weeks for completion)	Yes	\$1,075.00 Add on for 1- 3' wide by 8' tall walk gate with post and hardware
Metter Construction LLC	Yes, Holt MI	\$26,725.00	7-10 days	No	-
RMD Holdings Ltd. d/b/a Nationwide Construction Group	No, Richmond MI	\$36,080.80	2 Weeks	Yes	-

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DEWITT FENCE CO. FOR A FLEET VEHICLE FENCE AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Ingham County Family Center, located at 1601 W. Holmes, Lansing, MI, has been the target of multiple thefts and property damage to vehicles located on site; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for supplying and installing a fence at the Ingham County Family Center; and

WHEREAS, the Juvenile Division was awarded a Risk Avoidance Program (RAP) grant from the Michigan Municipal Risk Management Authority (MMRMA) to reduce or avoid property losses at the Ingham County Family Center by purchasing a chain link fence for the facility's fleet vehicles; and

WHEREAS, the grant will reimburse 50% of the purchase costs for the fence for the Ingham County Family Center; and

WHEREAS, based on a Memo of Performance from the Purchasing Department, the Juvenile Division is requesting authorization to enter into an agreement with DeWitt Fence Co., a local vendor, who submitted the lowest proposal of \$25,230.00 for the fence; and

WHEREAS, the Juvenile Division is requesting a contingency of \$4,000 for any uncovered conditions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with DeWitt Fence Co, 3236W. St. Joseph, Lansing, Michigan 48917, for the fleet vehicle fence at the Ingham County Family Center for an amount not to exceed \$29,230, which includes a \$4,000 contingency.

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

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

**TO:** Law and Courts, County Services, and Finance Committees

**FROM:** Helen Walker, Deputy Court Administrator/Family Division/FOC Director

**DATE:** May 17, 2023

**SUBJECT:** Discussion item regarding proposed reorganization of the 30<sup>th</sup> Circuit Court/Friend of the Court. For meeting agendas of Law and Courts Committee on June 15, 2023, County Services Committee on June 20, 2023 and Finance Committee on June 21, 2023.

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**BACKGROUND**

The current job description for two “Casework Supervisor” positions has not been updated since 2001 and is outdated. The two Casework Supervisor positions (142017 & 142018) are in the ICEA Court Professionals Bargaining Unit. When the job description was last updated in 2001, the duties listed in the job description were the same for both positions. Over the last twenty years, the two supervisory positions branched out by performing different responsibilities and overseeing different employees within the Friend of Court office. One of the supervisory positions (142017) oversees the records unit, which consists of 14 employees. This supervisor also supervises all records pertaining to intergovernmental cases. The other supervisory position (142018) oversees the support enforcement unit, which consists of 16 employees. The overlap between the two supervisory positions consists of two shared Enforcement Specialist positions, who are assigned to handle support enforcement on intergovernmental cases. Lastly, the current job description no longer reflects that the responsibilities associated with each position have increased and become more complex over time. A reorganization is necessary to properly align the job responsibilities associated with each supervisory position and the positions each supervisor is responsible for overseeing.

The reorganization was approved by the following: Ingham County Human Resources, ICEA – Court Professionals Bargaining Unit, Circuit Court Chief Judge Joyce Draganchuk, Chief Circuit Court Judge Pro Tempore Shauna Dunnings and Presiding Judge of the Family Division Lisa McCormick.

**ALTERNATIVES**

Keep the current job description of Casework Supervisor for both positions despite the fact that the job description is no longer accurate.

**FINANCIAL IMPACT**

The reorganization request for both Casework Supervisor positions has been analyzed by Human Resources. Human Resources supports a reorganization to create two separate job descriptions, one for the position of Records Supervisor and the other for the position of Support Enforcement Supervisor. The new classifications place each position at a higher pay, with an increase of \$6,835 per position or \$13,670 for both positions. However, the Friend of Court office receives most of its funding through the Federal Cooperative Reimbursement Program (CRP) administered by the Michigan Office of Child Support, which provides for 66% direct reimbursement of most IV-D (child support enforcement) expenditures. As a result, the General Fund cost of the increase is 34%, which amounts to \$2,319 per position or \$4,639 for both positions.

**STRATEGIC PLANNING IMPACT**

Provide appropriate enforcement of child support with an accurate and up to date job description from which to do so. Provide appropriate record keeping with an accurate and up to date job description from which to do so.

**OTHER CONSIDERATIONS:**

The last job description, which combined the functions of both positions, is dated January 22, 2001.

**RECOMMENDATIONS:**

Based on the information presented, the Friend of Court respectfully recommends approval of a resolution to reorganize both positions.

**Agenda Item 3a**

TO: Helen Walker, Deputy Court Administrator Family Court  
FROM: Joan Clous, Human Resource Specialist  
DATE: March 31, 2023  
RE: Memo of Analysis for reorganization of Family Division

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The Family Division of the Circuit Court is reorganizing to enhance their ability to serve the residents of Ingham County. As such the following positions will change to:

*Casework Supervisor (142018) ICEA Court Pro 9 (\$71,136.89 to \$85,419.71) to Support Enforcement Supervisor ICEA Court Pro 10 (\$76,833.06 to \$92,254.72).*

*Casework Supervisor (142017) ICEA Court Pro 9 (\$71,136.89 to \$85,419.71) to Records Supervisor ICEA Court Pro 10 (\$76,833.06 to \$92,254.72).*

*The effective date will be December 31,2022.*

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

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

5/15/23, 1:04 PM

FW: Reorg FOC - Helen Walker - Outlook

**FW: Reorg FOC**

Joan Clous <JClous@ingham.org>

Mon 5/15/2023 12:22 PM

To: Helen Walker <hwalker@ingham.org>

Helen,

Here is the union's approval of the reorg for FOC.

