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VICE-CHAIRPERSON
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VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW & COURTS COMMITTEE
MARK POLSDOFER, CHAIR
GABRIELLE LAWRENCE
VICTOR CELENTINO
CHRIS TRUBAC
IRENE CAHILL
MYLES JOHNSON
RANDY MAIVILLE
MONICA SCHAFER

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, MARCH 14, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/81848426836>.

Agenda

Call to Order

Approval of the [February 15, 2024](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham Family Center Advisory Board – Interviews
2. Sheriff's Office – Resolution to Authorize a Service Agreement with [TargetSolutions Learning, LLC](#) for Vector Check-It
3. Prosecuting Attorney's Office
 - a. Resolution to Authorize an Agreement between the Michigan Department of Treasury and the Ingham County Prosecutor's Office for the FY 2024 [High Crime Community Support Grant](#)
 - b. Resolution to Authorize an Agreement between the Michigan State Police and Ingham County for the 2024-2026 [MSP SAKI Grant](#) and Authorize Subcontracts with the Jackson County Prosecutor's Office and/or Blackman-Leoni Department of Public Safety for a Jackson County Investigator
4. Circuit Court – Resolution to Approve Friend of the Court [Hearing Room](#) Technology
5. Office of the Public Defender
 - a. Resolution to Authorize the Addition of One [Paralegal](#) Position within the Office of the Public Defender
 - b. Resolution to Honor [Jonathan Forman](#), Assistant Public Defender, on His Selection for a "Top Five Under 35" Award from the Ingham County Bar Association
6. Animal Control and Shelter and Treasurer's Office – Resolution to Authorize a Contract with [WebTecs, Inc.](#) for Dog Licensing Software

7. 9-1-1 Dispatch Center
 - a. Resolution to Authorize Renewal of Software Support Agreement with [Central Square Technologies](#) for the Computer Aided Dispatch System
 - b. Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators During National [Telecommunicators](#) Week April 14-20, 2024

Announcements
Public Comment
Adjournment

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

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

LAW & COURTS COMMITTEE
February 15, 2024
Draft Minutes

Members Present: Polsdofer, Cahill, Johnson, Maiville, and Schafer.

Members Absent: Lawrence, Trubac, and Celentino.

Others Present: Sergeant Robert Boerkoel, Gregg Todd, Barb Davidson, Kyla Carranco, Madison Hughes, Anika Ried and others.

The meeting was called to order by Chairperson Polsdofer at 6:10 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the February 1, 2024 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 1, 2024 LAW & COURTS COMMITTEE MEETING WERE APPROVED AS SUBMITTED. Absent: Commissioners Lawrence, Trubac, and Celentino

Additions to the Agenda

None.

Limited Public Comment

Barb Davidson, 9-1-1 Director, introduced Kyla Carranco, 9-1-1 Center Staff Services Night Manager. Davidson further thanked the Commissioners and Controller's Office as they had just done the anniversary of the Michigan State University shooting that week and stated their support was key for getting their department through it.

Carranco stated they had come back to Ingham County with 15 years of experience with 9-1-1 as a Supervisor, Training Coordinator, and Tactical Supervisor. Carranco further stated they were most recently with Eaton County and they were excited to be back with Ingham County and to do good things for their staff.

Chairperson Polsdofer thanked the speakers and welcomed Carranco back to Ingham County.

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

1. Sheriff's Office – Resolution to Authorize the Use of Unspent Funds to Complete the 2022 Sheriff's Office Fleet Purchase Order

2. Circuit Court
 - a. Resolution to Authorize an Amendment to Tyler Technology’s Jury Management Contract
 - b. Resolution to Authorize a Statement of Work with Equivant and the State Court Administrative Office to Provide for Conversion of Data from CourtView to WebTCS

3. 9-1-1 Dispatch Center – Resolution to Authorize Purchase of Equipment and Services to Record the Disaster Recovery Phones for the 9-1-1 Center

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Lawrence, Trubac, and Celentino.

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

Announcements

Commissioner Cahill stated that the City of Lansing was looking for seasonal employees and there would be a job fair on Saturday, March 2, 2024 from 8:00 a.m. to 4:00 p.m. at 601 E. South Street in Lansing. Commissioner Cahill further stated it would be a good opportunity for someone looking to be a seasonal worker for the City of Lansing and that they could get their CDL if they were ambitious enough to work on that.

