

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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, JUNE 15, 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 1, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

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
2. Circuit Court-Family Division – Resolution to Authorize Ingham County Youth Center [Summer Education Program](#)
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.](#)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE

June 1, 2023

Draft Minutes

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

Members Absent: Johnson.

Others Present: Gregg Todd, Heidi Williams, Madison Hughes, 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 May 11, 2023 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 11, 2023 LAW & COURTS COMMITTEE MEETING WERE APPROVED. Absent: Commissioner Johnson.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Circuit Court – Resolution to Reclassify the Full-Time Mental Health Court Case Coordination Specialist Position to Part-Time
3. 9-1-1 Dispatch Center – Resolution to Authorize Payment of the Inform CAD Training and Test Systems Maintenance and Support for August of 2023 to August of 2024
4. Controller's Office – Resolution to Authorize Adjustments to the 2023 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

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

2. Human Resources Department – Resolution to Approve Revisions to the Animal Control Director Job Description

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

Commissioner Celentino stated he had no issues with the change to include the certificate requirements from the Michigan Department of Agriculture and Rural Development. He further stated he wished to discuss the change to eliminate the alternative education requirement of an Associate's Degree option and replacing it with a Bachelor's Degree requirement.

Commissioner Celentino stated he understood this change was proposed to align this position with other director positions in the County. He further stated he believed there had been an Animal Control Director with an Associate's Degree in the past and asked if this would potentially narrow the diverse pool of applicants that was desired.

Heidi Williams, Ingham County Animal Control Director, stated there was a fair amount of discussion regarding this and it was her experience over the past almost four years that the education she received through her Bachelor's Degree program was more in line with what she had experienced with the duties and responsibilities to run Ingham County Animal Control. She further stated the Animal Control was a \$3.2 million organization with 30 full-time employees and two different bargaining units.

Ms. Williams stated the Animal Control Director was responsible for community outreach, social media knowledge, and many other tasks that she believed were not as prevalent in the past. She further stated animal welfare had become a more well-known and popular career field, with Michigan State University (MSU) pumping out graduates with a Bachelor's Degree in Animal Science majors left and right.

Ms. Williams stated she believed the time had come to raise the level of education required for this position due to the expectations and job duties that are expected in this position.

Commissioner Celentino thanked Ms. Williams for her insight. He further asked if the word "preferred" could be inserted, as to not eliminate those individuals who might want to apply but do not have a Bachelor's Degree.

Chairperson Polsdofer stated that sounded reasonable to him. He further asked Ms. Williams for her opinion on the proposed amendment.

Ms. Williams stated, with all due respect, she disagreed with Commissioner Celentino due to the high degrees of scrutiny received as the director. She further stated this position required an individual who possessed critical thinking skills and the ability to manage a diverse group of people, which she did not believe an individual could obtain with merely an Associate's Degree.

Ms. Williams disclosed she was not an educational snob and that she did not obtain her Associate's Degree until she was working full time. She further stated the skills she learned through her degree program had definitely helped her in this position.

Ms. Williams stated this was commensurate to other director positions within the County and she believed requiring a lesser degree was not necessarily the right move.

Commissioner Trubac stated his support for Commissioner Celentino's proposed amendment. He further stated there were a few different Bachelor's Degree programs listed in the requirements and he was not sure how those programs would cover social media or other related topics.

Commissioner Trubac stated he believed there were opportunities out in the workforce where an individual could pick up that knowledge and that did not necessarily have to be in a school. He further stated he believed the hiring of this position was at the discretion of the Board of Commissioners and if they decided they liked an applicant more, that applicant could be chosen.

Commissioner Trubac stated he was not a huge fan of filtering people out just because they have a smaller amount of college debt. He further expressed his support for the proposed amendment.

Commissioner Lawrence stated she was aware of one director in the City of Lansing who did not have a Bachelor's Degree and was hired after Mayor Andy Schor received approval from the Lansing City Council. She further asked if the Board of Commissioners would have the flexibility to hire someone without a Bachelor's Degree if the job description stated it was required.