Joan

---

**From:** Luke Cloud <LCloud@ingham.org>

**Sent:** Monday, May 15, 2023 12:14 PM

**To:** Joan Clous <JClous@ingham.org>

**Cc:** Chadwick Phillips <CPhillips@ingham.org>; Stacey Craig <SCraig@ingham.org>; Jeffrey Donahue <JDonahue@WhiteSchneider.com> <JDonahue@WhiteSchneider.com>

**Subject:** RE: Reorg FOC

This is acceptable to the people in these positions and the ICEA Court Professional Union.

---

**From:** Joan Clous <JClous@ingham.org>

**Sent:** Monday, May 15, 2023 11:14 AM

**To:** Luke Cloud <LCloud@ingham.org>

**Subject:** Reorg FOC

Luke

We have evaluated Stacey Craig's and Chadwick Phillips' positions.

Stacey will now be an Enforcement Supervisor going from an ICEA Court 9 to an ICEA Court 10

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	180	155	160	155	90	150	115	140	10	10	15	1370

Chadwick will now be a Records Supervisor going from an ICEA Court 9 to an ICEA Court 10

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	180	155	160	155	90	150	115	140	10	10	15	1370

Please review and let me know if you are in agreement.

Joan

**Joan Clous MPA, SHRM-CP**

Human Resources Specialist – Labor & Employee Relations

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

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5/15/23, 1:04 PM

FW: Reorg FOC - Helen Walker - Outlook

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“Success is a project that is always under construction.” ~ Pat Summitt



**INGHAM COUNTY  
JOB DESCRIPTION**

**RECORDS SUPERVISOR**

**General Summary:**

Under the supervision of the Friend of the Court and Assistant Friend of the Court, supervises and directs the work activities of records staff in carrying out the Friend of the Court activities. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Prepares case transfer orders and notices of administrative case consolidations. Reviews and tracks completion of Office of Child support mandated staff training. Creates and generates reports to update MICSES to ensure Friend of the Court compliance for Office of Child Support performance incentive factors and contract performance standards. Generates reports and updates MICSES to ensure full child support case closures. Reviews existing court orders. Responds to inquiries from public officials, clients and other agencies. Intercedes with difficult clients and assists the staff in resolving problem cases.

**Essential Functions:**

1. Supervises the work activities of records and support staff, including participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff coverage, reviewing timecards, reviewing and evaluating performance, and dealing with employee relations matters in the early stages of the disciplinary process.
2. Oversees interstate case activities which includes but is not limited to registration of foreign out-of-state orders for enforcement of child support in Michigan; initiates registration of orders originated in Michigan for enforcement in other states and countries; utilizes specialized applications and websites focused on intergovernmental communication and enforcement. Coordinates the docketing of interstate and transferred cases with the County Clerks and the reassignment of multiple cases to the correct judges. Prepares transfer orders. Communicates with other local, state and foreign agencies regarding interstate cases.
3. Maintains case assignment and functionality of cases within the Michigan Child Support Enforcement System. Generates and analyzes reports to view case assignment, case functionality and transfer of cases. Resolves issues pertaining to assignment of cases to staff, moving functionality of cases from establishment and/or support specialist to the FOC, moving cases to or from another county, updating assignment to and from intergovernmental status, and maintains the Judge/Referee assignment in MICSES.
4. Oversees and updates the FOC's imaging/virtual filing system to ensure up to date office workflow and functionality. Manages routing codes within electronic filing system, oversees the addition and deletion of employee queues to accommodate staffing changes, ensures proper suppression of files and documents to address conflicts of interest or confidential matters. Conducts extensive testing to ensure the office electronic file and work queues are operating appropriately.
5. Represents the FOC on various workgroups pertaining to Family Court/FOC/Court Clerk office integration, state and local computer development projects and other state or national projects. Acts as a liaison with other departments and vendors regarding hardware, software and application development projects for FOC.
6. Monitors mandatory training requirements for FOC staff. Generates and analyzes reports to assist in ensuring employees complete training requirements mandated by the Office of child Support. Assigns specific

- trainings for staff to complete as needed to ensure IV-D requirements are met. Notifies the Deputy Court Administrator/FOC Director of the hours and types of training that have been completed by staff.
7. Collects and coordinates statistical information for state and federal reports. Generates and analyzes multiple reports to ensure that the Friend of Court is in compliance with the requirements for support order percentage per the IV-D funding requirements. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
  8. Generate and analyze reports to ensure proper case closure within the Michigan Child Support Enforcement System.
  9. Generate and analyze reports to ensure accuracy of paternity establishment information within the Michigan Child Support Enforcement System. Reviews legal pleadings, court orders, and affidavits of parentage to assist in executing any needed updates to paternity information. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
  10. Generates and analyzes the Child Support Contract Performances Standard Improvement Report to ensure the Friend of the Court meets performance standard measures per the Cooperative Reimbursement Program (CRP) agreement with the Office of Child Support. Completes and assigns various tasks pertaining to locate case members to ensure benchmarks are met.
  11. Oversees cash handling and controls, operations and procedures for FOC staff.
  12. Ensures adequate office coverage for switchboard, front desk receptionist, cashier, bank deposit, and scanning.
  13. Access information needed for FOC operations through confidential online data systems and technologies. Requires and in depth understanding of multiple platforms. Sources include but are not limited to the Michigan Child Support Enforcement System, Self-Service Reports, Business Objects, Data Visualizations, OnBase, CourtView, Learning Management System, Child Support Portal, Accurant and Right-Fax, Zoom, and Microsoft teams.
  14. Reviews court orders to determine if amendments are needed.
  15. Communicates with the following: clients, attorneys, employers, judges/judicial staff, prosecutor's office, court clerk's office, local, state, and federal courts, local and state agencies including the Michigan Office of Child Support and Michigan State Disbursement Unit, and Friend of Court offices statewide.
  16. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
  17. Serves as a backup for some administrative duties, supervisory staff and/or other support staff as necessary.
  18. Reviews and drafts standard operating policies and procedures pertaining to records section including interstate cases/enforcement and oversees implementation of the policies and procedures by staff.
  19. Participates in various training to ensure compliance with continuing education requirements as well as to ensure adherence with any developments or changes within the field.

