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VICTOR CELENTINO
CHRIS TRUBAC
IRENE CAHILL
MYLES JOHNSON
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INGHAM COUNTY BOARD OF COMMISSIONERS
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THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, SEPTEMBER 14, 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 [August 24, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize an OWI Blood Draw Agreement with [Mobile Medical Response](#)
2. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office under the 2024 FY [Stop Violence Against Women](#) Grant
3. Circuit Court
 - a. Resolution to Authorize an Agreement with [Northpointe Client Management](#) Software for the General Trial Division
 - b. Resolution to Authorize an Agreement with [Smart Home/Smart Office](#) for Upgrades to Courtroom Audio Processors and Other Courtroom Technology
4. Circuit Court – Family Division
 - a. Resolution for Acceptance of the [Child and Parent Legal Representation](#) Grant from the Michigan Department of Health and Human Services
 - b. Resolution for Acceptance of the [Raise the Age](#) Grant from the Michigan Department of Health and Human Services
 - c. Resolution to Authorize a Three-Year Contract with Various [Residential Placements](#)
5. 55th District Court – [Reorganization](#) of the 55th District Court (*Discussion*)
6. Friend of the Court – Resolution to [Amend Resolution #23-349](#) which Authorizes Agreements with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program
7. Office of the Public Defender – Resolution to Authorize the Addition of Two [Assistant Public Defender](#) Positions and One Social Worker Position within the Office of the Public Defender

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

August 24, 2023

Draft Minutes

Members Present: Polsdofer, Celentino, Cahill, Johnson, Lawrence (Arrived at 6:02 p.m.), Pawar, and Schafer.

Members Absent: Trubac.

Others Present: Barbra Davidson, Andrew Stevens, Donald Allen, Ryan Watts, Heidi Williams, Ryan Buck, Scott LeRoy, Elaine Barr, Undersheriff Andrew Bouck, Belinda Fitzpatrick, Gregg Todd, Michael Townsend, 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 August 10, 2023 Minutes

Commissioner Celentino stated the minutes should be amended as follows:

~~Sheriff Wriggelsworth~~ **Scott LeRoy** stated on behalf of the 30th Circuit Court, he wanted to thank Commissioner Cahill for her work on the Juvenile Division Summer Truancy Program for youth under the Truancy jurisdiction. He further stated they do complete jurisdiction throughout the school year, but they did enrichment activities during the summer.

~~Sheriff Wriggelsworth~~ **Scott LeRoy** stated Commissioner Cahill had reached out to the Sheriff's Department and wanted to partner with the City of Lansing and the Cemeteries. He further stated to quote Kelly Gask-Wilson, Juvenile Court Officer, that this had been the best program in years due to Commissioner Cahill. He further stated they had partnered with Brian Fisher, Maintenance Manager Deputy Director of Potter Park Zoo, and two City of Lansing Forestry workers.

~~Sheriff Wriggelsworth~~ **Scott LeRoy** stated not only did the kids do the required community service, but that Commissioner Cahill insisted that the kids learned during the process of the community service. He further stated that today, August 10, 2023 the kids graduated from community service with Commissioner Cahill in attendance.

~~Sheriff Wriggelsworth~~ **Scott LeRoy** stated he thought it was an awesome highlight of the partnership between the courts, the commission, and the different County departments to better our community.

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, MINUTES OF THE AUGUST 10, 2023 LAW & COURTS COMMITTEE MEETING WERE APPROVED AS AMENDED. Absent: Commissioners Trubac and Lawrence.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Budget Hearings

The representatives from each of the following departments/affiliated entities indicated, by verbal acknowledgement, silence, or absence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

1. Budget Hearings
 - b. Public Defender
 - c. Prosecuting Attorney
 - d. Probate Court
 - e. Ingham County 911 Dispatch Center
 - f. District Court
 - g. Community Corrections
 - h. Circuit Court
 1. Jury Administration
 2. Friend of the Court Division
 3. Family Division
 4. General Trial
 - i. Animal Control
 - j. Legal Services of South Central Michigan

Commissioner Lawrence arrived 6:02 p.m.

MOVED BY COMM. LAWRENCE, SUPPORTED BY COMM. CELENTINO, TO ADOPT THE FOLLOWING ITEMS ON THE CONTROLLER'S RECOMMENDED BUDGET:

1. Budget Hearings
 - b. Public Defender
 - c. Prosecuting Attorney
 - d. Probate Court
 - e. Ingham County 911 Dispatch Center
 - f. District Court
 - g. Community Corrections
 - h. Circuit Court
 1. Jury Administration
 2. Friend of the Court Division
 3. Family Division
 4. General Trial

- i. Animal Control
- j. Legal Services of South Central Michigan

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

- 1. Budget Hearings
 - a. Sheriff

Andrew Bouck, Ingham County Undersheriff, stated the Sheriff's Department had two Z list requests, which consisted of Automated Electronic Defibrillators (AED) and Cardiopulmonary resuscitation (CPR) training aids for the practice of chest compressions. Bouck further stated as they had made the transition from the old facility to the new jail complex, it had been identified the existing AED's were well outside the manufacturers recommended range, and would need to be replaced in the Justice Complex, 55th District Courthouse, Veterans Memorial Courthouse, the Delhi township, and in Williamston.

Undersheriff Bouck stated in 2022, these devices had been used a total of 19 times to save lives, and they were essential equipment that needed to be replaced. Bouck further stated most in the area used a lease or purchasing program in order to purchase as there was a reduced rate, but that the Sheriff's Office would be asking for 30 AED's in addition to three training aids, totaling \$55,000.

Undersheriff Bouck stated the CPR training aids went part in parcel with the AED's as they were often used in conjunction with each other for life saving measures. Bouck further stated the CPR training aids cost \$4,000, and that these training aids provided a level of feedback to assess how a person was performing.

Undersheriff Bouck stated this would cover a total of 8 adult, 8 child, and 8 infant CPR training aids. Bouck further stated these aids would be used to train personnel at the Sheriff's Office as well as other members of the County government, and that these items were not for the exclusive use of the Sheriff's office, but were for others as well.

Undersheriff Bouck stated, other than those additions, the Sheriff's Office accepted the Controller's recommended budget.

Commissioner Celentino asked Chairperson Polsdofer if these items were requested by the Sheriff's Office and the Controller recommended not to fund or if they were new requests.

Gregg Todd, Ingham County Controller, stated they were not in the budget, they were new requests.

Undersheriff Bouck clarified the need for replacement arose from the transition of facilities.

MOVED BY COMM. CELENTINO TO PLACE \$55,000 FOR THE AEDS AND \$4,000 FOR THE CPR TRAINING AIDS ON THE Z LIST.

Chairperson Polsdofer provided clarification on how motions during a Law & Courts Budget Hearing should be provided.

Commissioner Celentino withdrew his motion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. LAWRENCE TO ADOPT THE CONTROLLER'S RECOMMENDED BUDGET FOR THE SHERIFF'S OFFICE, OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT, AND THE TRI-COUNTY METRO NARCOTICS SQUAD.

THE MOTION TO ACCEPT THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. LAWRENCE TO ADD \$55,000 FOR THE AEDS AND \$4,000 FOR THE CPR TRAINING AIDS TO THE Z LIST.

Commissioner Celentino stated it would be \$59,000 total out of the \$300,000 from the allotted Z list. Commissioner Celentino further stated their philosophy was to put everything on the field as these were all important issues and there were not any other requests currently through the Law and Courts Committee from other departments.

Commissioner Schafer asked if these items would be bundled together or separate entities on the Z list.

Bouck stated they preferred the items to be bundled, but they would separate if needed.

Commissioner Pawar asked if they were to go with the dollar amount, should the amount of units be mentioned as well.

Chairperson Polsdofer stated it would be noted in the minutes and moved to the Finance Committee with the total.

