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IRENE CAHILL  
MYLES JOHNSON  
RANDY MAIVILLE  
MONICA SCHAFFER

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, JULY 11, 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 [June 13, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Nation Outside – Presentation by Scott Dane, Director of Administration
2. Sheriff's Office
  - a. Resolution to Extend the Warranty to Provide Service and Repair for the [Tek84 Body Scanners](#) Located in the Ingham County Correctional Facility
  - b. Resolution to Authorize the Creation of a [Release Coordinator Deputy](#) within the Ingham County Sheriff's Office
3. Prosecutor's Office
  - a. Resolution to Authorize an Agreement Between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office for the [2025 Crime Victim Rights Grant](#)
  - b. Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office under the [2025FY STOP Violence Against Women Grant](#)
4. Circuit Court – Resolution Honoring [Kim Milton-Mackey](#)
5. Animal Control & Shelter – Resolution to Authorize an Agreement with [Idexx Laboratories](#) for the Purchase and Service of Medical Diagnostic Equipment
6. 9-1-1 Central Dispatch Center
  - a. Resolution to Authorize the Conversion of the 9-1-1 Radio System Administrator from [Three-Quarter Time to Full-Time](#)
  - b. Resolution to Approve the Disposal of [County-Owned Surplus Property](#)
  - c. Resolution Approving a Contract [Renewal with LEFTA Systems](#)
  - d. Resolution Authorizing an Extension to the [SS Acres Lease](#) for the Ingham County Public Safety Radio System Tower
7. Controller's Office – Resolution to Adopt the [2025 Juvenile Justice Community Agency Process Calendar](#)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE

June 13, 2024

Draft Minutes

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

Members Absent: Celentino, Trubac, and Lawrence.

Others Present: Commissioner Sebolt, Commissioner Pawar, Dr. Adenike Shoyinka, Roger Cargill, Charles Richardson, Shondra Marshall, Amanda Darche, Gregg Todd, Anika Ried and others.

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

Approval of the May 30, 2024 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 30, 2024 LAW & COURTS COMMITTEE MEETING WERE APPROVED AS SUBMITTED. Absent: Commissioners Celentino, Trubac, and Lawrence.

Additions to the Agenda

None.

Limited Public Comment

None.

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

3. Controller's Office – Resolution to Authorize Adjustments to the 2024 Ingham County Budget

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

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

1. Animal Control Shelter Advisory Committee – Interviews

Roger Cargill was interviewed for the Animal Control Shelter Advisory Committee.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. JOHNSON, TO RECOMMEND THE APPOINTMENT OF ROGER CARGILL TO THE ANIMAL CONTROL SHELTER ADVISORY COMMITTEE.

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

2. Advance Peace – Advance Peace Update

Dr. Adenike Shoyinka, Ingham County Medical Health Officer, introduced Charles Richardson, Michigan Public Health Institute (MPHI) Advance Peace Strategy Manager, Shondra Marshall, MPHI Center for Racial and Social Justice Director, and Amanda Darche, Ingham County Health Department Innovation and Planning Manager.

Richardson thanked the Law & Courts Committee for an opportunity to speak and stated they were currently in Washington D.C. where they had just met with Gregory Jackson, White House Office of Gun Violence Prevention Director, regarding the Advance Peace Program. Richardson further stated they had recently added cities like Milwaukee, Wisconsin to the Advance Peace program and they were looking to add Las Vegas, Nevada in the near future.

Richardson stated they wanted to provide the Commissioners with an update, which was that they were now up to 11 staff members and in March of 2024 they completed their 18-month cohort, all of which was information located at [advancepeace Lansing Ingham.org](http://advancepeace Lansing Ingham.org). Richardson further stated they were expanding their work into the north and southeast sides of Lansing as well as becoming integrated into the Lansing School District, where they had peacekeepers in Lansing Eastern, Lansing Sexton, and Lansing Everett High Schools and had been able to work collaboratively to implement their model.

Richardson stated Advance Peace Lansing interacted with students and staff to identify individuals engaging in the subset of activities they looked at. Richardson further reminded everyone that Advance Peace worked with individuals in the midst of retaliatory and cyclical gun violence, which meant those they believed were carrying weapons and were prepared to use them.

Richardson stated they were relatively successful in their efforts from October of 2022 through March of 2024 and had 15 fellows at the time. Richardson further stated their recent evaluation showed that Advance Peace Lansing was able to prevent 41 potential shootings and all of their fellows were still alive.

Richardson stated they had an excess of 4,000 outreach hours and 855 of street outreach hours where they were engaging with the community. Richardson further stated that Advance Peace Lansing was consistently trying to create a safe space and no-fly zone in those areas where they were working.

Richardson stated, for those that looked more at the financial figures, they believed Advance Peace Lansing was responsible for saving the City of Lansing 28 to 49 million dollars by preventing shootings, though they were most concerned about saving lives. Richardson further stated all of that information provided value to their work and that their goal was always to save lives and prevent retaliatory and cyclical situations.

Commissioner Sebolt stated they appreciated the hard work being done by Advance Peace Lansing and, as a Commissioner who represented part of Lansing, they knew there had been an increase in gun violence leading up to the shooting back on Memorial Day. Commissioner Sebolt further stated it gave them cause for concern and now that schools were out for the summer, they wanted to understand efforts being undertaken by Advance Peace Lansing.

Commissioner Sebolt stated they knew Federal officials had reached out after the Memorial Day shooting to see if there was anything that could be done. Commissioner Sebolt further stated they would like to hear if there was more they could do, so they could tell Federal officials to fund it and make it happen.

Richardson stated they had that discussion previously, and would continue to have that discussion regarding investing in programs. Richardson further stated that Advance Peace Lansing was creating an ecosystem and that they did not have all the answers, which was not a negative, but rather just a reflection of the culture.

Richardson stated it was important to keep investing dollars in programs to prevent gun violence and that other things Advance Peace Lansing was doing was continuing to engage with the community, not just a particular group in the community. Richardson further stated they did know there was a subset of individuals who would not share information, but they would continue to engage and support those individuals.

Commissioner Sebolt stated they did understand people had justified reasons for not wanting to engage with law enforcement and asked, in addition to the Advance Peace Program, if there were other actions they could take. Commissioner Sebolt further stated they had heard about a proposal for 24 hour video surveillance system, but stated they would rather invest in a youth center with a full time social work staff rather than surveillance, as it would be more effective and appropriate.

Commissioner Sebolt stated they would like to know if there was anything they could take to their Federal partners for funding.