Gregg Todd, Ingham County Controller, stated the Board of Commissioners would have that right. He further stated the issue could be at the screening process.

Mr. Todd stated there was a chance that an applicant could be screened out if they applied without a Bachelor's Degree and the job description stated it was required.

Commissioner Lawrence asked if there was the potential for an application without a Bachelor's Degree to not make it to the Board of Commissioners at all if the language stated it was required.

Mr. Todd stated confirmation.

Commissioner Lawrence stated she supported Commissioner Celentino's proposed amendment with the information she just received.

Discussion ensued regarding the proposed amendment.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. LAWRENCE, TO AMEND THE RESOLUTION AS FOLLOWS:

Employment Qualifications:

A minimum of one of the following combinations is required:

A Bachelor's Degree **is preferred** in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field **AND** 3 to 5 years of experience in Animal Welfare and/or Animal Control including 1 year in a supervisory or management capacity.

OR

2. An Associate's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field AND 5 years of experience in Animal Welfare and/or Animal Control including 1 year in a supervisory or management capacity.

Commissioner Pawar asked what other criteria would be sought after for an applicant in this position. She further asked if there was additional criteria or experience that they might want to add.

Ms. Williams stated public speaking, strong communication and writing skills, minor social media navigation, and critical thinking skills were important and could be obtained from advanced degrees.

Commissioner Pawar stated she hoped those were highlighted in the job description. She further stated an individual could gain those skills by taking various classes and might have the ability to show some criteria for completing that.

Commissioner Pawar stated a candidate with an Associate's Degree and those experiences could be a good applicant.

Commissioner Celentino explained where the job description explained the essential functions of this position, which supported Commissioner Pawar's communication concern. He further asked if she believed those skills should be mentioned in the employee qualifications.

Commissioner Pawar stated she wanted to keep the additional criteria required with an Associate's Degree.

Commissioner Celentino agreed with Commissioner Pawar that this was a priority.

Commissioner Pawar stated if it was already in the job description, it did not need to be added but she was unsure if there was a difference the department was looking at. She further stated if an applicant could provide sufficient criteria or experience along with an Associate's Degree to make up the difference from a Bachelor's Degree, they should be able to be considered.

Commissioner Pawar stated she supported opening the pool of applicants, but further stated education was important.

Commissioner Schafer stated she believed education was valuable, especially with some of the presentations that Ms. Williams had discussed. She further stated she believed a Bachelor's Degree should be preferred along with the additional qualities.

Commissioner Schafer stated if the Board of Commissioners did not see what they were looking for with the pool of applicants, they should go back and find more and could not just settle on such a vital role like this. She further stated her support for the proposed amendment.

Commissioner Cahill stated an individual could be working towards their Bachelor's Degree and still have the ability to apply with the proposed amendment. She further asked if Ingham County provided any kind of tuition reimbursement.

Mr. Todd stated there was an Educational Reimbursement program but that he was not certain of the extent of it.

Commissioner Cahill stated Governor Gretchen Whitmer and Senator Sarah Anthony had provided the opportunity to individuals to obtain their Bachelor's Degree. She further stated she hated to hamstring the director, but they would see what happened in the future.

Commissioner Celentino stated he did not believe the proposed amendment would hamstring anyone because they would not be eliminating the Bachelor's Degree, but actually made it the preferred education level. He further stated they do not want to eliminate applicants at the beginning that could be a good fit for the position and they should allow anyone interested the opportunity to apply.

Commissioner Trubac clarified the position was hired by the Board of Commissioners and if anyone should be worried about becoming hamstrung, it should be them. He further stated they would want a diverse pool of applicants when hiring for the position and he did not feel particularly enthusiastic with the idea of screening people out early based on one particular criteria.