20. Performs other duties as assigned.

**Other Functions:**

None listed.

*(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 employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

**Experience:** Three or more years of directly related casework, order entry, and court work experience, with at least one year of prior supervisory experience.

**Other Requirements:**

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

**Physical Requirements:**

Ability to access department files.

Ability to enter and retrieve information from computer systems.

Ability to lift and carry folders and files.

Ability to access all areas of the office and the courts.

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

**Working Conditions:**

Works in an office setting.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

***RECORDS SUPERVISOR***

**INGHAM COUNTY  
JOB DESCRIPTION**

**SUPPORT ENFORCEMENT SUPERVISOR**

**General Summary:**

Under the supervision of the Friend of the Court or Assistant Friend of the Court, supervises and directs the work activities of enforcement and support staff in carrying out the Friend of the Court activities. Creates, analyzes and disseminates numerous specialized reports to aid in enforcement activities. Updates various fields in the Michigan Child Support Enforcement System. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Coordinates FOC functions with other local and state offices and agencies. Prepares enforcement orders and reviews existing court orders. Responds to inquiries from public officials, clients and others. Intercedes with difficult clients and assists the staff in resolving problem cases.

**Essential Functions:**

1. Supervises the work activities of enforcement and support staff, includes participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff coverage, reviewing timecards, reviewing and evaluating performance, and dealing with employee relations matters in the early stages of the disciplinary process.
2. Supervises, oversees and assists in the monitoring of incarcerated payers to ensure support is abated and a child support review is initiated in compliance with the law. Generates and analyzes multiple reports and data sources to maintain an accurate record to be utilized when monitoring incarcerated payers. Oversees abatement process and request for child support review whenever a payer has been released from incarceration after an abatement has occurred.
3. Oversees the discharge of state-owed debt policy and procedures implemented by the State of Michigan Office of Child Support. Creates and generates reports targeted at identifying payers who may qualify for discharge, assigns tasks to the enforcement section, reviews requests for state owed discharge and conducts an in depth analysis of the file when determining whether to approve or deny the request. Maintains records pertaining to discharge of state owed debt.
4. Creates and maintains the County Location Availability Schedule within the Michigan Child Support Enforcement System.
5. Performs locate searches targeted at finding case members who are deceased and updates the Michigan Child Support Enforcement System, assigns tasks to staff, and oversees the process to clear any balances owed to or by a deceased member.
6. Creates and generates reports for enforcement staff to utilize when conducting an “ability to pay” analysis to assist in determining which dockets should be scheduled for show cause hearings or when other enforcement remedies may be needed.
7. Oversees enforcement staff who are responsible for the execution and cancellation of bench warrants for support and custody/parenting time related issues. Oversees enforcement staff who are responsible for locating, surveying, arresting and transporting clients to a correctional facility.

8. Oversees various enforcement remedies as permitted by law, which includes but is not limited to the following: placement of liens on specific types of property, suspension of driver's licenses, occupational licenses and recreational licenses, as well as credit bureau reporting.
9. Oversees enforcement staff who interpret, investigate and enforce orders pertaining to medical coverage and the reimbursement of uninsured medical expenses.
10. Monitors case members bankruptcy status to ensure FOC enforcement remedies comply with state and federal law, as well as requirements outlined by the State of Michigan Office of Child Support.
11. Generates and analyzes the Child Support Contract Performance Standard Improvement Report to ensure the Friend of the Court meets performance standard measures per the Cooperative Reimbursement Program (CRP) agreement with the Office of Child Support. Completes and assigns various tasks pertaining to locating case members as well as executing timely medical and support enforcement measures to remedy any deficiencies in these areas.
12. Collects and coordinates statistical information for state and federal reports. Generates and analyzes multiple reports to ensure that the Friend of Court is in compliance with the requirements for current support percentage and arrears case percentage per the IV-D funding requirements. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
13. Access information needed for FOC operations through confidential online data systems and technologies. Requires an in depth understanding of multiple platforms. Sources include but are not limited to the Michigan Child Support Enforcement System, MiSDU Kidstar, Business Objects, Self-Service Reporting, Data Visualizations, Federal Child Support Portal, Learning Management System, OnBase, CourtView, Public Access to Court Electronic Records, Internet Criminal History Access Tool, Judicial Data Warehouse, Clear, Accurant, Right-Fax, Zoom, OneSpan and Microsoft Teams.
14. Review problematic orders to ensure ordered amounts can be properly entered into the Michigan Child Support System and that case specific language is enforceable. Refer to appropriate staff for resolution.
15. Communicates with the following: clients, attorneys, employers, judges/judicial staff, prosecutor's office, court clerk's office, local, state, and federal courts, local and state agencies including the Michigan Office of Child Support and Michigan State Disbursement Unit, police agencies, and Friend of Court offices statewide.
16. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
17. Conducts Show Cause conferences to address delinquency in payments pertaining to child support, child care, medical and spousal support.
18. May be required to appear and testify in hearings.
19. Serves as backup for some administrative duties, supervisory staff and/or other support staff as necessary.
20. Reviews and drafts standard operating policies and procedures pertaining to enforcement of support and oversees implementation of the policies and procedures by staff.

21. Participates in various training to ensure compliance with continuing education requirements as well as to ensure adherence with any developments or changes within the field.
22. May assist in conducting community outreach as requested.
23. Performs other duties as assigned.

**Other Functions:**

None listed.

*(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 employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

**Experience:** Three or more years of directly related casework and court work experience, with at least one year of prior supervisory experience.

**Other Requirements:**

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

**Physical Requirements:**

- Ability to access department files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the courts.

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

**Working Conditions:**

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.