Commissioner Schafer gave a special shout out to the Special Olympics Polar Plunge. Commissioner Schafer stated it sounded like the Ingham County Sheriff’s Office had the largest team and the second largest team total of 25 jumpers.

Commissioner Schafer stated they also raised the most money of any Law Enforcement team and they won the best individual costume, with someone dressed as Ken in a Barbie box. Commissioner Schafer further stated the event raised \$110,000 overall, which was a 20-year record, and that she thought it was pretty awesome and offered her congratulations.

Robert Boerkoel, Emergency Operations Center Sergeant, stated they would be remiss if they did not say at the end, the second part of their mission was “in partnership with our community,” and that they continued to do a lot of community outreach and engagement for causes near and dear to them.

Commissioner Maiville stated that it was nice to hear Ingham County 9-1-1 was getting people back that they had lost and he knew it had been a concern for many years that they were losing people to other counties. Commissioner Maiville further offered his congratulations and stated he was glad the situation was good enough to get people back.

Commissioner Cahill stated they were called to jury duty last week at 4:58 p.m. on Thursday and had to report Friday morning, but stated it was amazing. Commissioner Cahill further stated all the staff was amazing and it worked like clockwork and they were released by 11:00 a.m. because

they could not seat the jury, which was an interesting situation, but they were very proud of the 30th Circuit Court.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:14 p.m.

**MARCH 14, 2024 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. Sheriff's Office – Resolution to Authorize a Service Agreement with TargetSolutions Learning, LLC for Vector Check-It

This resolution authorizes a service agreement with TargetSolutions, LLC for its Vector Check-It program, which provides fleet repair and maintenance tracking. The SO currently utilizes paper forms, Excel, and County email to track vehicle repair/maintenance, and this product will increase efficiency.

Funding for the of \$6,508 for the first year and \$5,708 annually for the second and third years is available in the ICSO Field Services/Equipment Maintenance – Contractual budget.

See memo for details.

3a. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan Department of Treasury and the Ingham County Prosecutor's Office for the FY 2024 High Crime Community Support Grant

This resolution authorizes an agreement with the Michigan Department of Treasury with the Ingham County Prosecutor's Office for a \$1,000,000 High Crime Community Support Grant (good news, we are receiving \$1mil; bad news, it is because of the community crime rate). These funds can be used for salaries for additional prosecutors/staff, recruitment expenditures, retention expenditures, technology enhancements, etc.

See memo for details.

3b. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan State Police and Ingham County for the 2024-2026 MSP SAKI Grant and Authorize Subcontracts with the Jackson County Prosecutor's Office and/or Blackman-Leoni Department of Public Safety for a Jackson County Investigator

This resolution authorizes an agreement with MSP for the 2024-26 Sexual Assault Kit Initiative (SAKI) grant in the amount of \$612,055. The funding is used for salary and fringe of investigators and other support services. This agreement is regional and ICPO will contract with Jackson County and/or the Blackman-Leoni Department of Public Safety.

Funding breakdown is:

- Ingham County Prosecutors Office investigator salary and fringe - \$283,615
- Ingham County PO expenses (supplies, phone, travel, etc.) - \$55,661
- Jackson County/Blackman-Leoni investigator (to retire in 2024) - \$22,250.
- Jackson County/Blackman-Leoni investigator - \$250,529

See memo for details.

4. Circuit Court – Resolution to Approve Friend of the Court Hearing Room Technology

This resolution authorizes purchase and installation of FOC hearing room technology in an existing conference room. This will enable all four FOC referees to have access to a hearing room (currently three available). The vendors for the project will be Smart Home Smart Office (SHSO) for \$7,459.18, J Ewing LLC for \$5,547.33, FD Hayes for \$3,075, and For the Record (FTR) for \$4,490.

Funding provided through a Circuit Court CIP with 66% reimbursement from the Office of Child Support.

See memo for details.

5a. Office of Public Defender – Resolution to Authorize the Addition of One Paralegal Position within the Office of the Public Defender

This resolution authorizes the addition of a Paralegal in the Office of the Public Defender to help with increased case volume. The position would be an ICEA Pro Grade 5 (salary range \$51,300.72-\$61,602.65). Funding is available in the current MIDC Grant and will require no County funding.

See memo for details.