Commissioner Lawrence asked how much was typically requested in Z list funding, and how many of those requests were not granted when they were out of money.

Commissioner Celentino provided the process the Board of Commissioners would proceed through to adjust funding.

Controller Todd stated they had not heard anything from the Human Services Committee, but they did know that County Services would recommend an additional \$50,000 for the wage study.

Commissioner Lawrence stated it was not typical that a million dollars are requested from Z list funds.

Controller Todd stated it was not typical, but it reminded them that the Register of Deeds would be requesting \$25,000 for legal help in the County Services Committee.

Commissioner Schafer asked if training would be included.

Undersheriff Bouck stated the Sheriff's office already had CPR instructors, and there would be no additional training cost.

Commissioner Cahill asked when there was CPR training and how the classes were set up.

Undersheriff Bouck clarified how the CPR training would work for the Sheriff's Office.

Discussion.

Commissioner Celentino stated they did not want members to be misled, that the motion was for \$55,000 for the AED and \$4,000 for the CPR training aids, that the items were not bundled together.

Discussion ensued for how to correct the previous motion.

Commissioner Lawrence proposed to amend Commissioner Celentino's motion to combine the cost of the AEDs and CPR Training Aids as follows:

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. LAWRENCE, TO ADD \$59,000 FOR THE AEDS AND THE CPR TRAINING AIDS TO THE Z LIST.

This was considered a friendly amendment.

Discussion.

THE AMENDED MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

Discussion.

2. Final Ranking

None.

Announcements

Commissioner Cahill stated on Friday, August 25, 2023, Unity in the Community was taking place. Commissioner Cahill further stated it was fun last year and they encouraged everyone to be there.

Commissioner Johnson stated Monday, August 28, 2023 from 7:00 a.m. to 8:00 a.m. they would be joining community members at the Sexton High School, and would like to invite fellow Commissioners to welcome students back to school.

Public Comment:

Belinda Fitzpatrick, Ingham County Resident, stated their attorney made a motion about retuning the Civil Forfeiture Bond that had been posted for the chickens, and the Honorable James Jamo, Ingham County 30th Circuit Court Judge, said he wanted it in accounting, and the Prosecutor said they had agreed on \$1 a day per bird. Fitzpatrick further stated they were trying to give Fitzpatrick a break, and Fitzpatrick was unsure if anyone could do anything for them.

Fitzpatrick stated they had asked someone at Animal Control how they could justify \$1 per day when they had been in foster care, and the Animal Control documents said that a person providing animal foster care was a volunteer and were providing shelter to the animal for free. Fitzpatrick further stated they had had a discussion with Commissioner Cahill about the \$7,000 for the Attorney fee that they were not getting back.

Fitzpatrick stated they had gone without medication in order to make ends meet, they were driving a junk van their mother had supplied them from the farm. Fitzpatrick further stated they had been humiliated and there was no reason for it.

Fitzpatrick stated Lisa Bloomberg, Ingham County Resident, filed a false complaint and it was obvious that the Animal Control Officer had committed perjury repeatedly, and had committed perjury in the affidavit to obtain a search warrant by saying the houses had been red tagged, but the house had not been red tagged. Fitzpatrick further stated they had talked to the Officer about their parents being in Federal court for eight years, and that they were familiar with the area of law.

Fitzpatrick stated they would take any chance they got to red tag their house as the Ingham County Land Bank was raking money in hand over fist from red tagged properties. Fitzpatrick further asked if anyone could ask Animal Control if they could do the accounting and say that foster care did not cost anything, and to give Fitzpatrick back the \$9,000 so they could try to take care of their health.

Adjournment

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

**SEPTEMBER 14, 2023 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Sheriff's Office – Resolution to Authorize an OWI Blood Draw Agreement with Mobile Medical Response

This resolution authorizes an agreement with Mobile Medical Response (MMR) for OWI related blood draws. Lansing-Mason Area (LMA) ambulance service was the previously approved contractor for blood draws, but LMA went out of business earlier this year and MMR entered into an agreement for emergency medical services for the greater Mason, surrounding out-county/rural area; which includes primary emergency medical response to the Ingham County Correctional Facility.

The cost associated for the OWI related blood draw service would remain the same throughout the entirety of the agreement, at a rate of \$250.00 per blood draw, not to exceed \$10,000 per calendar year. The source of funding for this contract will be the Corrections/Contractual Services account.

See memo for details.

2. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office under the 2024 FY Stop Violence Against Women Grant

This resolution authorizes an agreement with MDHHS for a \$104,215 STOP Violence Against Women grant. The funding will go toward a full-time Assistant Prosecuting Attorney (current position, not looking for a new position). This is the fifth year the PA's Office has been awarded the grant.

See memo for details.

3a. Circuit Court – Resolution to Authorize an Agreement with Northpointe Client Management Software for the General Trial Division

This resolution authorizes an agreement with Equivant – Northpointe, Inc., for the purchase of client management software for Pre-Trial Services. Equivant provided a competitive bid for a customized system for a total price of \$61,490. This price includes a one-time set up fee, 15 user licenses, onsite training, and unlimited phone/email support. Additionally, said price includes data conversion of the existing Pretrial files that currently exist in Courtview. After the first year, the General Trial Division will be required to pay \$23,500 annually for subscription renewals, maintenance, support, hosting, and text message alerts to clients.

Funding is available in the 2023 CIP Equipment Revolving Loan fund.

See memo for details.

3b. Circuit Court – Resolution to Authorize an Agreement with Smart Home/Smart Office for Upgrades to Courtroom Audio Processors and Other Courtroom Technology

This resolution authorizes an agreement with Smart Home/Smart Office to install and configure new audio processors for Courtroom 5 and Courtroom 6 at the Veterans Memorial Courthouse. Smart Home/Smart Office is on the MiDeal Extended Purchasing Program.

Funding for the \$30,938.20 is available in the Circuit Court’s CIP Courtroom Technology Upgrade project.

See memo for details.

4a. Circuit Court – Family Division – Resolution for Acceptance of the Child and Parent Legal Representation Grant from the Michigan Department of Health and Human Services

This resolution approves the acceptance of a \$121,100 Child and Parent Legal Representation Grant from MDHHS. Funds will be used to:

- improve the quality of legal representation for children and adults who have had neglect and abuse actions filed with the Court
- reimburse attorneys and Lawyers Guardian Ad Litem for training
- pay annually for the Lawyers Guardian Ad Litem to have access to web based legal research and court rules
- compensate court appointed attorneys to represent parents and children in vertical and collateral cases in order to create early permanency for the child
- recruit new attorneys through a Mentorship Program
- increase the reimbursement rate for Team Decision Meetings and encourage participation in Foster Care Review Board proceedings by providing financial compensation

See memo for details.

4b. Circuit Court – Family Division – Resolution for Acceptance of the Raise the Age Grant from the Michigan Department of Health and Human Services

This resolution approves the acceptance of a \$205,100 Raise the Age Grant from MDHHS. Funds from the grant will be used to reimburse the Juvenile Division for non-eligible Child Care Fund expenses related to Raise the Age, and to fund for a Juvenile Court Officer to provide case supervision of informal cases assigned to the Intake Division.

See memo for details.

4c. Circuit Court – Family Division – Resolution to Authorize a Three-Year Contract with Various Residential Placements

This resolution authorizes three-year contracts with various, approved residential placement facilities. Entering into three-year contracts with various residential treatment facilities allows the Juvenile Division to forecast costs. The Juvenile Division has thoroughly examined and investigated all treatment facilities on the list

See memo for details.

6. ***Friend of the Court – Resolution to Amend Resolution #23-349 which Authorizes Agreements 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 amendment to Resolution #23-349, which authorized agreements with MDHHS Office of Child Support for Title IV-D Cooperative Reimbursement Program. This amendment recognizes an additional \$1,202,065 is State funding.

See memo for details.