***ENFORCEMENT SUPERVISOR***

**INGHAM COUNTY  
JOB DESCRIPTION**

**CASEWORK SUPERVISOR**

**General Summary:**

Under the supervision of the Friend of the Court or Assistant Friend of the Court, supervises and directs the work activities of enforcement and support staff in carrying out the Friend of the Court activities. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Coordinates FOC functions with other local and state offices and agencies. Prepares specialized orders for the referees and staff attorneys. Responds to inquiries from public officials, clients and others. Intercedes with difficult clients and assists the staff in resolving problem cases.

**Essential Functions:**

1. Supervises the work activities of enforcement and support staff, includes participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff, reviewing and evaluating performance, and dealing with employee relations matters in the early stages.
2. Oversees and coordinates the functions of the various units of the Friend of the Court, including parenting time and child custody disputes, medical coverage and reimbursement of uninsured medical expenses, and child and spousal support issues.
3. Monitors the referrals to the Michigan Works agencies. Insures that caseworkers maintain awareness of the status of referred clients.
4. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
5. Conducts show cause conferences as necessary.
6. Represents the FOC on various committees addressing all aspects of Family Court integration, state and local computer development projects and other state or national projects.
7. Serves as a liaison/witness for in-state felony and federal criminal warrants for non-support cases with local, state, and federal courts, attorneys, and police agencies.
8. Coordinates the docketing of interstate and transferred cases with the County Clerks and the reassignment of multiple cases to the correct judges.
9. Writes and administers Michigan Works grants and the related budgets.
10. Authorizes the cancellation of bench warrants and the sending of LEIN messages.
11. Collects and coordinates statistical information for state and federal reports.
12. Serves as backup for some administrative duties and for enforcement and support staff as necessary.

**Other Functions:**

None listed.

*(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 employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

**Experience:** Three or more years of directly related casework and court work experience, with at least one year of prior supervisory experience.

**Other Requirements:**

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

**Physical Requirements:**

- Ability to access department files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the courts.

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

**Working Conditions:**

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.

**CASEWORK SUPERVISOR**  
**(1/22/01)**  
**CourtPro-09**



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE 30<sup>TH</sup> CIRCUIT COURT/  
FRIEND OF THE COURT**

WHEREAS, the proposed reorganization effects two Casework Supervisor positions with the Ingham County Friend of the Court; and

WHEREAS, both positions are within the ICEA Court Professionals Bargaining Unit, specifically position number 142017 & 142018; and

WHEREAS, the job description for the two Casework Supervisor positions has not been updated since 2001; and

WHEREAS, the job responsibilities associated with each position have changed and the responsibilities associated with each position have increased and become more complex over time; and

WHEREAS, the two positions no longer perform the same duties, such that one supervisor (position 142017) is responsible for overseeing positions within the records unit and the other supervisor (position 142018) is responsible for overseeing positions within the support enforcement unit; and

WHEREAS, a reorganization will properly align the job responsibilities associated with each supervisory position with the positions each supervisor is responsible for overseeing; and

WHEREAS, Human Resources, the ICEA Court Professionals Bargaining Unit and the Chief Judge of the 30<sup>th</sup> Circuit Court all support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 30<sup>th</sup> Circuit Court Family Division/Friend of the Court with the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
142017	Casework Supervisor to Records Supervisor	Move from ICEA Court Pro 9 to ICEA Court Pro 10
142018	Casework Supervisor to Support Enforcement Supervisor	Move from ICEA Court Pro 9 to ICEA Court Pro 10

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

<u>Position Title</u>	<u>2023 Current Grade, Step 5</u>	<u>2023 Proposed Grade, Step</u>	<u>Difference</u>
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Casework Supervisor to Records Supervisor	ICEA-Ct Pro 9: \$85,419.71	ICEA-Ct Pro 10: \$92,254.72	\$6,835.01
Support Enforcement Supervisor	ICEA-Ct Pro 9: \$85,419.71	ICEA-Ct Pro 10: \$92,254.72	\$6,835.01

**TOTAL: \$13,670.02**

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 effective date for the reclassification as part of the reorganization for ICEA Court Pro position 142017 and 142018 will be December 31, 2022.

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

FROM: Helen Walker, Deputy Court Administrator/FOC Director  
Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE : June 14, 2023

SUBJECT: Memorandum regarding Resolution Authorizing Agreements with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program.

For meeting agendas of Law and Courts Committee on July 13, 2023, County Services Committee on July 18, 2023 and Finance Committee on July 19, 2023.

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### **BACKGROUND**

The Ingham County Friend of the Court (FOC) receives Title IV-D funding to administer their child support program. The Ingham County Prosecuting Attorney's Office Family Support Unit (ICPO FSU) receives IV-D funding to establish orders of paternity, child support orders and pursue criminal non-support matters. Through IV-D Cooperative Reimbursement Program Agreements, funds appropriated by the County and spent by the FOC and the ICPO FSU office are reimbursed at the rate of 66% to the County by the federal government through the Office of Child Support. To obtain IV-D funding, the FOC and the ICPO FSU are each required to enter into IV-D Cooperative Reimbursement Program (CRP) Agreements with the Michigan Department of Health and Human Services (MDHHS) Office of Child Support.

The current two year Amendments to the five year IV-D Cooperative Reimbursement Program (CRP) Agreements between the State of Michigan Department of Health and Human Services and both the FOC and the ICPO FSU expire on September 30, 2023.

The FOC and ICPO FSU submitted separate applications to enter into new five year Federal Cooperative Reimbursement Program Agreements with MDHHS. Both applications were approved by MDHHS.

The FOC is requesting that the Ingham County Board of Commissioners approve a new five year IV-D Cooperative Reimbursement Program Agreement with MDHHS to receive IV-D funding from October 1, 2023 through September 30, 2028 allocated at \$38,530,068.00 with a State contract amount of up to \$26,732,910.00.