5b. Office of Public Defender – Resolution to Honor Jonathan Forman, Assistant Public Defender, on His Selection for a “Top Five Under 35” Award from the Ingham County Bar Association

This resolution honors Jonathan Forman, Assistant Public Defender, on his selection for a “Top Five Under 35” award from the Ingham County Bar Association. Nice job, Jonathan!

See memo for details.

6. Animal Control and Treasurer’s Office – Resolution to Authorize a Contract with WebTecs, Inc for Dog Licensing Software

This resolution authorizes a contract with WebTecs, Inc., for dog licensing software, which will improve public access to dog license applications, including on-line applications and providing additional payment methods to reduce costs and barriers to Ingham County residents. The cost will be \$1 per year of each dog license issued.

See memo for details.

7a. 9-1-1 Dispatch Center – Resolution to Authorize Renewal of Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch System

This resolution authorizes the renewal of software support with Central Square Technologies for the 9-1-1 Center’s Computer Aided Dispatch (CAD) System. Funding for the \$171,253.32 yearly cost is included in the 9-1-1 Center’s 2024 budget.

See memo for details.

7b. 9-1-1 Dispatch Center – Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators During National Telecommunicators Week April 14-20, 2024

Let's go 9-1-1 Dispatchers!! Keep up the great work!

Additional Items:

1. Ingham Family Center Advisory Board – Interviews

Agenda Item 2

TO: Board of Commissioners: Law & Courts Committee and Finance Committee

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: March 5, 2024

SUBJECT: Resolution to enter into a Service Agreement with TargetSolutions Learning, LLC for Vector Check-It

For the meeting agendas of *March 14, 2024* and *March 20, 2024*

BACKGROUND

This resolution is for the approval to authorize a 36-month agreement with TargetSolutions Learning, LLC (DBA Vector Solutions) for Vector Check-It. Vector Check-It is a fleet record tracking program designed to more effectively and efficiently track fleet records, fleet maintenance, and vehicle repair requests. Currently, the Sheriff's Office utilizes physical file folders, hard copies of paper, Microsoft Excel, and the county email to track and submit repair requests, which is time consuming and redundant. Vector Check-It will create a central repository of the information and enable the fleet mechanic to maintain better, consistent knowledge of the fleet status, promptly address repair requests, and enhance his ability to proactively maintain the fleet by addressing regular service interval needs.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The cost for the first year is \$6,508; the second and subsequent contracted years shall not exceed \$5,708 annually.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as maintaining a reliable, robust fleet enables deputies to safely patrol and respond to emergent, potentially life-threatening calls for service for a safer community; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as a well-maintained fleet promotes the longevity of the vehicles and reduces liability in the event of mechanical failure during normal operations or while responding to emergent calls.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a Service Agreement with TargetSolutions Training, LLC for Vector Check-It.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH
TARGETSOLUTIONS LEARNING, LLC FOR VECTOR CHECK-IT**

WHEREAS, Ingham County Sheriff's Office uses physical file folders, hard copies of paper, and Microsoft Excel to track vehicle fleet records and documents; and

WHEREAS, Ingham County Sheriff's Office uses the county email system to communicate fleet vehicle requests for service and maintenance records; and

WHEREAS, Ingham County Sheriff's Office currently has an existing contract with TargetSolutions Learning, LLC (DBA Vector Solutions) for their product, Guardian Tracking, to track a variety of personnel files, equipment, and training records; and

WHEREAS, TargetSolutions Learning, LLC offers an additional product, Vector Check-It, which can be used to track fleet and associated maintenance records; and

WHEREAS, the Sheriff's Office seeks to contract with TargetSolutions Learning, LLC for a 36-month agreement for Vector Check-It to optimize fleet record management and maintenance; and

WHEREAS, the costs associated with TargetSolutions Learning, LLC will total \$6,508 for the first year and \$5,708 annually for the second and third years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a service agreement with TargetSolutions Learning, LLC in the amount of \$6,508 for the first year and \$5,708 annually for the second and third years to be funded from Field Services/Equipment Maintenance – Contractual #10130102-932010.

BE IT FURTHER RESOLVED, that the terms of the agreement will be reviewed after a three-year period.