7. ***Office of the Public Defender – Resolution to Authorize the Addition of Two Assistant Public Defender Positions and One Social Worker Position within the Office of the Public Defender***

This resolution authorizes two additional Assistant Public Defenders and one Social Worker in the Office of the Public Defender. These positions are primarily funded through the Michigan Indigent Defense Commission (MIDC) and the local funding is included in the 2024 Controller's Recommended Budget.

See memo for details.

Additional Items:

5. ***55th District Court – 55th District Court Reorganization (Discussion)***

Agenda Item 1

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Undersheriff Andrew R. Bouck
DATE: September 1, 2023
SUBJECT: Resolution to Authorize an OWI Blood Draw Agreement with Mobile Medical Response
For the meeting agenda of September 14, 2023, September 20, 2023

BACKGROUND

The Ingham County Sheriff's Office requests approximately 24 blood draws per year be conducted as part of Operating While Intoxicated (OWI) related investigations.

The Ingham County Sheriff's Office had a previously approved, long-standing agreement for OWI blood draw services with Lansing-Mason Area (LMA) ambulance service. LMA has since gone out of business and Mobile Medical Response (MMR) has entered into an agreement for emergency medical services for the greater Mason, surrounding out-county/rural area; which includes primary emergency medical response to the Ingham County Correctional Facility.

This stand-alone agreement for OWI related blood draw services would be for the period of January 1, 2023 through December 31, 2025; with a one-time option to extend the agreement for an additional two-year period, through December 31, 2027. The cost associated for the OWI related blood draw service would remain the same throughout the entirety of the agreement, at a rate of \$250.00 per blood draw, not to exceed \$10,000 per calendar year.

Pursuant to MCL 324.81136 (3) evidentiary blood draws can be taken by a medical technician under the direction of a licensed physician in a medical environment. MMR medical technicians operate under licensed physician, Dr. Orr, Director of the Tri-County Emergency Medical Control Authority. The medical department of the Ingham County Correctional Facility, as well as the inside of an ambulance are both considered approved medical environments for OWI blood draws.

ALTERNATIVES

Without this agreement, Deputies will be required to transport arrestees who are intoxicated, often insolent, or combative from a secure facility to either McLaren or Sparrow hospitals for OWI blood draws.

FINANCIAL IMPACT

The proposed contract would be for the period of January 1, 2023 through December 31, 2025; with a one-time option to extend for an additional two-year period through December 31, 2027. The cost associated would remain the same throughout the entirety the agreement; at a rate of \$250.00 per blood draw, not to exceed \$10,000 per calendar year. The source of funding for this contract will be the Corrections/Contractual Services account (#100130103-81800).

STRATEGIC PLANNING IMPACT

This agreement would serve to support the objectives of the County's 5-year strategic plan by:

(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 by creating best practice efficiencies used to maximizing Sheriff's Office resource and minimizing the amount of time road patrol Deputies remain out of service for emergency calls.

(C) Finance – Maintain and enhance County fiscal health by alleviating additional operational staffing expenses of overtime, gas, and related liabilities acquired from the transportation arrested subjects from a secure location to a secondary medical facility for OWI blood draws.

OTHER CONSIDERATIONS

Pursuant to MCL 324.81136 (3) evidentiary blood draws for OWI investigations shall can be taken by a medical technician under the direction of a licensed physician in a medical environment.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the Ingham County Sheriff's Office to enter into a three-year agreement ending December 31, 2025; with a one-time option of extending the agreement for an additional two-year period through December 31, 2027; with Mobile Medical Response (MMR) for an OWI blood draw services agreement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN OWI BLOOD DRAW AGREEMENT WITH
MOBILE MEDICAL RESPONSE**

WHEREAS, Mobile Medical Response provides service to the Sheriff's Office for the medical treatment and transport of inmates at the County Jail; and

WHEREAS, the Sheriff's Office seeks to reduce liabilities and expenses by entering into a blood draw services agreement for Operating While Intoxicated (OWI) related investigations; and

WHEREAS, the Ingham County Sheriff's Office requests approximately 24 blood draws per year be conducted as part of OWI related investigations; and

WHEREAS, the current practice of the Ingham County Sheriff's Office is to transport arrested subjects to the hospital (Sparrow or McLaren) for the blood draw process at a cost of \$236 per draw; and

WHEREAS, the transport of arrested subjects out of the jail and back into public areas requires additional personnel time, gas, mileage, and increased liability; and

WHEREAS, the medical section of the Ingham County Correctional Facility and/or the back of an ambulance is a legally accepted medical environment for the process of drawing blood; and

WHEREAS, Mobile Medical Response will contract with the Ingham County Sheriff's Office at the rate of \$250.00 per blood draw, not to exceed \$10,000 per year, for the entirety of the agreement; and

WHEREAS, this service will be conducted this at the Ingham County Correctional facility which will significantly reduce personnel time, gas, mileage, and the related liabilities for the Sheriff's Office.

THEREFORE BE IT RESOLVED, that the Ingham County Sheriff's Office is authorized to enter into an agreement with Mobile Medical Response for blood draw services on Operating While Intoxicated (OWI) related investigations.

BE IT FURTHER RESOLVED, that Mobile Medical Response has agreed to the rate of \$250.00 per blood draw, not to exceed \$10,000 per calendar year. The source of funding for this contract will be the Corrections/Contractual Services account (100130103-81800).

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

Agenda Item 2

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: August 24, 2023

SUBJECT: Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office under the 2024FY STOP Violence against Women Grant
For Law & Courts Committee Agenda on September 14, 2023
For Finance Committee Agenda on September 20, 2023
For Board of Commissioners Agenda on September 26, 2023

BACKGROUND

The Michigan Department of Health and Human Services (MDHHS) has awarded the Ingham County Prosecutor's Office (ICPO) a grant for up to \$104,215 under the STOP Violence against Women Act of 1994. This is the fifth year that ICPO has received the grant. The STOP (Services, Training, Officers, and Prosecutors) Grant is awarded to county prosecutors to develop and strengthen the criminal justice system's response to violence against women. This particular grant is for a focused, coordinated, and multidisciplinary approach to holding domestic violence offenders accountable. To that end, ICPO has collaborated with the Lansing Police Department (LPD) and the 54-A District Court to accomplish the goals of this grant. Under this grant, ICPO currently employs a full-time assistant prosecuting attorney assigned solely to the prosecution of domestic violence and intimate partner violence.

ALTERNATIVES

None

FINANCIAL IMPACT

The STOP grant award is for a total of \$138,953. However, actual funding is \$104,215 for the salary and benefits of the full-time assistant prosecuting attorney assigned to the grant. There is an "in kind" contribution requirement of ICPO for \$34,738 that will be accomplished by matching salaries and fringes of a supervising attorney for the project. Hence, the total value of the agreement is \$138,953. There is no monetary contribution required of the county.