Richardson stated their agreement with Commissioner Sebolt and that it seemed like they were both talking about educating people and helping them get access to resources, so anything else that could enhance the chances that individuals made different choices was beneficial. Richardson further stated that many people did not know what supports were available to them, or had no support system to give them guidance.

Richardson stated that Commissioner Sebolt highlighted the level of trauma that existed in the community, and that they could not actually quantify or understand that trauma. Richardson further stated it went exactly towards what Commissioner Sebolt indicated about being intentional about having opportunities available, and that even though in some subcultures it could be hard to go see a therapist or get support, they needed to take away some of those barriers.

Discussion.

Commissioner Sebolt clarified that Advance Peace Lansing was on the ground interacting with the community in a way that many people did not, so if Richardson identified any needed resources, they should communicate those back to the Board of Commissioners so they could be active partners and deliver more to ensure this worked.

Commissioner Johnson stated their agreement with Commissioner Sebolt and stated that Advance Peace Lansing was doing important work and the Board of Commissioners should amplify that as much as they could. Commissioner Johnson further stated that they could even be doing small things like providing snacks or games to schools.

Commissioner Johnson stated they wanted to help and did not want to say the County was just throwing money at the issue, rather they wanted to be active in the solution and get ahead of it. Commissioner Johnson further stated, if there were things that students were saying they wanted or needed, or if there were resources they did not know about, then maybe the County could step in to alleviate some of the pressure.

Richardson stated their appreciation for Commissioner Johnson's comments and that offering other options outside of school would be beneficial. Richardson further stated they could remember a time when schools would remain open in the summer months for activities and staffed with counselors.

Richardson stated they had previously discussed partnerships between the City of Lansing and the County, as working in partnerships was important. Richardson further stated, when asked what they thought Advance Peace Lansing's greatest success had been, that it was the buy-in from the community, which drove the decisions that were made, took away the political aspect, and made the issue human, so having other options available was essential.

Commissioner Cahill stated they were wondering what else they could do with these kids who were bored to death, driving around, and asked where they were winding up. Commissioner Cahill further stated they worked for the City of Lansing and that part of their job included running the cemeteries where they were burying these kids.

Commissioner Cahill further stated they were concerned that there were kids coming from Paradise Funeral Chapel where recently the Chapel would take a horse and carriage to the cemetery from Maguire Park, and there would be kids hanging out of cars in the procession. Commissioner Cahill further stated Paradise Funeral Chapel would just drop everything off at the cemetery and leave, rather than conducting a service.

Commissioner Cahill stated they were not trying to slight any businesses, but they were concerned about the kids being in the cemetery, and asked that there be someone present at the cemetery besides cemetery staff during the next sad situation that occurred.

Richardson stated they could share that a number of situations had occurred and Advance Peace Lansing would engage families to try and make sure nothing more would happen in terms of violence. Richardson further stated they had implemented a presence at some of those funerals at the request of others, or at the request of the families.

Commissioner Cahill stated that was good to hear.

Dr. Shoyinka stated that Advance Peace Lansing was also located in the hospitals.

Richardson stated confirmation and that when a situation occurred, they would be at several locations including hospitals, the scene of the incident, the police department, and really anywhere they felt they might be able to interact with individuals and get intelligence, so they could work through the situations.

Commissioner Maiville thanked Richardson for their work and stated that after the shooting that occurred on Memorial Day, they believed Andy Schor, City of Lansing Mayor, had enacted a curfew, which appeared to be good, but wondered if that hampered efforts to engage with the community and if people then went to social media.

Richardson stated that was not necessarily the case, but they also did not necessarily have control over social media. Richardson further stated that their goal was to keep the community safe so an opportunity for a person not to be out was good, and that some people were, for lack of a better word, civilians on battlefield.

Richardson stated that even a curfew would not always prevent a subculture from doing the types of things they did.

Marshall stated they had a wraparound service approach, long-term investments, and also that Advance Peace was not responsible for all gun violence.

Commissioner Sebolt stated they had pitched a big idea, but small ideas were important too, such as keeping a park open later or hosting a basketball or chess tournament. Commissioner Sebolt further stated they wanted to keep a line of communication open for small things.

Commissioner Johnson requested that Richardson, Marshall, and Dr. Shoyinka provide a list of ways the County could potentially support youth or Advance Peace Lansing.

Discussion.

Dr. Shoyinka stated they had some conversations with the City of Lansing and with MPHI about creating spaces for young people like basketball courts, especially during summer when there was usually an increase in violence. Dr. Shoyinka further stated the uptick in violence had occurred sooner than anticipated and they would like to be more proactive, so they would work on a list.

Commissioner Johnson asked if Advance Peace Lansing worked with Lansing 360.

Richardson stated they had participated in Lansing 360 meetings.

Commissioner Johnson stated they attended the last Lansing 360 meeting and heard some good ideas, so maybe they could talk with Lansing 360 as well.

Richardson stated they had a relationship with Lansing 360 and clarified that Advance Peace Lansing had to be intentional in how they implemented their program and model, as they had many partners and they had to maintain fidelity of their model. Richardson further stated they had to expand in partnerships in order to grow the ecosystem, but they had a very linear lane in which they worked.

Chairperson Polsdofer asked for clarification on what Lansing 360 did.

Commissioner Johnson provided an overview of how Lansing 360 started and stated they were a gun violence prevention program.

Chairperson Polsdofer stated when they had initially set up the Advance Peace Program in Lansing, they funded it for three years, but they were now on the back third of that and wanted everyone to be aware. Chairperson Polsdofer further stated he could see wanting to set the program up to be able to fund it for an extended period of time, since when it was first getting off the ground, the County started step one, the City of Lansing provided some money, and the State Legislature provided a one-time injection to get it off the ground.

Chairperson Polsdofer stated they needed to start thinking about phase two of funding and to start with those community conversations. Chairperson Polsdofer further gave credit to Gregg Todd, Controller, for helping the Board of Commissioners set it up, as it was outside the norm of what they did.

Commissioner Schafer asked, since it was said Advance Peace Lansing saved 28 to 49 million dollars, where that number came from.

Richardson stated there was a report at [advancepeace Lansingingham.org](http://advancepeace Lansingingham.org) and that they had looked at the total cost of non-fatal and fatal shootings, where the range was 28 million for non-fatal shootings to 49 million for fatal shootings, and was broken down by the number of lives that would be saved.

Marshall stated that a gun homicide cost 1.2 million dollars per shooting.

Commissioner Schafer asked if those numbers were potentially prevented shootings.