The ICPO FSU is requesting that the Ingham County Board of Commissioners approve a new five year IV-D Cooperative Reimbursement Program Agreement with MDHHS to receive IV-D funding from October 1, 2023 through September 30, 2028 allocated at \$7,950,445.00 with a State contract amount of up to \$5,247,295.00.

### **ALTERNATIVES**

None. The Federal Cooperative Reimbursement Program (CRP) administered by the MDHHS Office of Child Support is the primary source of revenue and funds the majority of operating and personnel costs for both the FOC and the ICPO FSU.

### **FINANCIAL IMPACT**

Without continued revenue from the IV-D Cooperative Reimbursement Program (CRP) and corresponding incentive revenues, the County will incur additional expenditures of approximately 5-6 million annually to sustain FOC operations over the next five years and approximately 3-4 million annually in additional expenditures to sustain ICPO FSU operations over the next five years.

### **STRATEGIC PLANNING IMPACT**

By authorizing IV-D Cooperative Reimbursement Program (CRP) Agreements, the FOC and the ICPO FSU will continue to receive IV-D funding to sustain operations to perform services mandated by Local Administrative Orders, Michigan Court Rules, Michigan Statutes and Federal Regulations for a five year period, from October 1, 2023 through September 30, 2028.

### **OTHER CONSIDERATIONS**

The FOC and/or ICPO FSU are required by statute to comply with the following acts: Friend of Court Act, MCL 552.501; Support and Parenting Time Enforcement Act, MCL 552.601; Office of Child Support Act, MCL 400.231; Child Custody Act of 1970, MCL 722.21; Status of Minors and Child Support Act, MCL 722.1, The Paternity Act, MCL 722.711; Uniform Interstate Family Support Act, MCL 552.2101; Uniform Child Custody Jurisdiction and Enforcement Act, MCL 722.1101; Collection of Alimony or Support and Maintenance, MCL 552.151.

### **RECOMMENDATION**

Based on the information presented, the FOC and ICPO FSU respectfully recommend approval of the attached resolution to enter into IV-D Cooperative Reimbursement Program Agreements with the Michigan Department of Health and Human Services (MDHHS) Office of Child Support to receive Title IV-D funding for a period of five years from October 1, 2023 through September 30, 2028.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES OFFICE OF CHILD SUPPORT FOR THE  
TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM**

WHEREAS, the Ingham County Friend of the Court (FOC) receives Title IV-D funding to administer the child support program; and

WHEREAS, the Ingham County Prosecutor's Office Family Support Unit (ICPO FSU) receives Title IV-D funding to establish orders of paternity, child support orders, and pursue criminal non-support matters; and

WHEREAS, through the IV-D Cooperative Reimbursement Program Agreement, funds appropriated by the County and spent by the FOC and ICPO FSU are reimbursed at the rate of 66% to the County by the federal government through the Michigan Department of Health and Human Services (MDHHS) Office of Child Support; and

WHEREAS, the IV-D Cooperative Reimbursement Program Agreement funds the majority of operating and personnel costs of the FOC and ICPO FSU; and

WHEREAS, the current IV-D Cooperative Reimbursement Program Agreements terminate on September 30, 2023; and

WHEREAS, the FOC and ICPO FSU submitted separate applications to enter into new five year Federal Cooperative Reimbursement Program Agreements, which were approved by MDHHS; and

WHEREAS, the new IV-D Cooperative Reimbursement Program Agreement with MDHHS for the FOC to receive IV-D funding from October 1, 2023 through September 30, 2028, is allocated at \$38,530,068.00 and has a State Contract amount of up to \$26,732,910.00 over the five year period; and

WHEREAS, the new year IV-D Cooperative Reimbursement Program Agreement with MDHHS for the ICPO FSU to receive IV-D funding from October 1, 2023 through September 30, 2028, is allocated at \$7,950,445.00 with a State contract amount of up to \$5,247,295.00 over the five year period; and

WHEREAS, the approvals for reimbursement requests and contract submissions for FOC and the ICPO FSU within the Electronic Grant Administration Management System (EGrAMS) are authorized per Resolution #15-437 and Resolution #11-172.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves IV-D Cooperative Reimbursement Program Agreements for FOC and the ICPO FSU a period of five years from October 1, 2023 through September 30, 2028.

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

## Agenda Item 4a

TO: Board of Commissioners Law & Courts, Finance Committee

FROM: Keith Watson, Chief Public Defender

DATE: June 9, 2023

SUBJECT: Resolution to Authorize a Contract between WestLaw and the Office of the Public Defender

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### **BACKGROUND**

The attorneys and paralegals of the Office of the Public Defender use WestLaw on a regular basis in order to conduct legal research.

The Office of the Public Defender contract with WestLaw was entered into in 2019 and is due for renewal in July of 2023. The renewal includes a price increase of approximately 5% each year.

Funds are available through the 2022-2023 Michigan Indigent Defense Commission grant for this expenditure. The funds have been requested for the 2023-2024 year, and will be requested in subsequent years.

### **ALTERNATIVES**

Leave the Office of the Public Defender without the ability to efficiently conduct such research.

### **FINANCIAL IMPACT**

The proposed resolution will cost \$2,733.13 a month the first year of the contract, with a 5% increase in the second year (\$2,869.79 monthly) and a 5% increase in the third year (\$3,013.28 monthly). This expenditure has been included in the 2022-23 Michigan Indigent Defense Compliance Plan and has been included in the plan that was submitted for the 2023-24 year.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Respectfully recommend that the Law & Courts and Finance Committees approve the resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONTRACT BETWEEN WESTLAW AND  
THE OFFICE OF THE PUBLIC DEFENDER**

WHEREAS, the Ingham County Office of the Public Defender utilizes WestLaw for case research; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #19-249 on May 28, 2019 to authorize a 3-year contract with WestLaw; and

WHEREAS, the contract between WestLaw and the Office of the Public Defender is due for renewal at the end of July 2023; and

WHEREAS, the cost will be approximately \$2,733.13 per month the first year, with a 5% increase the second year (\$2,869.79 per month), and a 5% increase the third year (\$3,013.28 per month); and

WHEREAS, funds are available through the 2023 MIDC grant and have been included in the 2024 MIDC grant for this expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County to enter into an agreement with WestLaw to provide services to the Office of the Public Defender for the next three years at a cost of \$2,799.13 per month the first year, with a 5% increase the second year (\$2,869.79 per month), and a 5% increase the third year (\$3,013.28 per month).