Commissioner Trubac stated there were so many ways for an individual to develop professionally and acquire the abilities and experience required to perform in this position. He further stated he liked to believe the Board of Commissioners were competent enough to determine if an applicant had the necessary competencies to do the job.

Commissioner Celentino provided clarification on the proposed amendment.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

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

Announcements

None.

Public Comment:

None.

Adjournment

The meeting was adjourned at 6:20 p.m.

**JUNE 15, 2023 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1a. Sheriff's Office – Resolution to Authorize Transition of Part-Time Court Deputy Positions to Part-Time Road Deputy Positions within the Sheriff's Office

This resolution authorizes the transition of part-time Court Deputy positions to part-time Road Deputy positions, due to a lack of success in filling the part-time Court Deputy positions. The Sheriff's Office currently has no part-time option for regular road patrol service. This change would be budget neutral.

See memo for details.

1b. Sheriff's Office – Resolution to Retire and Replace K9 Gage

This resolution offers K9 Gage to his retiring handler Deputy Troy Orweller for \$1 and replaces Gage with a “dog yet to be named” from Magnum K9 for a price of \$3,500, which is available in the Sheriff's Office 2023 budget.

See memo for details.

1c. Sheriff's Office – Resolution to Authorize the Creation of a Front-Load Position Option within the Sheriff's Office

This resolution would approve a “floating” position that the Sheriff's Office could use to fill a soon to be vacant position (retirement, resignation, etc.), but that is not yet available. The impetus behind this request is to ensure that good candidates are not lost before a position is vacated.

See memo for details.

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

This resolution authorizes the Youth Center to partner with Lansing School District to provide summer instruction for the youths in detention in the core subjects of math, reading, and science for a total cost of \$26,184. Funding to be provided by the Juvenile Justice Millage.

See memo for details.

3a. Circuit Court – Resolution Honoring Roger (Buddy) Howes

This resolution honors Buddy Howes in his retirement after 16 years as the Circuit Court Bookkeeper.

3b. Circuit Court – Resolution Honoring Tracy Baldwin

This resolution honors Tracy Baldwin for her 28 years of service to the Circuit Court in a number of different positions.

4a. 9-1-1 Dispatch Center – Resolution to Authorize the Renewal of the Contract for Pre-Employment Testing Services with Select Advantage for the 9-1-1 Center

This resolution authorizes the renewal of a contract with Select Advantage for pre-employment testing services for 9-1-1 dispatch employees. The \$3,900 cost will be funded through the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund.

See memo for details.

4b. 9-1-1 Dispatch Center – Resolution to Authorize Purchase of Prepared Live Software/Services for the 9-1-1 Center from Invictus App, Inc.

This resolution authorizes the purchase of Prepared Live software/services from Invictus App, Inc. to enable 9-1-1 callers to live stream calls to help dispatchers assist in the proper treatment and care of individuals. The \$4,500 cost, to be funded through the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund, will cover set-up, training, and support of Prepared Live for 45 dispatchers, and for the sharing of live video with 25 emergency responders for a term of one year.

See memo for details.

Agenda Item 1a

TO: Law & Courts and County Services Committee[s] of the Ingham County Board of Commissioners

FROM: Darin J. Southworth, Chief Deputy, Sheriff's Office

DATE: June 6, 2023

SUBJECT: ICSO Conversion of Part Time Court Deputy to Part Time Field Deputy
For the meeting agenda of 6/15/23 and 6/20/23, respectively

BACKGROUND

The Sheriff has identified the benefit of having a part-time field deputy position(s) to supplement staffing. We have three unfilled Special Part-Time Court Deputy positions. We believed these positions would be attractive but have found otherwise. While we desire to retain the option of these part time court positions, we would like the ability to convert one or two of them for field use.

ALTERNATIVES

We have no part-time option for regular road patrol service. If we do not enlist this option we will likely continue forward with the predictability of three court positions remaining open and observing a need for extra staff in both courts and road patrol. Overtime remains the principle option to fill staffing gaps. Another option is to seek an additional full-time Field Services position which would come at three times the cost of one part time deputy.