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

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

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: March 5, 2024

SUBJECT: Resolution Authorizing an Agreement between the Michigan Department of Treasury and the Ingham County Prosecutor's Office for FY 2024 High Crime Community Support Grant.
For the Meetings of: March 14, 2024, March 20, 2024, March 26, 2024

BACKGROUND

The Michigan Legislature has provided funding to county prosecutors to address caseload backlogs. Legislative appropriation of funds for grant assistance is set forth in Section 991 of Article 5 of 2023 Public Act 119. All grant projects must comply with the rules and regulations specified in Section 229 of Article 5 of 2023 Public Act 119.

To be eligible to receive the grant funding, an office of a county prosecutor must receive a minimum of the same funding as was allotted in the county fiscal year 2023-2024; and meet the county population requirements indicated in 2023 Public Act 119. The core mission of this funding is to address caseload backlog. A non-exhaustive list of possible expenditures includes salaries for additional prosecutors/staff, recruitment expenditures, retention expenditures, technology enhancements, etc. The expenditures must be related to reducing caseloads.

Ingham County has been selected as one of the counties to receiving this funding. The total amount of the Grant Funds is \$1,000,000. The Grant begins August 1, 2023 and ends September 30, 2025. The Prosecuting Attorney Association of Michigan (PAAM) has been working with the Department of Treasury and it is believed that the contract will be available this month with possible disbursements beginning in April.

ALTERNATIVES

The county would not have the funds available to assist in addressing the caseload backlog.

FINANCIAL IMPACT

Upon signing the contact, the funds would be dispersed to the county directly. The Ingham County Prosecutor's Office would be responsible for filing reports with the Department of Treasury accounting for any expenditures.

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 TREASURY AND THE
INGHAM COUNTY PROSECUTOR'S OFFICE FOR THE FY 2024 HIGH CRIME
COMMUNITY SUPPORT GRANT**

WHEREAS, 2023 Public Act 119 appropriates \$12,000,000 for high-crime community support grants for county prosecutors in high-crime areas to address caseload backlogs; and

WHEREAS, the primary mission of this funding is to assist identified High Crime Communities in addressing caseload backlogs; and

WHEREAS, in order to be approved for this funding, a county prosecutor's office must have received a minimum of the same amount of funding in fiscal year 2023-2024 as it received in fiscal year 2024-2023 and meet the county population requirements indicated in 2023 Public Act 119; and

WHEREAS, an office of the county prosecutors that receives these grants funds shall use the proceeds to address caseload backlogs, and report to the Department of Treasury the number of staff, average caseload per attorney, and local funding; and

WHEREAS, the Ingham County Prosecutor's Office was selected as one of six communities to receiving this funding; and

WHEREAS, the Ingham County Prosecutor's Office has been approved to receive grant funds in the amount of \$1,000,000 from the Michigan Department of Treasury for a period of August 1, 2023 through September 2025; and

WHEREAS, the Ingham County Prosecutor's Office intends to use these funds to address high caseloads and the caseload backlog in our county.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the \$1,000,000 awarded by the Michigan Department of Treasury through the High Crime Community Grant for the purpose of addressing caseload backlogs.

BE IT FURTHER RESOLVED that the period of this agreement shall begin on August 1, 2023 and ends on September 30, 2025.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2024 budget 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: Board of Commissioners Law & Courts and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: March 5, 2024

SUBJECT: Resolution to Authorize an Agreement between the Michigan State Police and Ingham County for the 2024-2026 MSP SAKI Grant and Authorize Subcontracts with the Jackson County Prosecutors Office and/or Blackman-Leoni Department of Public Safety for a Jackson County Investigator.
For the Meeting of: March 14, 2024, March 20, 2024, March 26, 2024

BACKGROUND

Our office has received a grant from the Michigan Department of State Police (MSP) for the Sexual Assault Kit Initiative (SAKI). This grant is an extension of the 2015 and 2018 SAKI project. This grant provides funds to assist local prosecutors with investigation, prosecution, and notification of victims for cases arising out of previously untested rape kits. ICPO has received funding since 2015 and utilizes one assistant prosecutor and one dedicated Ingham County Sheriff's Department (ICSD) Detective to investigate these unresolved cases. In 2020, additional funds were approved to add subcontracts for an investigator from Jackson County to work cooperatively with our current SAKI investigator.