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

## Agenda Item 4b

**TO:** Law & Courts, County Services, and Finance Committees

**FROM:** Keith Watson, Chief Public Defender

**DATE:** June 29, 2023

**SUBJECT:** Resolution to Authorize a Grant between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC

### **BACKGROUND**

The Michigan Indigent Defense Commission (MIDC) has approved Ingham County's FY24 Compliance Plan Renewal for funding the Ingham County Office of the Public Defender, which provides indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court. This will be the sixth year of grant funding from the State of Michigan for the compliance plan, and it will cover the time period of October 1, 2023 through September 30, 2024.

The major changes in this year's grant over last year's is the addition of two Assistant Public Defender positions and one Social Worker position and increased funding for experts and investigators, as well as increased funding for Conflict Counsel.

### **FINANCIAL IMPACT**

The 2023-2024 grant budget is \$8,065,828.26, including a local share of \$1,120,201. The local share will be split among Ingham County (\$1,073,152.56), the City of Lansing (\$26,884.82), and the City of East Lansing (\$20,163.62).

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

### **OTHER CONSIDERATIONS**

The two proposed newly-created positions of Assistant Public Defender, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68) and one proposed newly created position of Social Worker, classified as Ingham County Employee's Association, Professional Grade 8 (salary range \$65,038.93-\$78,095.48).

The Cities of Lansing and East Lansing will continue to contribute their local share to the grant. Memoranda of Understanding between the County and the Cities will be brought before the Board of Commissioners for approval at a future round of committee meetings.

### **RECOMMENDATION**

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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A GRANT BETWEEN STATE OF MICHIGAN,  
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC), DEPARTMENT OF LICENSING AND  
REGULATORY AFFAIRS, AND INGHAM COUNTY TO PROVIDE FUNDING TO ASSIST THE  
COUNTY IN COMPLYING WITH THE COMPLIANCE PLAN AND COST ANALYSIS  
APPROVED BY MIDC**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's Compliance Plan and Cost Analysis, which creates an Office of the Public Defender administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court; and

WHEREAS, this plan was accepted and approved by Ingham County Board Resolution #17-445; and

WHEREAS, the Ingham County Office of the Public Defender submitted a FY24 grant request which was accepted and approved by the State of Michigan, the Michigan Indigent Defense Commission (MIDC), and the Department of Licensing and Regulatory Affairs (LARA).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA), and Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court.

BE IT FURTHER RESOLVED, that the grant period is October 1, 2023 through September 30, 2024, and the budget is approved for an amount of up to \$8,065,828.26, including a local share of \$1,120,201.

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 Ingham County Board of Commissioners is hereby authorized to sign any necessary grant and contract documents, on behalf of the County, after approved as to form by the County Attorney.

**TO:** Board of Commissioners Law & Courts Committee  
**FROM:** Dan Verhougstraete, Deputy Director, Ingham County Animal Control & Shelter  
**DATE:** June 20, 2023  
**SUBJECT:** Animal Control Ordinance Amendment  
For the meeting agenda of July 13, 2023

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**BACKGROUND**

When Ingham County Animal Control officers encounter animal owners who own unvaccinated and unlicensed dogs, there are occasions where issuing a citation for violating the Ingham County Animal Control Ordinance is required to correct the issue. When an individual receives a citation for this violation, they must appear before a judge in their local district court for arraignment.

If the subject purchases a license after receiving a citation, the Ingham County Prosecutor’s Office typically dismisses the case. While the current process eventually accomplishes the goal of diverting people from entering the criminal justice system, it still currently requires appearance before a judge for arraignment and a pretrial conference.

We are seeking to simplify the process by amending the Animal Control Ordinance. This proposed amendment would change the dog license violation to a waivable offense, which would allow an officer to sign off that a violation has been corrected when the subject purchases a license prior to their arraignment date. The citizen would then return the signed off ticket to the court and the case could be dismissed prior to arraignment. This would eliminate the need for the citizen to appear before a judge for the violation.

In addition to simplifying the court process for a citizen who receives a citation, this change would also work to ease the criminal case load burden on the Ingham County Prosecutor’s Office and local district courts.

**ALTERNATIVES**

If this ordinance amendment is not adopted, citizens who receive dog license citations will have to appear in court for arraignment and subsequent pre-trial conferences to have the citation dismissed.

**FINANCIAL IMPACT**

There is no fiscal impact for this change.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend the approval of the proposed resolution to amend the Ingham County Animal Control Ordinance.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO ADD A PROVISION TO ARTICLE IV AUTHORIZING THE ANIMAL CONTROL OFFICER TO WAIVE CRIMINAL LIABILITY FOR FAILURE TO OBTAIN A LICENSE IF THE LICENSE IS OBTAINED BEFORE ARRAIGNMENT ON THE MISDEMEANOR CHARGE**

WHEREAS, the Ingham County Animal Control Ordinance was adopted by the Board of Commissioners on September 18, 1972, and has subsequently been amended; and

WHEREAS, as a consequence of issues having arisen in the course of certain misdemeanor prosecutions, the Ingham County Prosecutor's Office has requested that the Ordinance be further amended to clarify that the Animal Control Officer may waive criminal liability for failure to have a dog license where the license is obtained before arraignment on the misdemeanor charge, by adding a provision to that effect to Article IV, Section 1 of the Ordinance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall adopt the Ordinance Amending the Ingham County Animal Control Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution, adding a provision to Article IV, Section 1.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office shall publish notice of the adoption of this amendment in a newspaper of general circulation in the County.