Richardson stated confirmation.

Commissioner Schafer asked if Lansing 360 was similar to Advance Peace Lansing.

Commissioner Johnson stated confirmation.

Commissioner Schafer asked if Advance Peace Lansing and Lansing 360 worked together or if they were similar.

Commissioner Johnson stated they were separate programs, as Advance Peace Lansing worked with a specific group of individuals and Lansing 360 had a more broad approach, but Mike Lynn Jr, Lansing Empowerment Network Board Chair, could possibly come to a Law & Courts Committee meeting to provide further information on Lansing 360.

Commissioner Schafer asked, for Advance Peace Lansing and their linear lane, what was not in that lane.

Richardson stated Advance Peace Lansing was focused on cyclical and retaliatory violence, so they did not engage everyone, rather only those carrying guns with intent to use them. Richardson further stated there were other programs that catered to different segments of those individuals and were not the same model.

Marshall clarified they worked with ongoing gun violence situations.

Commissioner Johnson stated Advance Peace Lansing worked with shooters rather than other programs who worked with at-risk youth. Commissioner Johnson clarified that Advance Peace Lansing worked with at-risk youth who were also shooters.

Marshall clarified it was those who were at the center of gun violence.

Discussion.

Commissioner Schafer stated, since Advance Peace Lansing was so linear, maybe they needed to see a presentation from Lansing 360 that was broader, to compare and see if it was the right direction. Commissioner Schafer further stated that having updates was important and the County needed to be held accountable to the community for having the right program in place and how it could add to working with different departments.

Commissioner Sebolt stated there was one solution to gun violence, which was to get rid of the guns. Commissioner Sebolt further stated that addressing gun violence was not a one-program solution, and that they needed to be building up programs because of the culture and ecosystem that needed to change, which no one organization could do.

Commissioner Cahill stated they thought people may want to go to different groups. Commissioner Cahill further asked if any thought had been given to taking some of the kids out of Lansing to open up their lives, and maybe they would never want to come back or they would come back as an adult.

Richardson stated they had a number of those experiences, and that it was one thing to save lives but another to change them. Richardson further stated that Advance Peace Lansing aimed to change lives, and their goal was to engage and apply the model to change individual's views of what was important and to get them to not engage in gun violence.

Dr. Shoyinka stated, in terms of linear concerns, there were many different aspects of community intervention that could happen. Dr. Shoyinka further stated that Richardson was at the Federal Office of Violence Prevention in Washington D.C., and that across the Country, there were many different offices that focused on different things, so it could be something they looked at in the future.

Dr. Shoyinka stated the Ingham County Health Department was working on a violence report which could help conversations in the future, and they wanted to look at violence from a public health approach. Dr. Shoyinka further stated that was not to say the Health Department would do all of it, but it was where community partnerships were critical.



Darche stated they heard a willingness to support the program and that they worked with MPHI to write various grants, so when a letter of support was requested from a public official, they were usually met with enthusiastic support. Darche further stated they were acutely aware of the need to look at future of Advance Peace Lansing funding.

Discussion.

#### Announcements

Commissioner Schafer stated she had seen a recruiting ad for the Ingham County Sheriff's Department, which she thought was awesome and very well done.

#### Public Comment:

Commissioner Pawar thanked her fellow Commissioners for engaging in a very positive and information based conversation with Advance Peace Lansing, and she was hoping they would, in general, be looking for ways to partner with the City of Lansing to have some programs for youth who were currently out of school. Commissioner Pawar further stated she hoped they could consider, in the future, having festival type events for youth to look forward to, with parental sponsorships and chaperones.

Commissioner Pawar stated, as Commissioner Sebolt previously mentioned, small solutions would help in the long run, and hoped the Board of Commissioners would take community input on the matter very seriously.

#### Adjournment

The meeting was adjourned at 6:53 p.m.

**JULY 11, 2024 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**2a. Sheriff's Office – Resolution to Extend the Warranty to Provide Service and Repair for the Tek84 Body Scanners Located in the Ingham County Correctional Facility**

This resolution extends the warranty to provide service and repair on the two Tek84 body scanners at the Jail. The warranty for one of the units expires this year and the warranty for the second unit expires in 2026, but Tek84 is offering a combined warranty for the two units until 2029 at a discounted rate of \$76,600 or \$9,575 per unit per year.

Funding is available in the Jail's Commissary Commissions Account.

See memo for details.

**2b. Sheriff's Office – Resolution to Authorize the Creation of a Release Coordinator Deputy within the Ingham County Sheriff's Office**

I know, a new position out of the budget process. The Sheriff's Office did submit this for the 2025 budget but is struggling with some prisoner release issues, so they would like to have the position approved now. Funding would be through the Justice Millage, so no GF cost. I was planning on including it in the Controller's Recommended 2025 Budget.

See memo for details.

**3a. Prosecutor's Office – Resolution to Authorize an Agreement Between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office for the 2025 Crime Victim Rights Grant**

This resolution authorizes an agreement between MDHHS and the Prosecutor's Office for the 2025 Crime Victim Rights (CVR) Grant. This grant of \$345,422 will be used to fund four full-time staff and provide direct services to victims of crime in Ingham County.

See memo for details.

**3b. Prosecutor's Office – Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office under the 2025FY STOP Violence Against Women Grant**

This resolution authorizes an agreement between the MDHHS and the Prosecutor's Office for the 2025 STOP Violence Against Women Grant in the amount of \$104,215. Funding will be used for the salary and benefits for a full-time APA dedicated to the prosecution of domestic violence and intimate partner violence.

See memo for details.

**4. Circuit Court – Resolution Honoring Kim Milton-Mackey**

This resolution honors Kim Milton-Mackey on her 28 years of service to Ingham County.

**5. Animal Control & Shelter – Resolution to Authorize an Agreement with Idexx Laboratories for the Purchase and Service of Medical Diagnostic Equipment**

This resolution authorizes an agreement with Idexx Labs for the purchase and service of urine diagnostic equipment. This will allow the shelter to more rapidly diagnose and treat common medical conditions encountered within the Shelter.

Funding for the \$86,178 purchase (\$20,826 for equipment, \$14,363/year for six years for service) will be reimbursed by the Ingham County Animal Control and Shelter Fund.

See memo for details.

**6a. 9-1-1 Central Dispatch Center – Resolution to Authorize the Conversion of the 9-1-1 Radio System Administrator from Three-Quarter Time to Full-Time**

This resolution authorizes the conversion of the existing 9-1-1 Radio System Administrator from a  $\frac{3}{4}$  position to a full-time position. Bryce Alford, the current Administrator, is retiring in February 2025 and the position, without Bryce's knowledge and expertise, will require full-time.