OTHER CONSIDERATIONS

The grant requires meaningful coordination and collaboration with other criminal justice agencies. To accomplish this goal, the 54-A District Court, LPD, and ICPO have engaged in a "focused deterrence" approach for domestic violence offenders in the city of Lansing.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES AND THE INGHAM COUNTY PROSECUTORS OFFICE UNDER THE 2024FY STOP VIOLENCE AGAINST WOMEN GRANT

WHEREAS, the Ingham County Prosecutor's Office (ICPO) has been approved to receive grant funds up to an amount of \$104,215 from the STOP Violence Against Women Grant program administered by the Michigan Department of Health and Human Services (MDHHS) for the period of October 1, 2023 through September 30, 2024; and

WHEREAS, the primary goal of the STOP Grant is to develop and strengthen the criminal justice system's response to violence against women and to enhance victim services; and

WHEREAS, the total grant award of \$138,953 will be broken down as follows: \$104,215 of the grant award will fund the salary and fringe benefits for a full-time assistant prosecuting attorney dedicated to the prosecution of domestic violence and intimate partner violence; there is a \$34,738 in kind contribution requirement of ICPO which will be fulfilled by matching salary and fringe benefits from a supervising attorney for the grant; and

WHEREAS, in achieving the goals and objectives of the grant program the ICPO will work in collaboration with the 54-A District Court for the city of Lansing, and the Lansing Police Department, both of whom also received grant awards under this program, to utilize a focused deterrence approach to the issue of domestic violence and intimate partner violence within the city of Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners has accepted \$138,953 awarded by the STOP Grant program which begins on October 1, 2023 and ends on September 30, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2024 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

TO: Law & Courts and Finance Committees
FROM: Nicholas J. Hefty, Deputy Court Administrator - GTD
DATE: August 28, 2023
SUBJECT: Equivant - Northpointe, Inc. Client Management Software for Pretrial Services
For the meetings of September 14 and September 20, 2023

BACKGROUND

As the Circuit Court moves away from Courtview as a case management system, the General Trial Division - Pretrial Services will lose certain functionalities such as being able to add client contacts, risk assessment information, bond conditions, and detention/placement history. Equivant, the proprietary company of Northpointe, Inc., offers a solution for pretrial service agencies throughout Michigan and the country. Equivant has provided a competitive bid for a customized system for a total price of \$61,490.00. This price includes a one-time set up fee, 15 user licenses, onsite training and unlimited phone/email support. Additionally, said price includes data conversion of the existing Pretrial files that currently exist in Courtview. After the first year, the General Trial Division will be required to pay \$23,500 annually for subscription renewals, maintenance, support, hosting, and text message alerts to clients.

ALTERNATIVES

Pretrial Services must document client contacts, risk assessment information, detention and placement history, bond conditions, charge history, etc. Through the competitive bidding process, Equivant - Northpointe, Inc. can provide a new client management system and data conversion of the existing files located in Courtview for several thousand dollars less than their competitors.

FINANCIAL IMPACT

The General Trial Division was approved for a 2023 Capital Improvement Project (CIP) for a total project cost not to exceed \$95,000. Said CIP will be allocated from the Equipment Revolving Fund (66413099) and will cost \$61,490 during the first year, and \$23,500 for each subsequent year.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Authorize the purchasing of the recommended Equivant - Northpointe Inc. software.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH NORTHPOINTE CLIENT MANAGEMENT SOFTWARE FOR THE CIRCUIT COURT GENERAL TRIAL DIVISION

WHEREAS, Pretrial Services has seven Pretrial Services Investigators who monitor pre-adjudicated felony defendants; and

WHEREAS, Pretrial Services is required to track certain information in order to safely monitor defendants who have been released on bond while awaiting case resolution; and

WHEREAS, Pretrial Services has a need to contract with a vendor for client management software to track client contacts, risk assessment information, detention and placement history, and bond conditions; and

WHEREAS, the General Trial Division received bids from qualified and experienced vendors for the purpose of purchasing client management software (CMS); and

WHEREAS, Northpointe was selected through the competitive bargaining process to provide the best client management software and data conversion at the best value; and

WHEREAS, the General Trial Division is requesting authorization to enter into an agreement with Equivant - Northpointe, Inc. software; and

WHEREAS, the County IT Department has confirmed that the Equivant - Northpointe, Inc. software is compatible with County systems; and

WHEREAS, Pretrial Services was approved for a 2023 Capital Improvement Project allocated from the Equipment Revolving Fund (66413099) for client management software and data conversion for a cost not to exceed \$95,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Equivant - Northpointe, Inc. to provide CMS services in an amount not to exceed \$61,490.

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: Law & Courts and Finance Committees
FROM: Scott LeRoy, Circuit Court Administrator
DATE: August 22, 2023
SUBJECT: Courtroom 5 and 6 Audio Processor Upgrades
For the meeting agendas of Finance Committee September 13 and Law and Courts Committee September 14, 2023

BACKGROUND

Each courtroom at the Veterans Memorial Courthouse is equipped with a series of interconnected hardware and software systems allowing the court to accommodate ADA requests, keep a record of proceedings and increase access to court proceedings. Smart Home/Smart Office has been the vendor for installing and servicing courtroom technology for the past several years.

The attached resolution requests authorization to install and configure new audio processors for courtroom 5 and courtroom 6. By upgrading these systems, the courtroom technology will perform faster and allow for a clearer and more accurate record of proceedings as well as increase the performance of other technology in the courtroom. In addition to upgrading the audio processors in courtroom 5, Smart Homes/Smart Offices will be adding a ceiling microphone for the jury and a microphone mixer to allow for digital recordings.

ALTERNATIVES

New technology in courtroom 5 and 6 are currently lagging because the audio processors have not been upgraded. It is possible for the court to continue with the current technology, but will have lagging software.

FINANCIAL IMPACT

The Circuit Court has an approved Capital Improvement Project to upgrade courtroom technology. Funds are available in Org 66413099-735100.

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Authorize the upgrade of audio processors and other technology in courtroom 5 and courtroom 6.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOME/SMART OFFICE
FOR UPGRADES TO COURTROOM AUDIO PROCESSORS AND OTHER COURTROOM
TECHNOLOGY**

WHEREAS, the Circuit Court has an interconnected system of courtroom technology reliant on compatible hardware and software; and

WHEREAS, Smart Home/Smart Office is the current vendor servicing courtrooms at the Veterans Memorial Courthouse; and

WHEREAS, Smart Home/Smart Office is on the MiDeal Extended Purchasing Program for Conference Room/Training Room Audio Visual Equipment and Installation, Contract #190000001422 expiring on August 1, 2024; and

WHEREAS, Smart Home/Smart Office has submitted a proposal to upgrade the audio processor in courtroom 5 and courtroom 6 to improve the functionality of recording technology; and

WHEREAS, Smart Home/Smart Office in their scope of work, will add a ceiling microphone for the jury and a microphone mixer to allow for digital recordings in courtroom 5; and

WHEREAS, the technology is vital to efficient court processing and preserving a clear record of proceedings, and

WHEREAS, funds are available to support the project in Capital Improvement Project org code 66413099-735100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is authorizes an agreement with Smart Home/Smart Office for a total amount not to exceed \$30,938.20, with terms of the agreement effective August 1, 2023 through December 31, 2024.

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

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Circuit Court Administrator
DATE: September 1, 2023
SUBJECT: Child and Parent Legal Representation Grant Award
For the meeting agendas of Law and Courts Committee September 14 and Finance Committee
September 20, 2023

BACKGROUND

The Circuit Court Juvenile Division was awarded a grant renewal from the Michigan Department of Health and Human Services in the amount of \$122,100. The funds from this grant are to be used to improve legal representation for children and parents who have had neglect and abuse actions filed with the Court. The allocation is based on anticipated Fiscal Year 2024 Appropriations for Michigan Department of Health and Human Services (MDHHS) and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2023, MDHHS approval, and State Administrative Board approval. The Juvenile Division has received Child and Parent Legal Representation grants in Fiscal Years 2020 - 2023.

Funds from this grant will be used in 5 areas to improve legal representation:

Training for Attorneys and Lawyers Guardian Ad Litem

The Court will budget and allocate a specific amount of the grant to be used as a scholarship to reimburse both parent attorneys and Lawyers Guardian Ad Litem for registration, lodging, mileage and meals.

The Court would approve these requests and reimburse accordingly. The reimbursement may include payment for participation in the training.

Legal Research/Resources

The Court will pay annually for the Lawyers Guardian Ad Litem access to web based legal research and Court Rules.

Vertical and Collateral Case Representation to Create Early Permanency for the Child

The Court will pay Parent Attorneys hourly for preparation and potential representation in obtaining Friend of the Court custody orders, Personal Protection Orders, and Revocation of Paternity Actions.

The Court will pay for the Lawyers Guardian Ad Litem to represent minors in guardianships.

Recruitment of New Attorneys through a Mentorship Program

The Court will pay attorneys to bring new attorneys to the court appointed list and mentor them through the first year.