The 2024 SAKI grant continues the subcontracts and Jackson investigator. It is believed that the Jackson investigator will be retiring, and the cases currently prosecuted in Jackson county have concluded. At the time of his retirement, the funding approves a contract with local law enforcement to fill the second investigator position to continue the work on the Ingham County Project.

ALTERNATIVES

None at this time. The funding was awarded to address the need for an additional investigator for Ingham County and to address a number of unresolved cases in Jackson County and finalize the cases involving the unresolved kits from Ingham County.

FINANCIAL IMPACT

There is no financial impact on Ingham County. MSP will continue to provide re-imbusement funding for the Ingham County SAKI investigator and has agreed to provide re-imbusement funding for the Jackson County SAKI investigator. The grant also allows a secondary local law enforcement investigator/deputy to be added in the fall of 2024.

The total award is \$612,055. This amount includes equipment, supplies, rent, travel costs, and cell phone expenses. The period of this award is to begin on April 1, 2024 and conclude September 30, 2026. The total salary and benefits for the current Ingham investigator would be \$164,888 and \$118,727 respectively. The secondary local law enforcement investigator is currently budgeted for \$140,398 for salary and \$110,131 for benefits. The total salary and benefits for the Jackson investigator would be \$22,250 for the remainder of the time he would remain in the program.

OTHER CONSIDERATIONS

Regionalized investigation with a multi-county approach has enhanced the quality of these complex criminal sexual conduct investigations.

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 STATE POLICE AND INGHAM COUNTY FOR THE 2024-2026 MSP SAKI GRANT AND AUTHORIZE SUBCONTRACTS WITH THE JACKSON COUNTY PROSECUTOR'S OFFICE AND/OR BLACKMAN-LEONI DEPARTMENT OF PUBLIC SAFETY FOR A JACKSON COUNTY INVESTIGATOR

WHEREAS, the Department of the Michigan State Police (MSP) provides funds for investigators to review and investigate cases arising from previously untested sexual assault kits through the 2018 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Michigan State Police has provided this grant funding to the Ingham County Prosecutor's Office (ICPO) since the SAKI program began in Ingham County; and

WHEREAS, the SAKI program has been developed to include a regionalized approach to the investigation of untested kits in Ingham and Jackson Counties; and

WHEREAS, the Michigan State Police has awarded ICPO a SAKI Grant in the amount of \$612,055, beginning April 1, 2024 through September 30, 2026; and

WHEREAS, the Ingham County investigator will be paid by funds from the grant including, but not limited to, salary and fringe benefits totaling \$283,615; and

WHEREAS, the Jackson County investigator, provided by the Blackman-Leoni Department of Public Safety, will be paid by funds from the grant including, but not limited to, salary and fringe benefits totaling \$22,250; and

WHEREAS, ICPO has previously entered into a subcontract with Jackson County Prosecutor's Office and/or Blackman-Leoni Township to utilize a Blackman-Leoni DPS investigator to review and investigate SAKI cases with the MSP funding; and

WHEREAS, the Jackson County investigator is funded through his retirement, upon his retirement a second member of local law enforcement is funded to join the project with funds from the grant including but not limited to salary and fringe benefits totaling \$250,529; and

WHEREAS, the award includes \$55,661 to the Ingham County Prosecutor's Office for other expenses including, but not limited to, supplies, cell phones, and travel costs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a contract with Michigan State Police to accept the MSP SAKI grant funding consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Prosecutor's Office is authorized to enter into a subcontract with Jackson County Prosecutor's office and/or Blackman Leoni Township Department of Public Safety consistent with this resolution.

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

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

Agenda Item 4

TO: Law & Courts and Finance Committees
FROM: Krissy Brokenshire, Circuit Court/Project Manager
DATE: February 20, 2024
SUBJECT: Memo and Resolution to Approve Friend of the Court Hearing Room Technology

For the meeting agendas: Law & Courts Committee, February 29, 2024; and, Finance Committee, March 6, 2024

BACKGROUND

The Circuit Court's Friend of the Court (FOC) has four referees but only three hearing rooms. This has resulted in scheduling conflicts and has strained the ability of the referees to hold timely hearings in compliance with proper procedures and meet the needs of the public.

The FOC has already converted an empty storage room into a working conference room. The size and structure are comparable to the three existing hearing rooms and could be converted to a fully functional hearing room with comparable security and technology. This would allow each referee to have their own independent hearing rooms and would eliminate all scheduling conflicts.