Funding for difference is available in the 9-1-1 Fund.

See memo for details.

**6b. 9-1-1 Central Dispatch Center – Resolution to Approve the Disposal of County-Owned Surplus Property**

This resolution authorizes the disposal of leftover radio equipment that was purchased through the recent radio upgrade. This equipment is not public safety sensitive and can be offered to the public. The 9-1-1 Center will work with the Purchasing Department on the disposal of the equipment.

See memo for details.

**6c. 9-1-1 Central Dispatch Center – Resolution Approving a Contract Renewal with LEFTA Systems**

This resolution approves a one-year renewal with LEFTA Systems for employee training software. The one-year cost of \$2,730.72, is available through the 9-1-1 Fund.

See memo for details.

**6d. 9-1-1 Central Dispatch Center – Resolution Authorizing an Extension to the SS Acres Lease for the Ingham County Public Safety Radio System Tower**

This resolution authorizes an additional two five-year extensions to the SS Acres lease for the Ingham County Public Safety Radio System Tower. The current lease expires in 2029. 9-1-1 would like to secure this extension at the current contracted rate of a 3% yearly increase.

Funding for the lease will come from the 9-1-1 Emergency Telephone Dispatch Services Fund.

See memo for details.

7. **Controller's Office – Resolution to Adopt the 2025 Juvenile Justice Community Agency Process Calendar**

This resolution authorizes the 2025 Juvenile Justice Community Agency Process Calendar.

See memo for details.

***Additional Items:***

1. **Nation Outside – Presentation**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Robert Earle, Jail Administrator & Lt. Jason Buckner, Corrections Command  
**DATE:** June 17, 2024  
**SUBJECT:** Extended warranty agreement with Tek84 Inc  
For the meeting agenda of July 11 and July 17, 2024

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**BACKGROUND**

The Ingham County Sheriff’s Office purchased a Tek84 body scanner in 2021 and purchased a second unit as part of new Justice Complex in 2023. As part of the original agreement, the body scan machine comes with a 3-year full warranty. The first machine purchased in 2021’s warranty is set to expire in June 2024. As part of a package, Tek84 has agreed to provided extended warranty for both machines at a discount rate. Both of these units are used to detect dangerous contraband from entering (or exiting) the Correctional Facility. These warranties include coverage of all repair parts and labor, preventative maintenance, and software updates for the continuous operation of the Intercept Tek84 units. This extended warranty also includes the yearly Radiation Safety Survey in accordance State of Michigan Department of Licensing and Regulatory Affairs (LARA) for radiation inspection and specifications.

**ALTERNATIVES**

There are no other vendors who provide the same body scan warranty and repair for our current Tek84 product. Not renewing this warranty could potentially result in expensive repairs and inspections fee beyond the proposed cost of the extended warranty.

**FINANCIAL IMPACT**

Cost of the entire package for extended warranty is \$76,000 and will extend both machines until June 2029. With this package plan to cover both machines offered by Tek84, Ingham County is saving \$10,600 by purchasing both machines and extended year contract at once. Cost of extended warranty will be paid out of Jail Commissary commission funds (Account 59530110-726010).

**OTHER CONSIDERATIONS**

Our partnership with Tek84 will continue to assist with prevention of incoming contraband into the Correctional Facility. Sheriff’s Office has reviewed the per diem cost of these preventative maintenance, inspections, and potential repair costs if the warranty is not extended. The extended warranty option is the best fiscally responsible decision to ensure this technology continues to protect the inmates, staff, visitors, and all those that enter the Correctional Facility.

**RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolution for the Sheriff’s Office to extended warranty and agreement with Tek-84, Inc to maintain the warranties for both body scanner – contraband detection system for the Corrections Division.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE WARRANTY TO PROVIDE SERVICE AND REPAIR FOR THE TEK84 BODY SCANNERS LOCATED IN THE INGHAM COUNTY CORRECTIONAL FACILITY**

WHEREAS, the Ingham County Sheriff's Office Corrections Division is responsible for maintaining a safe and secure Correctional facility and maintaining equipment to do such; and

WHEREAS, attempts are made to smuggle contraband, such as narcotics, weapons, and drugs, into the Correctional Facility which puts inmates, staff, and visitors at risk; and

WHEREAS, the use of body scanning technology has assisted Correction Staff in several instances with identifying contraband before it is introduced into the facility or transferred to other local lockups or courtrooms; and

WHEREAS, the initial three (3) year warranty on one of the two machines is expiring in June 2024 and the second machine's initial warranty expires in 2026; and

WHEREAS, Tek84 has offered a multi-year, multiple machine warrant at a discount cost; and

WHEREAS, the extended warranty will cover both machines until June 2029; and

WHEREAS, the total expenditure for this proposal is not to exceed \$76,600 or \$9,575 per unit per year; and

WHEREAS, funding for this expense will come from the Commissary Commissions Account (Account 59530110-726010).

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase a three (3) year warranty for continued support, upgraded software, and maintenance for the Tek84 Intercept Whole Body Security Scanning System from Tek-84 Inc, using Commissary Commissions Account funds for a not to exceed cost of \$76,000.

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

**TO:** Board of Commissioners - Law & Courts, County Services, and Finance Committees  
**FROM:** Captain Robert Earle, Jail Administrator  
**DATE:** June 25, 2024  
**SUBJECT:** Resolution to create a Release Coordinator Deputy position  
For the meeting agendas of July 11 and July 17, 2024

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**BACKGROUND**

The re-incarceration rate of individuals being released from the Ingham County Correctional Facility is a staggering 44% for 2023. While this is separate from a recidivism rate, which is the rate at which individuals return to the Correctional Facility for a variety of reasons, including lack of quick access to resources to keep them out of jail, such as housing, medical, and mental health services and how to navigate the criminal justice system. This resolution creates a position that will assist individuals at intake, making referrals to programs offered within the Correctional Facility, monitoring efficacy of due process, and assisting individuals as they are exiting the Correctional Facility and returning to our community.

**ALTERNATIVES**

If this position is not created, the Correctional Facility will continue to operate but will favorably impact re-incarceration rates by employment of this new resource.

**FINANCIAL IMPACT**

The long-term (top level) cost for the Release Coordinator Deputy position is \$124,622 for fiscal year 2024 which will be paid for from existing and future Justice millage funds.

**STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the creation of a Release Coordinator Deputy position for the Ingham County Correctional Facility.

**INGHAM COUNTY  
JOB DESCRIPTION**

**CORRECTIONS DEPUTY – RELEASE COORDINATOR**

**General Summary**

Under the supervision of the Corrections Command Officer, specifically the Corrections Administrative Lieutenant, performs a variety of functions to coordinate, plan and assist individuals being released from the Ingham County Correctional Facility. Coordinate with courts, probation, and pre-trial services to ensure correct contact information is entered for these department in their computer systems. Reviews release packets of Receiving Deputies as a final check for individuals being released from the Correctional Facility. Explain next steps in process for individuals being released on bond or supervised release.

**Essential Functions**

1. Preparing and reviewing release lists for the following day, inmates that are scheduled for release at 6am the following day. Meet with these inmates and prepare them for release.
2. Fill out any bond paperwork or court forms. Returning completed forms to the court.
3. Coordinate with Jail Medical to ensure individuals have release plan to receive any remaining medications or transferring prescriptions to pharmacy of their choosing.
4. Identifying a medical provider for the individual to continue care after release. Locations of Health Department Health Centers if no other community provider identified.
5. Identifying a mental health provider for the individual to continue care after release. If the individual is already connected with a community partner, assist the individual with setting up follow-up appointments with community partner. And/or passing on the contact information to their community partner.
6. Coordinate with peer support coaches available.
7. Assist with housing if needed.
8. If necessary, plan on how to retrieve possessions from residence if individual is living with the victim prior to arrest.
9. Checking all Ingham County Court systems for all active cases for the individual and informing them if they are still on bond or other restrictions.
10. Coordinate with the court to setup payment plans with the individual being release for any outstanding court costs or fines to prevent FTP warrants being issued.
11. Writing out and providing the individual with all upcoming court dates or contacting the court if no date is available.
12. Providing information and contact information to take care of any pending warrants in the State of Michigan. Notifying that court the updated contact information of the individual if applicable.
13. Providing the full contact information of their attorney of record and notifying their attorney of the release from jail and updated contact information.
14. Provide list of substance abuse and other counseling services available after release.
15. Conduct the pre-trial services intake interview and update of their system if necessary.
16. Coordinate with probation to conduct any intake probation process or necessary paperwork, including but not limited to PSI questionnaire. Notifying Probation officers of the individuals release from jail and explain any conditions of probation.
17. Coordinate with Michigan Parole Officer if applicable.



18. Assist with planning of transportation from jail to their residence.
19. Assist with public transportation opportunities.
20. Assist with getting vehicle out of impound and what is needed.
21. Check driver's license status and explaining current restrictions on driving privileges per the Secretary of State.
22. Explain how to restore driving privileges through Secretary of State if applicable.
23. Explain and assist with register to vote paperwork.
24. Re-enrollment in Federal government assistance, including but not limited to SSI, food stamps or disability. Assist individual on what is required or where to find additional information on these resources.
25. Connect the individual with Michigan Works or other employment agencies to gain employment post release.
26. Assist with educational services available post release. To complete GED or enroll in Trade school or LCC. Explaining process to the individual.
27. Produce and provide individual with recommendation letter if the individual was an inmate worker while in custody.
28. Produce and provide proof of incarceration if desired.
29. Transportation to treatment centers or medical facilities if other avenues of transportation are not possible or feasible.
30. Provide Narcan if identified and outline where Narcan is available within Ingham County.
31. Periodic checking of individuals incarcerated for extended periods of time and checking court systems of possible delays. Communicate with court and pre-trial services to recommend bond report. Collection of any medical, mental, or behavioral issues (or lack thereof) to be included in bond modification reports.

### **Other Functions**

- Provides assistance to jail operations as identified by Jail Command.
- Respond to back-up calls and emergencies within the Correctional Facility.

### **Other Requirements:**

**Physical Requirements** This job requires direct and un-obstructed contact with current inmates of the Ingham County Correctional Facility. This is not a light duty position unless directed by the Correctional Administrator.

### **Need Access to:**

30<sup>th</sup> Circuit Court computer systems, including suppressed cases.  
54A District Court systems  
54B District Court systems  
55<sup>th</sup> District Court systems  
Pre-Trial services systems  
Jail Medical system.  
Community Mental Health systems

### **Working Conditions:**

Works in office conditions located within the Sheriff's Office and Corrections Division. Office space identified in the release area of Receiving. Will need large office desk, multiple file cabinets, bulletin boards.

Need minimal of two monitors and additional monitor for the release inmate to review or be shown information on the screen. Can be accomplished with wall mounted TV display.

Will need training by all Criminal Justice partners on how to navigate their computer systems and how to add additional information in their systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF A RELEASE COORDINATOR DEPUTY  
WITHIN THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office is continually expanding its services to improve the health, safety, and welfare of the citizens in the community; and

WHEREAS, an estimated 5,000 individuals are released from the Ingham County Correctional Facility on a yearly basis and returned to our community; and

WHEREAS, individuals often return to the Ingham County Correctional Facility within the same year due to lack of knowledge or poor coordination of resources available to them leading up to and after release; and

WHEREAS, Ingham County Sheriff's Office has need of a Corrections Release Coordinator Deputy to identify services, programs, and make connections for individuals upon intake and at time of release from the Correctional Facility; and

WHEREAS, the funding for this position will be paid from the Justice Millage fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of one newly created position of Release Coordinator Deputy, classified as CCLP Corrections Deputy (salary range \$52,216.14-\$67,160.57).

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

**FROM:** Nicole Matusko, Chief Assistant Prosecuting Attorney

**DATE:** July 1, 2024

**SUBJECT:** Resolution Authorizing an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office Crime Victim Rights Grant (CVR) for 2025  
*Agenda Items for the Law & Courts Committee Meeting on: July 11, 2024*  
*Agenda Item for Finance Committee on: July 17, 2024*  
*Agenda Item for the Board of Commissioners: July 23, 2024*

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**BACKGROUND**

The Michigan Department of Health and Human Services (MDHHS) provides local prosecutors' offices funding through the Crime Victim Rights Grant (CVR) to ensure that victims receive all rights and notifications required by the William Van Regenmorter Crime Victim Rights Act of 1985. The Ingham County Prosecutor's Office receives this grant and uses it to fund the four (4) full-time victim advocates serving in the office's Victim/Witness Unit. This grant also provided for Direct Victim Needs and PC Allocations. The total allocation for the 2025 grant year is \$345,411.