FINANCIAL IMPACT

While this position is being created as new, it is not an addition to the Sheriff's Office budget and has zero budgetary change. The Sheriff's Office would convert Special Part-Time Court Deputy position(s) approved in the 2023 FY. We believe repurposing the temporary salaries budget for one or two of those positions, as needed, to fund part-time road deputies will benefit the organization. Supplemental road patrol staffing currently creates overtime costs.

STRATEGIC PLANNING IMPACT

A part time road patrol deputy(s) position will bring added efficiencies and effectiveness to our delivery of field services and management of scheduling. We anticipate being able to fill available part-time road patrol positions within the allocated budget, which will reduce vacancy related overtime.

OTHER CONSIDERATIONS

A part time road patrol deputy(s) would have the same criteria, duties, and requirements of a full-time law enforcement sheriff deputy. The Sheriff has support of the Capital City Labor Program, Ms. Graham, Human Resources Director, and Controller Todd.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support part time road deputy position(s) within the Sheriff's Office.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE TRANSITION OF PART-TIME COURT DEPUTY POSITIONS
TO PART TIME ROAD DEPUTY POSITIONS WITHIN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office has identified a need to supplement staffing for road patrol; and

WHEREAS, the Sheriff's Office has been unable to fill all available part-time court deputy positions; and

WHEREAS, the Sheriff's Office has an ever-present need to supplement patrol staffing, typically done with overtime; and

WHEREAS, the transition of these part-time positions within the Sheriff's Office would only necessitate a funding source change; and

WHEREAS, the change in position title is supported by the Capital City Labor Program, as no positions will be lost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the change of part-time court deputy position(s) to part-time road patrol deputy position(s) within the Sheriff's Office effective upon approval of this resolution.

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

Agenda Item 1b

TO: Law & Courts and Finance Committees of the Ingham County Board of Commissioners
FROM: Sgt. Chad Doyle
DATE: June 2, 2023
SUBJECT: Request to retire and replace ICSO K9 Gage
For the meeting agenda of 6/15 and 6/21, respectively.

BACKGROUND

Deputy Troy Orweller is planning to retire in the fall of 2023 with 25 years of service. Deputy Orweller has been serving the Ingham County Sheriff's Office with K9 Gage as a Corrections K9 team since 2018. The Ingham County Sheriff's Office would like to transfer the ownership of Canine Gage for \$1 to his handler Deputy Troy Orweller upon his retirement in the fall of 2023.

The Ingham County Sheriff's Office would like the approval to purchase a Narcotics K9 from Magnum K9.

ALTERNATIVES

The alternative is to not replace this K9. The Sheriff's Office currently has only one K9 Team assigned to Corrections. The team is instrumental as a deterrent to bringing drugs in the jail. Having a well-trained Corrections K9 reduces overall liability in the jail.

There are no viable options other than transferring ownership. Deputy Orweller has provided a caring home for Gage for the past 5 years, and he is too old to reassign.

FINANCIAL IMPACT

The cost for the K9 is \$3,500, which was appropriated in the Sheriff's Office 2023 budget.

STRATEGIC PLANNING IMPACT

The strategic plan may be impacted if this is not approved by reducing the Sheriff's Office's ability to maintain its current ability to locate narcotics in our jail and schools, as well its continued efforts to combat the opiate epidemic.