The Court will pay a signing bonus to new court appointed attorneys.

The Court will increase Reimbursement rates for Team Decision Meetings and encourage participation in Foster Care Review Board Proceedings by providing financial compensation.

ALTERNATIVES

Not accepting the grant will result in a loss of funds.

FINANCIAL IMPACT

Accepting the grant will cost the County no additional funds. The grant will generate \$121,100 in restricted funds for the purposes of improved legal representation for children and parents who have had neglect and abuse actions filed with the Court.

STRATEGIC PLANNING IMPACT

Continued and consider expansion of the network of various Ingham County Specialty Courts.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Accept the Child and Parent Legal Representation Grant from DHHS

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR ACCEPTANCE OF THE CHILD AND PARENT LEGAL REPRESENTATION GRANT FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, on June 7, 2023, the Michigan Department of Health and Human Services (MDHHS) informed the 30th Judicial Circuit Court Juvenile Division that they were awarded an allocation of \$121,100 through the Child and Parent Legal Representation Grant for Fiscal Year 2024; and

WHEREAS, the allocation is based on anticipated Fiscal Year 2024 Appropriations for Michigan Department of Health and Human Services and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2024, MDHHS approval, and State Administrative Board approval; and

WHEREAS, funds from the grant will be used to improve the quality of legal representation for children and adults who have had neglect and abuse actions filed with the Court; and

WHEREAS, funds from the grant will be used to reimburse attorneys and Lawyers Guardian Ad Litem for training; and

WHEREAS, funds from the grant will be used to pay annually for the Lawyers Guardian Ad Litem to have access to web based legal research and court rules; and

WHEREAS, funds from the grant will be used to compensate court appointed attorneys to represent parents and children in vertical and collateral cases in order to create early permanency for the child; and

WHEREAS, funds from the grant will be used to recruit new attorneys through a Mentorship Program; and

WHEREAS, funds from the grant will be used to increase the reimbursement rate for Team Decision Meetings and encourage participation in Foster Care Review Board proceedings by providing financial compensation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting an initial grant award from the Michigan Department of Health and Human Services for the sum of \$121,100.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2024 Circuit Court Juvenile Division budget.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to pay invoices submitted to the Court as a result of the additional grant funding.

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

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Circuit Court Administrator
DATE: September 1, 2023
SUBJECT: MDHHS Raise the Age Grant Award
For the meeting agendas of Law and Courts Committee September 14 and Finance Committee September 20, 2023

BACKGROUND

In October of 2019, legislation was passed raising the age of juvenile court jurisdiction in Michigan from 17 to 18 years of age. The package of bills, commonly referred to as “Raise the Age” also extended funding availability to juvenile justice youth who come under the jurisdiction of the court at age 17 through two public acts.

Public Act 114 of 2019 extended the already existing Child Care Fund (CCF) Reimbursement Program to include reimbursement of juvenile justice services and/or placement when a court exercises jurisdiction over a juvenile who is 17 years of age, but under the age of 18 at the time of the offense. These expenditures align with the types of costs normally eligible for CCF reimbursement.

Public Act 97 of 2019 established a Raise the Age Fund within the Department of Treasury, to be administered by MDHHS via the State of Michigan’s Electronic Grants Administration and Management System (E-GrAMS). These are expenses associated with exercising jurisdiction over juvenile justice youth who come under the court’s jurisdiction at age 17 that would not be reimbursable through the already-existing Child Care Fund Reimbursement Program (for example attorney fees, interpreter fees, transcript fees). The grant will be offered for 3 consecutive years, with this year being the second year.

All CCF eligible costs associated with Raise the Age were included in the Juvenile Division’s 2024 County Budget proposal and Fiscal Year 2024 CCF Annual Plan and Budget. Pursuant to Public Act 97 of 2019, the Juvenile Division applied for a grant seeking reimbursement for non-CCF related expenses. The largest portion of the grant request is the continuation of a Juvenile Court Officer position assigned to the Intake Division. The other costs associated with the grant request includes reimbursement for the increases to variable General Fund expenses such as attorney fees, interpreter fees, transcript fees, transportation costs and other indirect administrative costs. On August 9, 2023, the Juvenile Division was informed it was awarded a Raise the Age grant in the amount of \$205,100.

ALTERNATIVES

Not accepting the grant would result in a loss of funds.

FINANCIAL IMPACT

Accepting the grant will cost the County no additional funds. The grant is expected to generate approximately \$205,100 in restricted funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

Accept the MDHHS Raise the Age grant

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR ACCEPTANCE OF THE RAISE THE AGE GRANT FROM THE
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, on August 9, 2023, the Michigan Department of Health and Human Services (MDHHS) informed the Circuit Court Juvenile Division that they were awarded an allocation of \$205,100 through the Raise the Age Grant for Fiscal Year 2023; and

WHEREAS, based on a full fiscal year of data post Raise the Age legislation, the Juvenile Division anticipates receiving more than the initial allocation; and

WHEREAS, the MDHHS has allowed the Juvenile Division to amend their grant proposal to reflect an award of \$205,100; and

WHEREAS, the allocation is based on anticipated Fiscal Year 2024 Appropriations for MDHHS and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2024, MDHHS approval, and State Administrative Board approval; and

WHEREAS, funds from the grant will be used to reimburse the Juvenile Division for non-eligible Child Care Fund expenses related to Raise the Age; and

WHEREAS, the grant includes continued funding for a Juvenile Court Officer to provide case supervision of informal cases assigned to the Intake Division; and

WHEREAS, the Juvenile Court Officer position has been determined by Ingham County's Human Resources to be a Full-Time position, with benefits, at an OPEIU P5 pay grade and will be funded for the duration of the of the grant ending September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Department of Health and Human Services for the sum not to exceed \$205,100.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2024 Circuit Court Juvenile Division budget and Position Allocation List.

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Sara Deprez, Juvenile Programs Director
DATE: September 6, 2023
SUBJECT: Resolution to Authorize Three-Year Contracts with Various Residential Placements
For the meeting agenda of September 14, 2023 – Law and Court and September 20, 2023 – Finance

BACKGROUND

The Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate residential treatment facility.

For the past 9 years, the Juvenile Division has continued a downward trajectory of youth requiring placement in residential treatment facilities. This has been achieved by working with youth and families in the community, and utilizing innovative and evidence-based practices. Although the Juvenile Division has worked extremely hard to keep youth from entering treatment facilities, at times, these services are required to protect the community.

Entering into three-year contracts with various residential treatment facilities allows the Juvenile Division to forecast costs. The Juvenile Division has thoroughly examined and investigated all treatment facilities on the list attached to this memo.

The Juvenile Division wishes to enter into an agreement from October 1, 2023 – September 30, 2026.

ALTERNATIVES

The Juvenile Division place youth in residential treatment facilities without a contract.