Innovation and Technology Department (IT) has worked with FOC to obtain quotes for the equipment, software, and installation needed to complete this upgrade. As this is a complex project, there are multiple vendors handling various parts of the project. These vendors are: Smart Home Smart Office (SHSO) for \$7,459.18, J Ewing LLC for \$5,547.33, FD Hayes for \$3,075, and For the Record (FTR) for \$4,490.

ALTERNATIVES

The Circuit Court could continue on as we are, trusting in the coordination of the referees' schedulers to set the various required hearings.

FINANCIAL IMPACT

The Office of Child Support has approved this project for 66% reimbursement of the total cost, leaving an estimated cost to the County of \$6,994.31. The funding for courtroom technology upgrades was funded through a previous CIP (#66413099-735100).

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for FOC Hearing room conversion technologies provided by Smart Home Smart Office, J Ewing LLC, FD Hayes and For the Record for an amount not to exceed \$20,571.51.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FRIEND OF THE COURT HEARING ROOM TECHNOLOGY

WHEREAS, the Circuit Court's Friend of the Court (FOC) has a conference room available to be converted into a hearing room, needs to reduce scheduling conflicts between referees in order to meet the needs of the public and comply with proper procedures; and

WHEREAS, Innovation and Technology Department (IT) has worked with FOC to obtain quotes to obtain and install the hardware and software to upgrade the hearing rooms from multiple vendors; and

WHEREAS, the vendors Smart Home Smart Office, J Ewing LLC, FD Hayes and For the Record have facilitated all the previous hearing room upgrades; 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 31, 2024; and

WHEREAS, FD Hayes has an existing contract for wiring/electric with Ingham County; and

WHEREAS, the Office of Child Support will reimburse 66% of the total project costs of \$20,571.51; and

WHEREAS, the funds are currently available under a pre-existing CIP.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase and installation of the technology for the FOC hearing room from Smart Home Smart Office, FD Hayes, J Ewing LLC, and For the Record in the amount not to exceed a total project cost of \$20,571.51.

BE IT FURTHER RESOLVED, that the total cost will be paid for from the Capital Improvement Org Code (66413099-735100) which will be reimbursed at 66%.

BE IT FURTHER RESOLVED, that the Controller/Administrator is hereby authorized to make any necessary budget adjustments.

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

Agenda Item 5a

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

FROM: Keith Watson, Chief Public Defender

DATE: February 27, 2024

SUBJECT: Resolution to Add One Additional Paralegal 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 one Paralegal position, effective April 1, 2024.

Workloads for each paralegal have increased with the addition of attorneys this year and will continue to increase once we have hired our two additional attorneys. The standard is a ratio of seven attorneys to every one paralegal. Currently, each of our three paralegals is supporting 9-10 attorneys.

Because there has been a delay in filling the two new Assistant Public Defender and Social Worker positions, there are funds available through the 2023-2024 Michigan Indigent Defense Commission grant for this expenditure, specifically in the personnel line item.

FINANCIAL IMPACT

The proposed resolution will add one newly created position of Paralegal, classified as ICEA-County Professional, Grade 5 (salary range \$51,300.72-61,602.65) and will be effective April 1, 2024.

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 service 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 ONE PARALEGAL 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, the Ingham County Office of the Public Defender was required to submit a plan to comply with the Standards and provide quality defense to indigent people who are accused of crimes; and

WHEREAS, Standard 6 of that 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 Paralegals sufficient time to assist Attorneys in preparation of cases, an additional Paralegal position is required; and

WHEREAS, the 2023-2024 Compliance plan allows for the transfer of funds due to position vacancies to cover the expense of this addition.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of one newly-created position of Paralegal, classified as Ingham County Employee's Association, Professional Grade 5 (salary range \$51,300.72-\$61,602.65) to be effective April 1, 2024. '

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.

TO: Law & Courts Committee

FROM: Keith Watson, Chief Public Defender

DATE: February 27, 2024

SUBJECT: Resolution to Honoring Jonathan Forman, Assistant Public Defender, on His Selection for a “Top Five Under 35” Award from the Ingham County Bar Association

BACKGROUND

Jonathan Forman, an Assistant Public Defender for the Ingham County Office of the Public Defender, was nominated and has been selected as a recipient of the Ingham County Bar Association’s “Top Five Under 35” Award. This award will be presented on March 14, 2024 at the Ingham County Bar Association’s Annual Barrister’s Night Event.