OTHER CONSIDERATIONS

Our narcotics trained K9's are a frontline tool in fighting the opiate epidemic in the public and in our jail facility. The Sheriff's Office has a responsibility to use every tool at its disposal to maintain safety and security in the confines of our jail by conducting random K9 searches. A narcotics trained K9 is a forward locating tool in eliminating the potential pit falls of narcotics in our jail.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to retire and replace K9 Gage.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETIRE AND REPLACE SHERIFF'S OFFICE K9 GAGE

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Scott Wriggelsworth's tenure as the Sheriff, a K9 Team; and

WHEREAS, K9 Gage was a member of the Ingham County Sheriff's Office with his handler Deputy Troy Orweller for the past 5 years where his duties entailed narcotics detection work in the jail and local schools; and

WHEREAS, the K9 Team has included a Corrections K9 to increase the safety of the jail; and

WHEREAS, K9 Gage will be officially retired from the Ingham County Sheriff's Office this fall and the Sheriff's Office would like to transfer ownership of K9 Gage to Deputy Orweller for \$1 to ensure he has an enjoyable retirement; and

WHEREAS, Ingham County gives up all ownership rights and any liabilities and responsibilities that pertain to K9 Gage effective upon Deputy Orweller's retirement; and

WHEREAS, the Sheriff's Office would like to purchase a new K9 from Magnum K9 located at 852 Ronald St. Quincy, MI 49802; and

WHEREAS, the new K9 team would be trained to detect narcotics including opiates in our jail, schools and the public; and

WHEREAS, the Ingham County Sheriff's Office would use account number 10130110, Special Units, to pay this cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the transfer of ownership of K9 Gage to Deputy Orweller for \$1 effective upon Deputy Orweller's retirement and the purchase of a K9 dog from Magnum K9 for \$3,500.

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

Agenda Item 1c

TO: Law & Courts, County Services, and Finance Committee[s] of the Ingham County Board of Commissioners

FROM: Darin J. Southworth, Chief Deputy, Sheriff's Office

DATE: June 6, 2023

SUBJECT: Front- Load Position Option
For the meeting agenda of 6/15/23, 6/20/23, 6/21/23 respectively

BACKGROUND

Public safety professions, including this Sheriff's Office (ICSO), are often in the position of needing employees from a limited pool of applicants. The Sheriff has identified circumstances where the availability of highly talented prospects and projected position openings do not align. We would like to seize the opportunity to secure commitment from talented prospects in anticipation of near future openings and compensate with attrition related funds. We believe having a front-loaded, flexible position number to assign the desired funding source, for a period not to exceed six months, would afford ICSO the flexibility desired and the appropriate execution authority for the Human Resources (HR) and Budget Directors.

ALTERNATIVES

An inability to offer a job for an anticipated opening brings the risk of losing talented prospects to other employers. As a result, we continue the current practice of awaiting applications for open positions and hope the interest and timing works out for us.

FINANCIAL IMPACT

While this position is being created as new, it is not a request for additional funds for the ICSO budget. The ICSO would execute this front-load option only when sufficient attrition related funding exists or is projected.

STRATEGIC PLANNING IMPACT

Maintaining funded and desired staffing allocation should make us more effective at fulfilling our mission and meeting strategic plan deliverables.

OTHER CONSIDERATIONS

The Sheriff has support of this flexible, front-load position strategy from Ms. Graham, HR Director, and Mr. Townsend, Budget Director.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a front-load position option available to the ICSO.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF A FRONT-LOAD POSITION OPTION
WITHIN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office has a desire to hire highly qualified applicants in these extremely competitive times; and

WHEREAS, the Sheriff's Office has encountered circumstances where a desirable applicant emerges but an opening in the respective work group is not available but imminent, thus risking loss of the applicant to another employer; and

WHEREAS, the Sheriff's Office strives to be as effective and efficient in fulfilling our mission through all available and much needed members; and

WHEREAS, the Sheriff often observes residual budgetary funds through personnel attrition; and

WHEREAS, the ability to hire a highly qualified applicant in anticipation of an opening, makes us a much more competitive employer, and more flexible with position funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the creation of a front-load, flexible position within the Sheriff's Office effective upon approval of this resolution.