FINANCIAL IMPACT

The Juvenile Division has a line item allocated to cover the cost of residential placements. For the past three years, the Juvenile Division has underspent this line item due to the ongoing efforts of treating youth in the community by using innovative and evidence-based practices.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend entering into contracts with the listed residential placements.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT WITH
VARIOUS RESIDENTIAL PLACEMENTS**

WHEREAS, the Ingham County Circuit Court Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, the Ingham County Circuit Court Juvenile Division would like to enter into three-year contracts with various residential treatment facilities for the purpose of providing treatment intervention to adjudicated delinquent youth; and

WHEREAS, entering into three-year contracts allow for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Ingham County Circuit Court Juvenile Division conducts ongoing examination of the treatment facilities to ensure services are being delivered appropriately and effectively; and

WHEREAS, a list of residential placement facilities and per diem's can be found attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with the attached list of residential treatment facilities for the care and treatment services of Court adjudicated youth not to exceed the per diems listed in the same attachment for the time period of October 1, 2023 through September 30, 2026.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

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

Ingham County Circuit Court – Juvenile Division
Residential Placements

PLACEMENT NAME	PER DIEM RATES
Abraxas Academy	Range from \$477.10 to \$499.97
Abraxas 1	Range from \$387.92 to \$473.78
Boys Town	Range from \$142.00 to \$592.00
Highfields	Not to exceed the state rate, current range is \$208.96 to \$336.95
Jackson Residential Treatment	\$225.00
Ottawa County Youth Facility	\$325.00
Rite of Passage – DePaul	\$374.64
Rite of Passage – Desert Lily Academy	Not to exceed \$400
Rite of Passage - Safe Passage	Not to exceed \$775.00
Rite of Passage – Meadowlark Academy	Not to exceed \$400
Sequel/Woodward	Range from \$170.00 to 230.00
Wedgwood Christian Services	State rate – currently 483.78

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: August 23, 2023

SUBJECT: Reorganization Plan – 55th District Court

NEED FOR THE REORGANIZATION PLAN

Change is necessary for organizations to succeed and grow. Sometimes, change occurs due to a transformational event, like navigating a pandemic or moving an organization into a new justice complex. Most often, change is adaptive, being minor incremental changes that organizations adopt to address operational needs that evolve over time. A good example of adaptive change is small changes in job duties and responsibilities. Over the past 15 years, we have adapted to numerous changes by implementing strategies to adjust to changes in the law, court rules, work culture, and operational needs. Cumulatively, the changes have significantly changed how our jobs look and how we perform them.

As a result of the adaptive changes we have made, our current job descriptions do not accurately reflect the duties and responsibilities being performed. Several of our job descriptions have not been updated in years:

Court Clerk - 1998
Court Officer – 2014
Court Enforcement Officer (Collection Officer) – 2014

Because of changes brought about by the pandemic, moving into a new, larger complex, and the adaptive changes over the years, we've worked with Ingham County's Human Resources Department (ICHRD) to update our job descriptions. Because of the significant changes in job duties and responsibilities and number of positions affected, ICHRD recommended that the court submit a request for reorganization.

REORGANIZATION PLAN

The plan affects UAW positions and calls for the following:

- Change the court clerk position from Grade Level D to Grade Level G.
- Change the court officer position from Grade Level E to Grade Level I.
- Change the name of the enforcement officer position to collection officer and the Grade Level from E to H.
- Change the chief clerk position from Grade Level H to Grade Level J.

FISCAL IMPACT

The cost of the reorganization plan is \$156,842. The cost increase results from the difference between the wages and fringes in UAW grade levels. Wages and fringes were calculated using the highest pay step for the affected positions. Ingham County's Budget Office provided the financial data.

CURRENT ORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW D-5	\$ 84,653
137016	Court Clerk	UAW D-5	\$ 84,653
137017	Court Clerk	UAW D-5	\$ 84,653
137019	Court Clerk	UAW D-5	\$ 84,653
137020	Court Clerk	UAW D-5	\$ 84,653
137022	Court Clerk	UAW D-5	\$ 84,653
137024	Court Clerk	UAW D-5	\$ 84,653
137025	Court Clerk	UAW D-5	\$ 84,653
			\$ 677,226
137033	Court Officer	UAW E-5	\$ 88,680
137035	Court Officer	UAW E-5	\$ 88,680
137030	Court Enforcement Officer	UAW E-5	\$ 88,680
			\$ 266,071
137006	Chief Clerk	UAW H-5	\$ 100,613
137008	Chief Clerk	UAW H-5	\$ 100,613
			\$ 201,225
		TOTAL	\$ 1,144,491

REORGANIZATION PLAN

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW G-5	\$ 96,336
137016	Court Clerk	UAW G-5	\$ 96,336
137017	Court Clerk	UAW G-5	\$ 96,336
137019	Court Clerk	UAW G-5	\$ 96,336
137020	Court Clerk	UAW G-5	\$ 96,336
137022	Court Clerk	UAW G-5	\$ 96,336
137024	Court Clerk	UAW G-5	\$ 96,336
137025	Court Clerk	UAW G-5	\$ 96,336
			\$ 770,924
137033	Court Officer	UAW I-5	\$ 105,081
137035	Court Officer	UAW I-5	\$ 105,081
137030	Court Enforcement Officer	UAW H-5	\$ 100,613
			\$ 310,775

137006	Chief Clerk	UAW J-5	\$	109,817
137008	Chief Clerk	UAW J-5	\$	109,817
			\$	219,634
		TOTAL	\$	1,301,333
		REORGANIZATION COSTS	\$	156,842

HUMAN RESOURCES ANALYSIS & SUPPORT OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the proposed reorganization. Attached is the August 17, 2023 memorandum, Support for Reorganization of the District Court Office.

UAW SUPPORT OF REORGANIZATION

On August 17, 2023, the UAW advised the ICHRD of their support of the reorganization.

REORGANIZATION REQUEST

Our employees have worked incredibly hard over the years, handling both transformational and adaptive changes professionally and with little complaint about wages. The reorganization request involves 13 employees who deserve to be paid adequately and commensurate with like jobs within the county.

The current job market lends support to our request to reorganize. We have struggled for the past several years trying to find candidates to fill open positions. When recruiting or interviewing qualified candidates, we often hear, “You don’t pay enough.” Hence, because of our pay structure, we are losing good employee candidates to other jobs.

In summary, our job descriptions have been updated to reflect the duties and responsibilities of the work being performed. The ICHRD has reviewed each position and point factored the positions. As a result of their review and analysis of the positions, the ICHRD has justly placed the positions on the Ingham County Wage Schedule for UAW TOPS employees. We respectfully request that the Ingham County Board of Commissioners adopt our reorganization plan so that our employees are paid what they deserve. Also, by increasing the wages for the affected positions, we are confident we can be competitive in the job market.

DATE: August 17, 2023
TO: Michael Dillon, District Court Administrator
FROM: Joan Clous, Human Resources Generalist- Labor & Employee Specialist
SUBJECT: Support for reorganization of the District Court Office

Per your request, Human Resources has reviewed the information that was provided by the District Court to reorganize.

Chief District Court Clerk (137006 & 137008) UAW G (\$44,048.79 to \$52,531.56) will be reclassified a UAW J (\$52,169.43 - \$62,262.46).

District Court Clerk (137015,137016, 137017, 137019,137020,137022, 137024, & 137025) UAW D (\$36,992.45 to \$44,058.77) will be reclassified to a UAW G (\$44,048.79 to \$52,531.56).

Enforcement Officer – District Court (137030) UAW E (\$39,407.29 to \$46,971.90) will now be titled Collections Officer – District Court and placed at UAW H (\$46,618.32 to \$55,603.90).

Court Officer – District Court (137033 & 137035) UAW E (\$39,407.29 to \$46,971.90) will be reclassified to a UAW I (\$49,311.78 - \$58,836.68).

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

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

From: [Joan Clous](#)
To: [Michael Dillon](#)
Subject: FW: District Court Reorg
Date: Thursday, August 17, 2023 1:21:27 PM
Attachments: [image004.png](#)
[image001.png](#)
[image005.png](#)

Please include in your packet to the board.

From: Teresa Carter <TCarter@ingham.org>
Sent: Thursday, August 17, 2023 8:50 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: District Court Reorg

My apologies yes Joan the UAW supports the Reorg as stated below for the District Court.

Thank you

Teresa Carter
Unit Chair
Local 2256

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, August 17, 2023 8:06 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: FW: District Court Reorg

Hi,

Are these reclasses go to move forward?

Thanks,
Joan

From: Joan Clous
Sent: Thursday, August 10, 2023 10:59 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: District Court Reorg

Teresa,

The District Court is putting through a reorg of 4 positions (Attached JDs) the points for the positions are as follows

Court Officer UAW E

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
65	90	150	100	50	90	110	35	140	45	25
80	980	UAW I								

Enforcement Officer UAW E changing title to Collection Officer

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
45	65	130	100	50	90	90	85	85	45	25
80	890	UAW H								

Chief District Court Clerk UAW G

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	180	115	120	75	90	110	85	115	10	10
25	1075	UAW J								

District Court Clerk UAW D

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	135	100	100	50	70	70	60	85	10	10
25	855	UAW G								

Please review and let me know if the union is in support.