This award recognizes young lawyers who have distinguished themselves in their relatively short career by manifesting: exemplary character, integrity, judgment, and legal scholarship; service to the profession and bar; service to the community; and a reputation for or the advancement of the highest legal standard and professional responsibility.

Assistant Public Defender Forman has been with the Office of the Public Defender since August of 2019, having previously served as Judicial Clerk to judges in both the United States District Court-Eastern District of Michigan and the Michigan Supreme Court. In this time, he has made significant contributions to the office, including his work on appellate issues. Among his chief accomplishments is his work on the *People v. Jack* case, which requires prosecutors to disclose information to the defense that had previously been withheld, leveling the playing field and leading to systemic change across the state of Michigan.

Mr. Forman proves that age is irrelevant to leadership, and is a trusted wealth of knowledge even for our most senior attorneys. In the words of one of his colleagues, he is “a stalwart advocate of the marginalized” who “takes pride in supporting his colleagues without agenda, but in his selfless service towards others.”

FINANCIAL IMPACT

None

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

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

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO HONOR JONATHAN FORMAN, ASSISTANT PUBLIC DEFENDER,
ON HIS SELECTION FOR A “TOP FIVE UNDER 35” AWARD FROM THE
INGHAM COUNTY BAR ASSOCIATION**

WHEREAS, Jonathan Forman began working for the Ingham County Office of the Public Defender in August, 2019; and

WHEREAS, Mr. Forman has distinguished himself by showing exemplary character, integrity, judgment and legal scholarship; service to the profession and bar; service to the community; and a reputation for or the advancement of the highest legal standard and professional responsibility; and

WHEREAS, Mr. Forman has made significant contributions to the Ingham County Office of the Public Defender, including work on appellate issues, most significantly *People v. Jack*; and

WHEREAS, Mr. Forman, proving that age is irrelevant to leadership, has distinguished himself as a stalwart advocate of the marginalized and a trusting wealth of the knowledge to even the most senior attorneys in the Office of the Public Defender; and

WHEREAS, Mr. Forman has secured countless victories for his clients through motion practice.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners honors Jonathan Forman on his selection for the “Top Five Under 35” Award from the Ingham County Bar Association.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners congratulates Jonathan Forman on his selection for this award.

Agenda Item 6

TO: Law & Courts and Finance Committees

FROM: Alan Fox, Ingham County Treasurer
Holly Guild, Animal Control Director

DATE: February 28, 2024

SUBJECT: Resolution to enter into a contract with WebTecs, Inc. for dog licensing software

BACKGROUND

Dog licensing in Michigan is authorized by the Michigan Dog Law of 1919 and administered in Ingham County by the County Treasurer as provided in the Ingham County Animal Control Ordinance. Most Michigan counties use BS&A software to handle payments and management of dog licenses.

The software has not kept up with modern payment methods. Animal Control and the Treasurer's Office looked at nationally available software and found it insufficient to meet some particular requirements of Michigan law. Thirteen other Michigan counties have converted to software offered by WebTecs, Inc. The company is a Michigan firm, its dog licensing software is written for Michigan law, and the firm converts BS&A data at no charge. The software allows for online applications and credit/debit card payments for dog licenses and will allow Animal Control and Treasury to easily implement senior citizen discounts and other fee changes under consideration. It is better suited to use by veterinarian offices and may help add to the number of offices willing to sell licenses.

FINANCIAL IMPACT

Payment to WebTecs is based on licenses sold. If the software had been in use in 2023 it would have cost \$16,000. The BS&A software is much less expensive, but is more difficult for both applicants and staff to work with and is no longer being fully maintained. Ingham County dog licenses are more expensive than those in neighboring counties and additional costs can be adequately paid for with dog license revenue.