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

Agenda Item 2

TO: Law & Courts and Finance Committees
FROM: Annette Ellison, Youth Center Director
CC: Scott LeRoy, Deputy and Interim Court Administrator
DATE: June 6, 2023
SUBJECT: Ingham County Youth Center Summer Education Program
For the meeting agendas of Law and Courts Committee June 15 and Finance Committee June 21, 2023

BACKGROUND

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

It has been reported by the Lansing School District that there is not enough funding for summer school this year. In previous years, summer school was funded through two sources – Title 1D awards and LSD teachers were hired to teach as On-Call Juvenile Detention Specialists. This school year, the district received enough funds to only cover the Transitional Specialist and the Student Assistance Provider throughout the school year. When teachers were hired as on-call detention staff, the juveniles did not receive academic credit for their work.

The Juvenile Division believes it is vitally important to provide credit bearing education instruction to youth in detention during the summer months. Doing so shall (1) reduce learning loss and disengagement, (2) support special education accommodations and behavioral plans, (3) promote connection with students and engagement with families as a means to support summer transitions, and (4) provide overall academic growth for those juvenile who are close to earning enough credit for graduation. The Lansing School District has agreed to provide instruction in core subjects of reading and math, more specifically, Contemporary Literature (I/II) and Geometry (I/II) if the Juvenile Division is able to reimburse the programming. According to Ms. Nicole Namy, LSD Director of Special Populations, the education instruction will cost the Lansing School District \$26,184, which is available in the Juvenile Justice Millage fund balance and is Child Care Fund reimbursable.

ALTERNATIVES

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

FINANCIAL IMPACT

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

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, funding is not available for summer school this year due to awarded funding being exhausted during the regular academic school year of 2022-2023; and

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

WHEREAS, the Lansing School District has agreed to provide instruction in core subjects of math, reading, and science for a total cost of \$26,184; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Lansing School District to provide summer education instruction for a total amount not to exceed \$26,184 for the time period of June 1, 2023 through August 31, 2023.

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

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

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING ROGER (BUDDY) HOWES

WHEREAS, Buddy Howes began his 16-year career working for the Circuit Court on April 23, 2007 as the Circuit Court Bookkeeper; and

WHEREAS, Buddy Howes held the position of Circuit Court Bookkeeper for the entirety of his career; and

WHEREAS, Buddy Howes has exemplified the best in public service through his caring commitment to his responsibilities and duties; and

WHEREAS, Buddy Howes' commitment to performing his duties in a very detailed and accurate manner has made him an invaluable asset to the Ingham County Circuit Court General Trial Division; and

WHEREAS, Buddy Howes' wealth of knowledge regarding bookkeeping, his jovial demeanor and his helpful attitude will be greatly missed; and

WHEREAS, after 16 years of dedicated service to Ingham County Circuit Court General Trial Division, Buddy Howes is retiring on June 23, 2023; and

WHEREAS, Buddy Howes is looking forward to traveling, playing golf, cheering on the MSU Spartans, spending time with relatives, and enjoying his cottage on Canadian Lakes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Buddy Howes for more than 16 years of dedicated service to the 30th Judicial Circuit Court for his dedication and commitment to his work.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes him continued success in all of his future endeavors.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING TRACY BALDWIN

WHEREAS, Tracy Baldwin began her career working for the Circuit Court in July of 1994 in several temporary positions including Collection Technician and Deputy Clerk I; and

WHEREAS, Tracy Baldwin was hired in a permanent position as a Deputy Clerk II in December of 1994; and

WHEREAS, Tracy Baldwin was promoted to Deputy Clerk III working as Judge Gidding's Court Clerk in December of 1998; and

WHEREAS, Tracy Baldwin was promoted to Jury/Pre-Trial Specialist in July of 2016; and

WHEREAS, Tracy Baldwin was again promoted to Court Appointed Counsel Clerk in February of 2019; and

WHEREAS, Tracy Baldwin returned to her position as the Jury/Pre-Trial Specialist in July of 2019; and