Thanks,
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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"Success is a project that is always under construction." ~ Pat Summit

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service, which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

Essential Functions:

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact for procedural questions and provides input on new procedures.
3. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
4. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
5. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
6. Performs complex case and record processing functions of the division.
7. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
8. Assists in maintaining the court's accounting system, including balancing register at the end of the day, posting daily receipts, processing bond account records, and performing related bookkeeping duties.
9. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
10. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
11. Serves as a liaison with the Court's case management system vendor for system related issues.
12. May design and revise forms used by the court.
13. Manages the inventory of office supplies, furnishings, and equipment.
14. May serve as a backup jury clerk.

15. Serves as backup Court Recorder.
16. Participates in the interviewing and selection of new court clerks.
17. Counsels employees concerning work product.
18. Prepares summary analysis of employee work rule violations

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks that the employee may be expected to perform.)

Employment Qualifications:

Education: An Associate's Degree in paralegal studies, legal studies, criminal justice, or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: A minimum of three years' experience in a court setting, preferably as a court clerk or similar capacity.

Other Requirements:

- Required to be certified as an Electronic Operator within one year of employment.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures, or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies, or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands or fingers.

- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach, such as viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

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

UAW J
September 2023

**INGHAM COUNTY
JOB DESCRIPTION**

COLLECTIONS OFFICER, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, monitors reports on delinquent Court payments. Meets with individuals who are delinquent on payments to arrange payment. Locates and arrests persons on warrants as necessary. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court participants on scheduling and procedural information. Performs duties of a court officer.

Essential Functions:

1. Reviews delinquent Court files and tickets. Locates individuals to initiate collection efforts.
2. Meets with defendants, reviews financial documents, and discusses payment options.
3. Conducts online searches to determine the financial assets of defendants.
4. Develops payment plans and re-negotiates payment plans as needed.
5. Initiates enforcement on delinquent payers and show-causes hearings on individuals in arrears.
6. Initiates and enforces orders to seize financial assets.
7. Obtains and serves bench warrants on persons failing to make payment. Arrests and takes into custody individuals with a bench warrant for their arrest.
8. Conducts a physical search of individuals taken into custody.
9. Provides courier service as needed, including the delivery of deposits to the bank.
10. May perform special projects, such as researching & compiling statistics, researching new products & services, and preparing court reports.
11. May perform the duties of the Court Officer as directed.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks that the employee may be expected to perform.)

Employment Qualifications:

Education: A high school diploma or its equivalent is required. Some college-level coursework in police administration, criminal justice, or related areas is preferred.

Experience: 6 months experience in a related field is required, with a preference for collecting delinquent accounts and/or law enforcement.

Other Requirements: Must be able to be deputized and to make arrests. Must have a valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms, Electromuscular Disruption Devices (Taser), and Chemical Irritant spray.

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

Physical Requirements:

- Sitting, walking, standing, bending over, and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold, and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries in person and over the phone.
- Ability to effectively communicate and interact with various types of people
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to perform tasks requiring physical endurance and agility under adverse conditions

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

Working Conditions:

- Work environment varies.
- Regular contact with people charged and/or convicted of criminal offenses.
- Traveling to or spending time tracking delinquent persons.
- Exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperature increases.
- May encounter physical altercations in the course of providing security or making an arrest

UAW H
September 2023

**INGHAM COUNTY
JOB DESCRIPTION**

COURT OFFICER, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, provides and maintains courtroom security. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court participants on scheduling and procedural information.

Essential Functions:

12. Provides and maintains security in the courtroom as needed. Monitors activity in and around the courtroom to ensure appropriate behavior and a safe environment.
13. Inspect court premises and courtrooms before, during, and after proceedings to ensure it is free from contraband, hazards, or any weapon.
14. Accepts and takes into custody inmates from the county jail.
15. Transports inmates to and from the county jail. Transport inmates from holding cells to attorney/client interview rooms and the courtrooms. Maintains custody and security of prisoners in court. Escorts prisoners to other areas of the court as appropriate.
16. Takes into custody defendants remanded to the sheriff by order of the court.
17. Arrests and takes into custody individuals violating the law within the courthouse.
18. Arrests and takes into custody individuals who have a warrant for their arrest.
19. Arrests and takes into custody defendants who have committed probation violations.
20. Escorts and removes individuals from the courthouse who are creating a disturbance within the courthouse.
21. Conducts a physical search of individuals taken into custody or inmates returning to jail.
22. Provides security for witnesses/victims.
23. Takes charge of jurors during jury trials and provides for their security and needs.
24. Administers preliminary breath tests as directed by judges, the magistrate, or probation officers
25. Maintains a log of all apprehension orders and bench warrants issued by the Court. Ensures they are entered into LEIN and are recalled as needed.
26. Provides related administrative and clerical support tasks for the Court.
27. Provides courier service as needed, including the delivery of deposits to the bank.

28. May perform special projects, such as researching & compiling statistics, researching new products & services, and preparing court reports.
29. Performs the duties of the Court Bailiff as needed and directed.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all the tasks the employee may be expected to perform.)

Employment Qualifications:

Education: A high school diploma or its equivalent is required. Some college-level coursework in police administration, criminal justice, or related areas is preferred.

Experience: One year experience as a law enforcement officer or closely related capacity is required.

Other Requirements: Must be able to be deputized and to make arrests. Must have a valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms, Electromuscular Disruption Devices (Taser), and Chemical Irritant spray.

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

Physical Requirements:

- Sitting, walking, standing, bending over, and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold, and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to effectively communicate and interact with various types of people
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to perform tasks requiring physical endurance and agility under adverse conditions.

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

Working Conditions:

- Work environment varies.

- Regular contact with people charged and/or convicted of criminal offenses.
- Traveling to or spending time tracking delinquent persons.
- Exposure to unusual elements such as smoke, unpleasant odors, loud noises, and extreme temperature increases.
- May encounter physical altercations in the course of providing security or making an arrest

UAW I
September 2023

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, performs a variety of District Court Clerk's Office functions related to the processing of District Court cases. Assists attorneys, parties, and others by providing counter assistance and responding to telephone inquiries. Opens District Court cases, enters case information into the case management system. Receipts costs, fines, and fees. Conducts court record image management. Issues subpoenas and writs. Opens and processes mail. Enter warrants and bond conditions into the Law Enforcement Information Network. Types a variety of court documents, Processes and maintains all legal documents according to the court rules and statutes.

Essential Functions:

1. Responds to inquiries at the counters, on the telephone, by email, or by facsimile, and other communication mediums. Provides information on court procedures, researches case activity for internal and external stakeholders, and directs people to the proper locations
2. Opens and closes criminal, civil, traffic, and probation cases before the District Court. Records party, attorney, and other case information. Creates, intakes, revises, destroys, transmits, and maintains records of District Court cases consisting of the case history (known as the register of actions) and case file operating electronic case management solutions, electronic document management solutions (including workflow), electronic filing solutions, and other systems. Record mediums include but are not limited to paper and electronic. Maintains legacy case histories and files
3. Programs costs, fines, and fees into case management system and receipts them by various payment methods, including but not limited to cash, check, money order, credit/debit card, and electronic funds transfer.
4. Assesses and determines the acceptability of new filings and the accessibility to and release of records in the custody of the District Court Clerk, including records of a highly confidential or sensitive nature.
5. Performs data entry, where accuracy is essential. Investigates and corrects errors, including researching issues, engages in problem solving, and communicates with internal and external stakeholders. Coordinates expedient processing of urgent matters such as jail commitments and protective bond conditions.
6. Conducts record searches and compiles and releases data from records in response to inquiries. Regularly reviews data inputs and reports of others to resolve discrepancies or errors and communicates with the appropriate agencies to correct records, including but not limited to validations of Law Enforcement Information Network data.
7. Processes incoming and outgoing changes of venues, case transfers, and removals to other courts. Prepares and sends court records or copies thereof to other courts utilizing various methods of transit, including operating an electronic record transfer system as deployed by other courts. Compares case history and docket entries with the pleadings and other filings to ensure a complete and accurate file.
8. Reviews and verifies the accuracy of District Court records, and transmits said records to the Circuit Court for appellate. Transmits records or copies thereof by means requested by the Circuit court, including operating electronic file management solutions. Schedules court proceedings and hearings and enters the outcome into the computer.