RECOMMENDATION

Due to the advantages for dog owners, veterinarians, Animal Control staff, and Treasury staff of the WebTecs software and because the future of the current software is uncertain, we recommend contracting with WebTecs for dog licensing software to replace the BS&A system now in use.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A CONTRACT WITH WEBTECS, INC.
FOR DOG LICENSING SOFTWARE**

WHEREAS, the dog licensing and vaccination requirements of the State of Michigan are set forth in Act 339 of Public Act of 1919, being sections MCL 287.261-287.290 of the Michigan Compiled Laws of 1948, as amended; and

WHEREAS, the Ingham County Board of Commissioners enacted the *Animal Control Ordinance*, effective September 18, 1972 as amended, providing for the County Treasurer, or his authorized agent, to accept applications for dog licenses; and

WHEREAS, the Ingham County Treasurer has authorized Ingham County Animal Control, and local licensed veterinarians to accept applications and issue licenses; and

WHEREAS, license fees for dog applications are credited to the Animal Control Fund; and

WHEREAS, the Ingham County Treasurer and Ingham County Animal Control have researched methods of improving public access to dog license applications, including on-line applications also providing additional payment methods to reduce costs and barriers to Ingham County residents; and

WHEREAS, WebTecs, Inc., a Michigan-based company, offers a proprietary hosted online dog licensing service, currently utilized in thirteen (13) Michigan counties, designed to fit the requirements of Michigan law, and specifically designed for use by county governments in Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Treasurer is authorized to enter into an agreement with WebTecs, Inc. for dog licensing services at a cost not to exceed \$1 per year of each dog license issued, after review and approval as to form of the agreement by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to replace the existing dog licensing software agreement with this agreement.

Agenda Item 7a

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 9-1-1 Director
DATE: March 4, 2024
SUBJECT: Renewal of Software Support Agreement with Central Square Technologies.
For the meeting agenda of the Law & Courts Committee -March 14, 2024, and Finance Committee – March 20, 2024

BACKGROUND

Our Computer-Aided Dispatch (CAD) system is a critical system at the very center of our operations and connects our units in the field with call information and mapping in their vehicles. The annual support covers all servers in our live, training, and test environments, and all GIS support services for mapping. This agreement includes support for all CAD clients in use at our primary and backup centers and other locations. All software upgrades are included in the software support as well. The terms of this agreement April 14, 2024 – April 13, 2025.

ALTERNATIVES

The level of 24-hour system support we receive from Central Square cannot be found with another vendor and could not be reasonably duplicated in staffing and training here.

FINANCIAL IMPACT

This year's annual support cost is \$171,253.32 and is included in our budget.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our CAD software support with Central Square Technologies.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RENEWAL OF SOFTWARE SUPPORT AGREEMENT WITH
CENTRAL SQUARE TECHNOLOGIES FOR THE COMPUTER AIDED DISPATCH SYSTEM**

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

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center needs to continue to contract with Central Square for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the Central Square CAD system, and renewal of the support agreement, which has been budgeted for in the 9-1-1 Center's 2024 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2024/25 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2024, through April 13, 2025, at a cost of \$171,253.32.

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

TO: Board of Commissioners Law & Courts Committee
FROM: Barb Davidson, 9-1-1 Director
DATE: March 5, 2024
SUBJECT: Resolution Honoring 9-1-1 Telecommunicator Professionals April 14-20, 2024
For Law & Courts Committee agenda March 14, 2024

BACKGROUND

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

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of service to our residents and supporting public safety.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to establish the week of April 14-20, 2024 as National Public Safety Telecommunicator Week in Ingham County.

Introduce by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF APPRECIATION TO THE INGHAM COUNTY
9-1-1 CENTRAL DISPATCH CENTER TELECOMMUNICATORS DURING
NATIONAL TELECOMMUNICATORS WEEK APRIL 14-20, 2024**

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

WHEREAS, emergencies can occur at any time that require law enforcement, fire, or emergency medical services; and

WHEREAS, when an emergency occurs the prompt response of law enforcement officers, firefighters, and EMS providers is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our law enforcement officers, firefighters, and EMS providers is dependent upon the quality and accuracy of information obtained from citizens who contact the Ingham County 9-1-1 Center; and

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Telecommunicators are the single vital link for our law enforcement officers, firefighters, and EMS providers by monitoring their activities by radio, providing them information, and ensuring their safety; and

WHEREAS, Public Safety Telecommunicators are critical in improving the chance of survival for patients who experience sudden cardiac arrest by recognizing the need for cardiopulmonary resuscitation and other lifesaving interventions prior to arrival of EMS; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners declares the week of April 14 - 20, 2024 to be National Public Safety Telecommunicators Week in Ingham County in honor of the individuals whose diligence and professionalism keep our community and citizens safe.