WHEREAS, the position of Jury/Pre-Trial Specialist position was reclassified to Jury Administration Coordinator in December of 2021; and

WHEREAS, Tracy Baldwin's skills, initiative, and positive support of her team members will be missed by her colleagues; and

WHEREAS, Tracy Baldwin's dedication and commitment to serving members of the community as a public servant will be remembered; and

WHEREAS, after 28 years of dedicated service to 30th Judicial Circuit Court, Tracy is retiring on May 8, 2023; and

WHEREAS, Tracy Baldwin is looking forward to spending more time with her husband and daughter, as well as travel, reading, and quilting more in retirement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Tracy Baldwin for more than 28 years of dedicated service to the 30th Judicial Circuit Court for her dedication and commitment to her work.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

Agenda Item 4a

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: June 6, 2023
SUBJECT: Renewal of the contract for pre-employment testing with Select Advantage for the 911 Center
For the meeting agenda of Law & Courts June 15, 2023, and Finance June 21, 2023

BACKGROUND

The Board approved the purchase and contract with Select Advantage in September 2022. Select Advantage was a new vendor for us. We took this last year to evaluate their product and support of their pre-employment testing. We are very satisfied. Their product offers us ease of use, responsiveness to problems, an option to test remotely as needed, and predictable fees which can be confidently budgeted for. Pre-employment testing is a valuable part of the hiring process used by the 9-1-1 Center.

ALTERNATIVES

We can continue to seek other options. Others were rejected because they came at a higher price and without the ability to continue to test remotely, if needed.

FINANCIAL IMPACT

The annual cost for Select Advantage testing is \$3,900 which includes support and unlimited applicant testing for both supervisor and dispatcher/telecommunicator.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to utilize Select Advantage for our pre-employment testing.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF THE CONTRACT FOR PRE-EMPLOYMENT TESTING SERVICES WITH SELECT ADVANTAGE FOR THE 9-1-1 CENTER

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

WHEREAS, pre-employment testing is a valuable part of the hiring process used by the 9-1-1 Center; and

WHEREAS, Ingham County Central Dispatch needs to continue to have the option to test dispatcher applicants virtually with a process that is not cumbersome; and

WHEREAS, virtual pre-employment testing is a tool we can use to evaluate candidates for possible employment with our agency; and

WHEREAS, the cost for this testing service is an annual fee of \$3,900, which includes an unlimited number of applicants and online support; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an expenditure not to exceed \$3,900 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund for testing of dispatch applicants with Select Advantage for the term of October 1, 2023 to September 30, 2024.

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 4b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: June 6, 2023
SUBJECT: Approval to authorize the purchase of Prepared Live software/services for the 9-1-1 Center
For the meeting agendas of Law & Courts on June 15, 2023, and Finance on June 21, 2023

BACKGROUND

Advances in telecommunications technology and mobility put the nation's 9-1-1 system at a crossroads. The growing market penetration of both wireless telephones and Voice over Internet Protocol (VoIP) highlighted the limitations of the legacy 9-1-1 infrastructure. We needed to engage our callers and citizens in the method they prefer. That called for a more robust 9-1-1 system. Next Generation 911 is an IP network that is more reliable, redundant, resilient, and has the capacity and capability to send more data with voice call to the appropriate 9-1-1 Center. Ingham County 9-1-1 transitioned from our analog copper 9-1-1 network to an Internet Protocol (IP)-based Next Generation 911 (NG911) infrastructure with the Board of Commissioners' approval of Resolutions #19-223 and #19-250. We fully deployed the technology in early 2022.

NG911 communication technology has revolutionized the way telecommunicators communicate with first responders and the public during an emergency. NG911 technology tools allow the telecommunicator to get a more accurate location of 9-1-1 calls. This technology also gives 9-1-1 Centers the ability to easily access text messages, videos, and photos. This would allow citizens to share this multimedia almost immediately. It also allows telecommunicators to better comprehend a situation and dispatch the most appropriate first responders.