9. Prepares and issues conformed copies, true copies, certified copies, and attested copies of court records after careful review of original records. Prepares and issues copies of court records and other documents.
10. Assesses requests to place litigants into default. Enters defaults or rejects default requests as appropriate.
11. Assists with training new employees in all duties, including explaining procedures or providing guidance to employees in other divisions, offices, or judicial offices. Adapts trainings and creates/revises training documents/manuals to remain in alignment with changing laws, court rules, and policies
12. Performs a variety of related general office functions, including but not limited to typing, copying, scanning, faxing, filing, inventorying, indexing, sorting, taking and delivering messages, answering phones, and picking up and transporting materials. Processes incoming or outgoing mail and packages from/to postal service, State of Michigan interdepartmental mail, Ingham County courier, drop boxes, or other delivery services. Prepares mailings for transmission.
13. Creates orders, notices, proofs, and other necessary documents. Converts, edits, deletes, and creates images, such as electronic court records, using approved computer software, to align case history and case file with approved case record management practices
14. Sends notices, prepares bench warrants, and suspends driver licenses as authorized. Notifies agency issuing warrant after defendant appears.
15. Prepares and runs inquiries through the Law Enforcement Information Network (LEIN) for court hearings and probation appointments,
16. Enters and recalls warrants and protective bond conditions in LEIN
24. May perform court recording duties as required.
25. Assists and backs up other court staff.

Other Functions:

- Performs other duties as assigned
- Must adhere to confidentiality standards applicable to trial courts
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed, and multitask.
- Dependable and regular attendance is required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: Two years of coursework in paralegal studies, legal studies, criminal justice or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: Two years of progressively more responsible or expansive experience in a court clerk, court, law firm, or related field is required.

Other Requirements:

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history and driving record checks.

(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:

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

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

Working Conditions:

- Works in office conditions.
- Regular contact with persons charged with and/or convicted of criminal offenses.
- Possible exposure to persons with various communicable diseases.

UAW G
September 2023

Agenda Item 6

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

FROM: Helen Walker, Deputy Court Administrator/FOC Director

DATE : August 31, 2023

SUBJECT: Memorandum regarding Resolution to Amend Resolution #23-349 which Authorizes 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 September 14, 2023 and Finance Committee on September 20, 2023.

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 terminate on September 30, 2023.

The FOC and ICPO FSU submitted a joint resolution to authorize separate agreements with MDHHS for the new CRP Agreements for a period of five years from October 1, 2023 through September 30, 2028. The Ingham County Board of Commissioners adopted Resolution #23-349 on July 25, 2023.

Due to time constraints, the figures used in Resolution #23-349 for FOC were based on the figures stated in the Application for the Title IV-D Cooperative Reimbursement Program, which did not include additional State GF/GP funding in the amount of \$1,303,065. As a result, an Amendment to Resolution #23-349 is required to accurately reflect the terms of the new five year IV-D Cooperative Reimbursement Program Agreement, as follow:

The total amount allocated to FOC under the new IV-D Cooperative Reimbursement Program Agreement is \$39,833,111 with a State Contract amount not to exceed \$26,732,895 over the five year period.

All other provisions in Resolution #23-349 remain unchanged.

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 the FOC.

FINANCIAL IMPACT

The additional funding places the County in a preferable position.

STRATEGIC PLANNING IMPACT

The IV-D Cooperative Reimbursement Program (CRP) Agreement enables the FOC 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 is 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 respectfully recommends approval of the attached Resolution to Amend Resolution #23-349 which Authorizes an Agreement with the Michigan Department of Health and Human Services (MDHHS) Office of Child Support for the Ingham County Friend of Court 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 AMEND RESOLUTION #23-349 WHICH AUTHORIZES AGREEMENTS 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 current IV-D Cooperative Reimbursement Program Agreements terminate on September 30, 2023; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #23-349 which approved IV-D Cooperative Reimbursement Program Agreements for FOC and the ICPO FSU for a period of five years from October 1, 2023 through September 30, 2028; and

WHEREAS, the figures in Resolution #23-349 pertaining to the new IV-D Cooperative Reimbursement Program Agreement for FOC did not include additional State GF/GP funding in the amount of \$1,303,065 thus requiring an Amendment to said Resolution; and

WHEREAS, the actual total amount allocated to FOC under the new IV-D Cooperative Reimbursement Program Agreement is \$39,833,111 with a State Contract amount not to exceed \$26,732,895 over the five-year period; and

WHEREAS, all other provisions in Resolution #23-349 remain unchanged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an Amendment to Resolution #23-349 to correct the figures for the new IV-D Cooperative Reimbursement Program Agreement for FOC for 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 7

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

FROM: Keith Watson, Chief Public Defender

DATE: August 29, 2023

SUBJECT: Resolution to Add Two Additional Assistant Public Defender Positions and One Additional Social Worker Position to the Office of the Public Defender

BACKGROUND

In order to continue in compliance with standards set forth by the Michigan Indigent Defense Commission, specifically Standard 6-Indigent Defense Workloads (pending final approval by LARA) as it relates to attorney caseloads and quality of representation, the Office of the Public Defender is seeking approval from the Board of Commissioners for the addition of two Assistant Public Defender positions and one Social Worker position, effective October 1, 2023.

Funds are available through the approved 2023-2024 Michigan Indigent Defense Commission grant for this expenditure.

FINANCIAL IMPACT

The proposed resolution will add two newly-created positions of Assistant Public Defender, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68) and one newly created position of Social Worker, classified as Ingham County Employee's Association, Professional Grade 8 (salary range \$65,038.93-\$78,095.48) and will be effective October 1, 2023.

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).

ALTERNATIVES

The alternative to approval of this resolution would be to put our office in the position of non-compliance with the standards.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ADDITION OF TWO ASSISTANT PUBLIC DEFENDER POSITIONS AND ONE SOCIAL WORKER POSITION WITHIN THE OFFICE OF THE PUBLIC DEFENDER

WHEREAS, the Ingham County Office of the Public Defender's 2023-2024 Compliance Plan and Cost Analysis was approved by the Michigan Indigent Defense Commission (MIDC) and approved by the Ingham County Commissioners in Resolution #23-345; and

WHEREAS, Standard 6 of the Plan, regarding Indigent Defense Workloads, specifically states, "defense counsel's workload is controlled to permit effective representation"; and

WHEREAS, in order to keep workloads manageable, allowing attorneys to give each client time and effort necessary for effective representation, which is paramount to success; and

WHEREAS, the 2023-2024 Compliance plan was approved by the MIDC with the inclusion two Assistant Public Defender positions and one Social Worker position; and

WHEREAS, due to 2024 County budget concerns at the time Resolution #23-345 was approved, the positions were not included as part of that resolution; and

WHEREAS, County budgetary concerns were alleviated, which allows for the inclusion of these positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of two newly-created positions of Assistant Public Defender, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68) and one newly created position of Social Worker, classified as Ingham County Employee's Association, Professional Grade 8 (salary range \$65,038.93-\$78,095.48) to be effective October 1, 2023.

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 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.