BE IT FURTHER RESOLVED, that the amended Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

BE IT FURTHER RESOLVED, that an updated version of the Ingham County Animal Control Ordinance, as amended, will be compiled and published in hard copy and on the County's internet website.

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL  
ORDINANCE TO ADD A PROVISION TO ARTICLE IV AUTHORIZING THE  
ANIMAL CONTROL OFFICER TO WAIVE CRIMINAL LIABILITY FOR FAILURE  
TO OBTAIN A LICENSE IF THE LICENSE IS OBTAINED BEFORE ARRAIGNMENT  
ON THE MISDEMEANOR CHARGE**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend the Ingham County Animal Control Ordinance to clarify the standards for criminal liability, by adding certain \_\_\_ to Article IV.

**THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:**

**Section 1. Purpose and Authority.** Deeming it advisable in the interest of the citizens of Ingham County, as authorized by Act 339 of 1919, as amended, being Section 287.261 *et seq.*, of the Michigan Compiled Laws, the County of Ingham, Michigan, adopts this Ordinance amending the Ingham County Animal Control Ordinance.

**Section 2. Amendment.** Article IV, LICENSING AND VACCINATION, Sec. 1, of the Ingham County Animal Control Ordinance, is amended to read as follows:

Section 1. It shall be unlawful for any person to own any dog four (4) months old or over, unless the dog is licensed as hereinafter provided, or to own any dog four (4) months old or over that does not at all times wear a collar with a tag approved by the Director of the Michigan Department of Agriculture, attached, as hereinafter provided, except when engaged in lawful hunting accompanied by its owner; or for any owner of any female dog to permit the female dog to go beyond the premises of such owner when she is in heat, unless the female dog is held properly in leash; or for any person except the owner, to remove any collar and-or license tag from a dog; or for any owner to allow any dog, except working dogs such as leader dogs, farm dogs, hunting dogs, and other dogs, when accompanied by their owner, while actively engaged in activities for which such dogs are trained, to stray unless held properly in leash. **A violation of the license requirement of this section may be waived by the Animal Control Officer upon proof that a license has been obtained before arraignment on the charge.**

**Section 3. Repeal.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed

**Section 4. Savings Clause.** This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

**Section 5. Effective Date.** This Ordinance Amending the Ingham County Animal Control Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Barb Byrum, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and notice of its adoption was published in a newspaper of general circulation in the County on \_\_\_\_\_, 2023.

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Barb Byrum, Ingham County Clerk

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Ryan Sebolt, Chairperson  
Ingham County Board of Commissioners

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** June 20, 2023  
**SUBJECT:** Resolution to authorize purchase of fencing for the Ingham County Animal Shelter  
For the meeting agendas of July 13, 2023 and July 19, 2023.

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**BACKGROUND**

The Ingham County Animal Control & Shelter (ICACS) currently utilizes a piece of property behind the shelter parking lot for use as a dog play yard. Recently, the Ingham County Sheriff's Office (ICSO) ceded another piece of adjoining property so that the current yard can be expanded and reconfigured for multiple uses. This resolution is to approve the purchase of additional fencing from Justice Fence Company not to exceed \$7,979.

**ALTERNATIVES**

If this resolution is not approved, the yard will continue to have limited use.

**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 increase functionality of the existing play yard, allowing dogs to have more outdoor time which improves their mental health; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the Ingham County Animal Shelter facility.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of fencing from Justice Fence Company in the amount not to exceed \$7,979.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF FENCING FOR THE  
INGHAM COUNTY ANIMAL SHELTER**

WHEREAS, Ingham County Animal Control and Shelter has an outdoor play yard where shelter dogs can go to get fresh air and mental stimulation; and

WHEREAS, due to the current size of this play yard, there are limitations on the number of dogs that can be exercised at once in this yard; and

WHEREAS, the Ingham County Sheriff's Office recently ceded an additional portion of land that is adjacent to the current play yard; and

WHEREAS, the Ingham County Animal Control & Shelter desires to expand the current play yard into three separate play yards; and

WHEREAS, the Ingham County Animal Control & Shelter submitted a request for proposal for this project and received quotes from Justice Fence Company and Dewitt Fence Company and the third vendor, Pro-Soil did not respond with a quote; and

WHEREAS, Justice Fence Company was the lowest quote at \$7,979.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Justice Fence Company in the amount not to exceed \$7,979 to be taken from existing Ingham County Animal Control & Shelter millage funds.

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

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** June 27, 2023  
**SUBJECT:** Resolution to authorize purchase of a shade structure for the Ingham County Animal Shelter.  
For the meeting agendas of July 13, 2023 & July 19, 2023.

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**BACKGROUND**

This resolution is for the approval to purchase a commercial grade shade structure for the outdoor play yard at the Ingham County Animal Shelter from Penchura in the amount of \$20,915.60. Penchura is the only company that provides this type of shade structure for shelters.

**ALTERNATIVES**

If this resolution is not approved, the yard will continue to have limited use depending on the weather.

**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 increase functionality of the existing play yard, allowing dogs to have more outdoor time which improves their mental health; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the Ingham County Animal Shelter facility.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of a commercial shade structure from Penchura in the amount of \$20,915.60.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF A COMMERCIAL GRADE SHADE STRUCTURE  
FROM PENCHURA FOR THE INGHAM COUNTY ANIMAL SHELTER**

WHEREAS, Ingham County Animal Control and Shelter has an outdoor play yard where shelter dogs can go to get fresh air and mental stimulation; and

WHEREAS, due to the position of this play yard on the West side of the shelter, the yard has no shade and direct sun exposure makes the yard very hot for the dogs, staff, and volunteers; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Penchura to purchase a commercial grade shade structure not to exceed the amount of \$20,915.60 to be taken from existing Ingham County Animal Control & Shelter millage funds.