**ALTERNATIVES**

The county would be responsible for fully funding four advocate positions which are necessary to fulfill our constitutional and statutory obligation to provide notification and direct services to victims of crime.

**FINANCIAL IMPACT**

The grant allocation for 2025 would fund the salary for the advocates assigned to the ICPO Victim/Witness Unit as well as a portion of their fringe benefits. This grant also dedicates a portion of the funding for direct victim services. The direct victim services portion of this grant covering costs such as changing locks, transportation to/from meetings, lodging, relocation (when approved by MDHHS), etc. This year, our office is also allocated funding for computers for our advocates.

**OTHER CONSIDERATIONS**

This grant award is a continuation of previous agreements our office has received for several years.

**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 PROSECUTOR'S OFFICE FOR THE 2025 CRIME VICTIM RIGHTS GRANT**

WHEREAS, the Ingham County Prosecutor's Office has been approved to receive grant funds up to an amount of \$345,411 from the Crime Victim Rights Services Act, Crime Victim Rights Grant (CVR) administered by the Michigan Department of Health and Human Services (MDHHS) for the fiscal year of October 1, 2024 through September 30, 2025; and

WHEREAS, the primary goal of the CVR Grant is to support agency staff who provide direct services to victims of crime in Michigan; and

WHEREAS, continuing the CVR Grant will assist the Ingham County Prosecutor's Office in achieving the goals and objectives of providing services to victims of crime.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the \$345,411 awarded by MDHHS through the CVR Grant for the purpose of supporting Ingham County Prosecutor's Office staff and provide direct services to victims of crime in Ingham County and the state of Michigan.

BE IT FURTHER RESOLVED that the period of this agreement shall begin on October 1, 2024 and ends on September 30, 2025.

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

**FROM:** Nicole Matusko, Chief Assistant Prosecuting Attorney

**DATE:** July 1, 2024

**SUBJECT:** Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor’s Office under the 2025FY STOP Violence against Women Grant  
*Agenda Items for the Law & Courts Committee Meeting on: July 11, 2024*  
*Agenda Item for Finance Committee on: July 17, 2024*  
*Agenda Item for the Board of Commissioners: July 23, 2024*

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**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 sixth 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 senior attorney for the project. Hence, the total value of the agreement is \$138,953.

**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 PROSECUTOR'S OFFICE UNDER THE 2025FY 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 Services, Training, Officers, and Prosecutors (STOP) Violence Against Women Grant program administered by the Michigan Department of Health and Human Services (MDHHS) for the period of October 1, 2024 through September 30, 2025; 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, 2024 and ends on September 30, 2025.

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

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING KIM MILTON-MACKEY**

WHEREAS, the County of Ingham wishes to recognize and honor the dedicated service of Kim Milton-Mackey to Ingham County and the Circuit Court throughout her illustrious 28-year career; and

WHEREAS, Kim Milton-Mackey, a graduate of Lansing Community College with an Associate's degree in 1993 and later a degree in Business Administration from Davenport University, embarked on her career with the Register of Deeds in 1996, displaying her commitment to public service before transitioning to the Circuit Court, where she made a lasting impact; and

WHEREAS, her tenure with the Circuit Court began in September of 2001 as a Deputy Clerk III, which was later reclassified to a Senior Deputy Clerk in 2021; and

WHEREAS, specializing as a Criminal and Civil Clerk, Kim worked closely with Judge Jamo, showcasing her exemplary skills and dedication to the judiciary; and

WHEREAS, her visionary leadership led to the founding of the Ingham County Cultural Diversity Committee, a pivotal initiative in recognizing and celebrating the diversity within Ingham County's workforce, including the establishment of the Ingham County Cultural Diversity luncheon; and

WHEREAS, Kim was also the driving force behind the inception of the Ingham County Cultural Diversity Choir, aimed at fostering unity among inter-faith groups and combating prejudice within our community, with notable performances during the Veterans Day Tributes in 2009 and 2010 and participation in the "Love Wins" program in 2011 at the behest of the Lansing Mayor; and

WHEREAS, her invaluable role in training new staff has left a lasting impact on the development and growth of the workforce within Ingham County; and

WHEREAS, Kim Milton-Mackey, chose to retire on February 28, 2024, leaving behind a legacy of dedication, compassion, and excellence.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends its deepest gratitude and heartfelt appreciation to Kim Milton-Mackey for her unwavering commitment to public service, her outstanding contributions to the Circuit Court and the County of Ingham, and her tireless efforts in promoting diversity, inclusion, and harmony within our community.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hopes her retirement is filled with joy, fulfillment, and well-deserved relaxation.



**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Holly Guild, Director, Ingham County Animal Control & Shelter  
**DATE:** June 13, 2024  
**SUBJECT:** Resolution to authorize an agreement with Idexx Laboratories for the purchase and service of medical diagnostic equipment

For the meeting agenda of July 11, 2024 and July 17,2024

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**BACKGROUND**

Ingham County Animal Control and Shelter (ICACS) performs blood and urine based diagnostic testing for the animals in our care for the purpose of diagnosing illnesses. Currently, ICACS mails these samples to an external vendor that performs diagnostic testing. The process of mailing these samples sometimes results in a delay of medical treatment while the veterinarian awaits testing results.

ICACS is asking to purchase one Catalyst One Analyzer to analyze blood samples, and one Sedivue Dx Instrument from Idexx Laboratories to analyze urine samples, for a total cost of \$20,826. ICACS also wishes to enter into a six-year service agreement with Idexx Laboratories to purchase diagnostic testing supplies. The total cost of this agreement will be \$14,363 annually with a total cost of \$86,178 over the term of the contract.

Purchasing this equipment will allow ICACS to test blood and urine samples in-house, eliminating a delay in waiting for testing results. This will allow ICACS to provide more comprehensive and rapid medical treatment to the animals in our care. Additionally, the overall cost for testing these samples in-house is less expensive and will result in an annual savings over the current process of sending these samples to an external vendor.

The Ingham County Animal Control and Shelter Fund has agreed to reimburse ICACS for the purchase of the equipment and cost of the diagnostic testing supplies.

**ALTERNATIVES**

If this resolution is not approved, ICACS will continue to utilize external vendors for diagnostic testing of blood and urine samples.

**FINANCIAL IMPACT**

The total cost for the purchase of this equipment and the accompanying service agreement will be reimbursed by the Ingham County Animal Control and Shelter Fund and will not result in additional spending from ICACS.