Video to 9-1-1 is the next step in the NextGeneration911 core services journey for Ingham County 9-1-1. We want to continue to engage our citizens and callers as they would prefer. Many products were evaluated. After these evaluations, one provider had features that addressed some of our concerns. Many who chose the 9-1-1 profession do so because their preference is not to see, but support from the call center. The Prepared Live platform allows telecommunicators the ability to blur video from view while recording the video unblurred for evidentiary purposes. This feature is controlled by the telecommunicator.

The Prepared Live platform requires no hardware or software installation and is provided at no charge for use in the Communication Center. As we continue to add technology, we didn't want to add another platform to have to sign into. With Prepared Live, we would be able to utilize single sign-on through our existing technology-RapidSOS authentication services, which will also help with ease of user management. Data storage was another concern. Prepared Live is currently offering no data storage limit.

Having video in the 9-1-1 Center that can be viewed, reviewed, and archived for evidence is quite an advancement in public safety. The next portion of this process is to be able to stream that live video to first responders to view so they can make decisions on safety and response. Prepared Live has this enhanced functionality which includes sharing live-stream videos, photos, and texts with field responders. This functionality does have a fee. It's a subscription-based service that would cost \$180 per user annually. I brought the vendor into the May Ingham County Police Chiefs meeting for a demonstration and then it was discussed in the May 9-1-1 Advisory Board meeting. The Board unanimously concurs with my recommendation to move forward with Prepared Live and evaluate it for usefulness.

ALTERNATIVES

We could continue to explore other options or choose to wait before bringing this technology to our public safety responders and citizens.

FINANCIAL IMPACT

The proposed contract with Prepared Live includes set up, training, support, and sharing of live video with 25 emergency responders and 45 dispatchers for a cost of \$4,500. This product will be discussed and evaluated for its continued use. If continued use is agreed upon, it will be placed in the Center's budget as an ongoing annual cost. The State 9-1-1 Office was consulted and they verified that live streaming to public safety responders with this product is an allowable expense for 9-1-1 monies.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase Prepared Live software/services for the 9-1-1 Center.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF PREPARED LIVE SOFTWARE/SERVICES FOR THE 9-1-1 CENTER FROM INVICTUS APP, INC.

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

WHEREAS, in 2019, the Ingham County Board of Commissioners approved the improvement of the analog copper 911 network to an Internet Protocol (IP)-based Next Generation 911 (NG911) infrastructure and the purchase of an NG911 communication system both of which are more reliable, redundant, resilient, and have the capacity and capability to easily access voice, text, photos, and video; and

WHEREAS, NG911 communication technology has revolutionized the way 911 telecommunicators communicate with first responders and the public during an emergency; and

WHEREAS, Ingham County Central Dispatch needs to continue to have the ability to interact with the public in the format that they chose whether that be a call, text, photo, or live stream video; and

WHEREAS, Video to 9-1-1 is the next step in the Next Generation 911 core services needed to be secured for Ingham County 9-1-1; and

WHEREAS, the Prepared Live platform will enable Ingham County 9-1-1 to strengthen the flow of emergency information by giving us access to live video, photo, and text messaging on any mobile call received; and

WHEREAS, the Prepared Live platform will also give Ingham County 9-1-1 Center the capability to share this information with first responders in real-time to assist them with timely decisions about safety and response; and

WHEREAS, the 9-1-1 Director presented the information about Prepared Live to the 9-1-1 Advisory Board at the May meeting; and

WHEREAS, the Board unanimously concurs with the Director's recommendation to move forward with Prepared Live and evaluate it for usefulness.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accept the 9-1-1 Advisory Board's recommendation and authorize an expenditure not to exceed \$4,500 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund for set-up, training, support of Prepared Live for 45 dispatchers, and for the sharing of live video with 25 emergency responders for a term of one year.

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.