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

## Agenda Item 6

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Barb Davidson, Director 9-1-1  
**DATE:** July 3, 2023  
**SUBJECT:** Approval to increase the wage of the special part-time 911 Central Dispatch Center background investigator positions  
*For the meeting agendas of Law & Courts on July 13, 2023, and Finance on July 19, 2023*

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### **BACKGROUND**

Ongoing staffing challenges in the 9-1-1 Center were identified as early as 2012. It was identified that the hiring process needed to be streamlined. We needed to reduce the time it took from receiving the applications to bringing a new employee on board. One of the most time-consuming parts of our hiring process is the law enforcement-level background check. Options were explored and with Resolution #12-437, we created and hired 3 special part-time employees to complete our background investigations at a rate of pay of \$25.00 per hour. With Resolution #16-455, we were authorized to hire 3 more special part-time investigators to keep up with the workload at the rate of \$25.00 per hour. This group of investigators continues to be essential in our hiring process. Their rate of pay has not changed since the creation of the position in 2012. Their work and thoroughness are crucial to continuing to find, evaluate, and onboard employees at the 9-1-1 Center in the shortest time possible.

### **ALTERNATIVES**

We can continue to pay their current rate of pay.

### **FINANCIAL IMPACT**

I reached out to the Human Resource Department for assistance on appropriate considerations for a wage increase for this group. After consulting with the Human Resource Department and Director, we evaluated the costs of living increases other Ingham County employees have received over the last 10 years. It was determined that would equate to a 10% increase in their current rate of pay. That would make the new rate \$27.50. The Human Resource Director agreed with this assessment and recommended increase.

### **OTHER CONSIDERATIONS**

This request was not initiated by the investigators. Their work is excellent and invaluable to the operation of the Center. Having thorough information about our hires is essential to ensure the confidentiality of the information our staff is privy to. This background information also helps us streamline a new employee's training process which can be quite lengthy. Having information to build that plan will ultimately reduce training time which could then reduce overtime and reduce some of the stress on our current staff.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to increase the special part-time background investigators' hourly rate to \$27.50.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR APPROVAL TO INCREASE THE WAGE OF THE SPECIAL PART-TIME  
9-1-1 CENTRAL DISPATCH CENTER BACKGROUND INVESTIGATOR POSITIONS**

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

WHEREAS, the current staffing level requires the hiring of new employees to fill currently open positions as well as future positions that become available; and

WHEREAS, the 9-1-1 Center requires a law enforcement level background investigation to be completed on each new employee, and currently has six special part-time 9-1-1 Central Dispatch Background Investigator positions, established under Resolutions #12-437 and #16-455; and

WHEREAS, the 9-1-1 Center's special part-time 9-1-1 Central Dispatch Background Investigators are essential in the 9-1-1 Center's hiring process and their excellent work continues to help keep it as streamlined as possible which positively affects the Center; and

WHEREAS, the wage for this position has not changed since its creation in 2012; and

WHEREAS, with the consultation and approval of the Human Resource Director, an increase from \$25.00 hourly to \$27.50 is recommended.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the wage adjustment of the special part-time 9-1-1 Dispatch Center Background Investigator position from \$25.00 per hour to \$27.50 per hour, effective the first full pay period following the approval of this resolution.

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

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** June 28, 2023  
**SUBJECT:** Resolution to Adopt the 2024 Juvenile Justice Community Agency Process Calendar  
 For the meeting agendas of July 13 and 19, 2023

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**BACKGROUND**

This resolution would authorize the adoption of the attached 2024 Juvenile Justice Community Agency Process calendar to establish time lines and a budgeted amount for the process. The Board of Commissioners has reserved a portion of the Juvenile Justice Millage annually to enable this grant process. This process partners with local agencies to provide some preventive services to eligible at-risk county youth outside the formal judicial process to help reduce the Court’s formal dockets.

**ALTERNATIVES**

This is a discretionary program and is not required.

**FINANCIAL IMPACT**

In 2023, the Board of Commissioners allocated \$199,510 in funding for this program from the Juvenile Justice Millage proceeds. The un-audited 2022 year end fund balance is \$2,080,009 for the Juvenile Justice Millage Fund.

**OTHER CONSIDERATIONS**

Grant awards for 2023 were in the amount of \$199,510:

- Child & Family Charities – Juvenile Screening & Assessment Program \$49,048
- Child and Family Charities – Teen Court \$33,462
- Resolution Services Center of Central Michigan – Restorative Justice \$67,000
- Small Talk – Health Boundaries/Mental Health Therapy \$50,000

The history of initial allocation vs. final appropriation over the last three years is as follows:

	2021	2022	2023
Allocation Set in Calendar Resolution	\$ 125,000	\$ 175,000	\$ 185,000
Total Requested	\$ 149,571	\$ 152,637	\$ 229,510
Total Allocated in Funding Resolution	\$ 149,571	\$ 175,000	\$ 199,510

**RECOMMENDATION**

Respectfully recommend the approval the resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2024 JUVENILE JUSTICE  
COMMUNITY AGENCY PROCESS CALENDAR**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, and subsequently renewed, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2024 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$ \_\_\_\_\_ for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached 2024 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

## 2024 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 25, 2023	The Board of Commissioners adopts the 2023 Juvenile Justice Community Agency Process Calendar Resolution.
July 26, 2023	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 16, 2023 at 5:00pm.
August 18, 2023	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 26, 2023	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 26, 2023 Board of Commissioners' Meeting)
September 28, 2023	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 4, 2023	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 10, 2023	The Board of Commissioners authorizes a resolution for the 2024 Juvenile Justice Community Agency grant awards.
October 13, 2023	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 13, 2023	Juvenile Justice Community Agencies are notified of the County grant award and that a County contract will be forthcoming in December.
December 2023	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2024	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 5, 2024	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.