**STRATEGIC PLANNING IMPACT**

This request is consistent with the values of the Ingham County Strategic Plan of providing high quality services in an efficient manner.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the agreement with Idexx Laboratories to purchase the medical diagnostic equipment and accompanying six-year service agreement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH IDEXX LABORATORIES FOR THE PURCHASE AND SERVICE OF MEDICAL DIAGNOSTIC EQUIPMENT**

WHEREAS, Ingham County Animal Control and Shelter (ICACS) wishes to enter into an agreement with Idexx Laboratories for the purchase of a Catalyst One blood analyzer and a Sedivue Dx urine analyzer for a total cost not to exceed \$20,826; and

WHEREAS; ICACS also wishes to enter into a six-year contract with Idexx to purchase supplies for diagnostic testing at a cost of \$14,363 annually with a total cost of \$86,178 over the term of the contract; and

WHEREAS; the purchase of this equipment will reduce the future overall annual cost of diagnostic testing being performed by ICACS; and

WHEREAS, the purchase of this equipment will allow ICACS to more rapidly diagnose and treat common medical conditions encountered within the Shelter; and

WHEREAS, the total cost for the purchase of the diagnostic equipment and annual service will be reimbursed by the Ingham County Animal Control and Shelter Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Idexx Laboratories for the purchase of medical diagnostic equipment in the amount of \$20,826 and a six-year service agreement not to exceed an annual cost of \$14,363 and a total cost of \$86,178 over the term of the agreement, with the cost reimbursed by the Ingham County Animal Control and Shelter Fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized 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, County Services, and Finance Committees  
**FROM:** Barb Davidson, Director 9-1-1  
**DATE:** July 1, 2024  
**SUBJECT:** Conversion of the 911 Radio System Administrator position from ¾ time to full-time  
*For the meeting agenda of the Law & Courts Committee – July 11, 2024, County Services Committee- July 16, 2024, and Finance Committee – July 17, 2024*

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**BACKGROUND**

Bryce Alford is the 9-1-1 Center Radio System Administrator. He has been in this role since its creation in 2012. Prior to accepting this position, he worked for the Ingham County Sheriff’s Office, retiring as a Lieutenant. Part of his responsibilities while at ICSO was to be a liaison to the 9-1-1 Center as a member of its Advisory Board and represent the Sheriff’s office with any radio concerns. Mr. Alford has a robust understanding of the previous radio systems as well as the current radio system and has played an important role in its creation. Mr. Alford has expressed his intent to retire from Ingham County 9-1-1 in February of 2025. Finding his replacement will be difficult, not only because of his vast knowledge and experience but because this position not being full-time will make it less attractive. I have reached out to other departments who have had to replace employees with similar job responsibilities, and they discussed how difficult it was to find a qualified candidate, not at all taking into consideration another hurdle of a ¾ time position. Mr. Alford’s expertise and knowledge make performing this job possible at ¾ time. Learning this position as well as obtaining the necessary certifications and performing all required job tasks will need more time dedicated to the level of performance required. Full-time hours will be necessary to achieve this.

**ALTERNATIVES**

Have the position remain at ¾ time and try to find a candidate.

**FINANCIAL IMPACT**

The position is currently classed as a UAW Market Exception. \$57,423.15 is the current annual base rate of pay at ¾ time. \$79,657.39 is the annual full-time base rate of pay at Step 5 plus the additional fringe benefits. This additional funding is available in the 9-1-1 fund.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the conversion of the 9-1-1 Center Radio System Administrator from ¾ time to a full-time position and allow no more than a three-month overlap with Mr. Alford after hiring the candidate to streamline the training of this position.

**From:** [Teresa Carter](#)  
**To:** [Gregg Todd](#)  
**Cc:** [Barbara Davidson](#); [Rachel Prettenhofer](#)  
**Subject:** RE: 911 Resolution  
**Date:** Tuesday, July 2, 2024 4:43:27 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)

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Hello

The UAW is in support of converting the UAW Radio Administrator position from a ¾ time position to a full time position.

The UAW understands that this full time position will take place and or go into effect with an overlap of at least three months prior to Mr. Alford retiring in February of 2025.

Thank you

*Teresa Carter*  
*Unit Chair*  
*Local 2256*

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**From:** Gregg Todd <GTodd@ingham.org>  
**Sent:** Tuesday, July 2, 2024 4:23 PM  
**To:** Teresa Carter <TCarter@ingham.org>  
**Cc:** Barbara Davidson <BDavidson@ingham.org>; Rachel Prettenhofer <RPrettenhofer@ingham.org>  
**Subject:** FW: 911 Resolution

Hey Teresa!

Barb would like to covert the UAW Radio Administrator position to a full-time when the current employee retires. It's going on July's L&C agenda; could we get a letter of support from the union on it?

Thanks and happy 4<sup>th</sup>!

Gregg A. Todd  
County Controller/Administrator  
Ingham County  
Office: 517-676-7203  
Mobile: 517-525-6447  
[gtodd@ingham.org](mailto:gtodd@ingham.org)

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**From:** Megan Johantgen <[MJohantgen@ingham.org](mailto:MJohantgen@ingham.org)>  
**Sent:** Monday, July 1, 2024 4:23 PM

**To:** Resolutions <[Resolutions@ingham.org](mailto:Resolutions@ingham.org)>  
**Cc:** Barbara Davidson <[BDavidson@ingham.org](mailto:BDavidson@ingham.org)>  
**Subject:** 911 Resolution

Good afternoon,

Please see the attached for consideration.

Thank you,

**Megan Johantgen**

9-1-1 Executive Assistant  
Ingham County 9-1-1 Central Dispatch  
710 E. Jolly Rd. | Lansing, MI 48910-6832

Office: 517.244.8098 | [mjohantgen@ingham.org](mailto:mjohantgen@ingham.org)  
[911.ingham.org](http://911.ingham.org) | Follow us on Facebook: @inghamco911  
what3words ///[pile.hoping.leaves](https://www.what3words.com/pile.hoping.leaves)

"Provide exemplary service, safeguard life and well-being and align resources with those in need."

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONVERSION OF THE 9-1-1 RADIO SYSTEM ADMINISTRATOR FROM THREE-QUARTER TIME TO FULL-TIME**

WHEREAS, the 9-1-1 Center implemented a new Public Safety Radio System, and the three-quarter-time 9-1-1 Radio System Administrator position is an integral part of this system's continued operation; and

WHEREAS, a three-quarter time position may work 30 to 39 hours per week on average; and

WHEREAS, our current Radio System Administrator, Bryce Alford, who works three-quarter time and has vast experience with our radio system and its history, has expressed his intent to retire in February of 2025; and

WHEREAS, replacing his experience and the current job market will make finding a suitable candidate difficult; and

WHEREAS, after consulting other public safety departments who have tried to replace similar members of their staff, it was determined that this position will be more attractive for qualified applicants if it is full-time; and

WHEREAS, the workload and responsibilities support a full-time position; and

WHEREAS, the additional annual cost of the position conversion at Step 5 is \$22,234.24 plus the additional fringe benefits, which is available within the 9-1-1 fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting the 9-1-1 Radio System Administrator Position #325066 (UAW Market Exception) from three-quarter time to full time.

BE IT FURTHER RESOLVED, that this change shall be reflected in the job posting for this position and shall be effective with the hiring of this position's replacement and allow for there to be an overlap of no more than three months with Mr. Alford to streamline the replacement person's training.

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

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

**FROM:** Barb Davidson, Director 9-1-1

**DATE:** July 1, 2024

**SUBJECT:** Approve the disposal of the surplus radio equipment

*For the meeting agenda of the Law & Courts Committee – July 11, 2024, and Finance Committee  
– July 17, 2024*

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**BACKGROUND**

Ingham County’s new Michigan Public Safety Communications System (MPSCS)/Motorola radio system successfully went live on September 7, 2021. The project also includes the distribution of roughly 2,200 portable and mobile radios and pagers to more than 26 law enforcement, fire, and EMS departments that service Ingham County. There was a surplus of equipment, approximately 10%, that was purchased as part of this project to ensure timely radio installation and potential troubleshooting. A list was developed of equipment that was unused and, as authorized by Resolution #22-220, equipment was sold. After these actions, there is still a significant number of speakers, desk microphones, and some miscellaneous cables.

Resolution #22-220 authorized the sale of the radio equipment only to other public safety agencies. All of the equipment remaining is not public safety sensitive. It could be utilized by the public if interested.

**ALTERNATIVES**

If these items are not able to be sold, the County could continue to hold them in the storage room at the 9-1-1 Center or, eventually, discard them.

**FINANCIAL IMPACT**

The financial impact of this surplus equipment was already accounted for within the MPSCS/Motorola radio project. These sales could help offset the cost of the MPSCS/Motorola radio project, but these are not large ticket items and may not bring much money when auctioned, perhaps only a few hundred.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to dispose of the surplus radio equipment by auction. If any item is not sold, it be disposed of in a manner deemed to be in the County’s best interest.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY**

WHEREAS, the Ingham County 9-1-1 Dispatch Center operates a 9-1-1 Public Safety Radio Communication System used by all Ingham County Public Safety Agencies; and

WHEREAS, the 9-1-1 Center recommended, and the County approved, the replacement of the Harris EDACS Radio system with a move to the Michigan Public Safety Communications System (MPSCS)/Motorola system with Resolution #18-260 and for the purchase of both infrastructure and end-user equipment from Motorola for use on the MPSCS with Resolution #18-550; and

WHEREAS, the replacement of all end-user radio equipment was part of this project, and a contingency of equipment was purchased to secure a smooth transition and prompt mobile radio installation; and

WHEREAS, the distribution and installation of these radios has been completed as well as any future needs of Ingham County's public safety partners fulfilled, a surplus was identified; and

WHEREAS, the surplus equipment and items that were public safety sensitive have been sold as authorized by Resolution #22-220; and

WHEREAS, the remaining equipment does not have public safety sensitivity and could be utilized by interested members of the public.

THEREFORE BE IT RESOLVED, that the Ingham County 9-1-1 Center, with the assistance of the Ingham County Purchasing Department, is authorized to place these surplus items in an auction because they have no further use to the County of Ingham.

BE IT FURTHER RESOLVED, that any items not sold may be disposed of by the 9-1-1 Director and Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of items will be deposited in the 9-1-1 Emergency Telephone fund or appropriate account.



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

**FROM:** Barb Davidson, Director 9-1-1

**DATE:** July 1, 2024

**SUBJECT:** Renewal of the contract with LEFTA Systems Software

*For the meeting agenda of the Law & Courts Committee – July 11, 2024, and Finance Committee  
– July 17, 2024*

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**BACKGROUND**

In 2018, the Staff Services Manager along with the 9-1-1 training cadre searched for a software platform that would assist them during the new employees' training process. Many were reviewed and LEFTA Systems product was selected. This was done under Resolution #18-215. LEFTA Systems offers software that has been utilized by the 9-1-1 Center training cadre since its approval to support them in the training of new 9-1-1 dispatchers. This software houses our training materials including the training manual, training aids, worksheets, resources, and daily, weekly, and end-of-phase observation reports. The 9-1-1 Center would like to continue to utilize this platform.

**ALTERNATIVES**

We did watch a few demonstrations of other training platforms to see if any other company has made changes in their products which could enhance our training process. We did not find one during this process, but we will continue to look.

**FINANCIAL IMPACT**

An annual quote was provided at a rate of \$2,730.72 for a term of September 15, 2024 to September 14, 2025. The quote includes the platform, application updates, and technical support for up to 75 users.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the renewal of the contract with LEFTA systems

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT RENEWAL WITH LEFTA SYSTEMS**

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 9-1-1 administration identified a software solution to electronically document, track, and store employee training as requested by the Center's Training Cadre in 2018, and it was purchased under Resolution #18-215; and

WHEREAS, the LEFTA Systems software has been found to meet the needs of our Center's training program as well as the administrative needs to electronically document training information; and

WHEREAS, LEFTA Systems has provided a quote for this program in the amount of \$2,730.72.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves a renewed contract between LEFTA Systems and Ingham County 9-1-1 Central Dispatch Center in an amount not to exceed the annual cost of \$2,730.72 effective September 15, 2024, to September 14, 2025.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents with LEFTA Systems to provide their software solutions to Ingham County 9-1-1 Center for training documentation after approval as to form by the County Attorney.

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

**FROM:** Barb Davidson, Director 9-1-1

**DATE:** July 1, 2024

**SUBJECT:** Extension of the lease agreement with SS Acres Tower lease

*For the meeting agenda of the Law & Courts Committee – July 11, 2024, and Finance Committee  
– July 17, 2024*

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**BACKGROUND**

In 2004, Ingham County entered into an agreement with SS Acres for the use of their communication tower in Dansville, MI for the Ingham County Public Safety Radio system to maintain our antennas and equipment on, and adjacent to, the tower owned by them. The lease had terms of 5-year automatic renewals which will expire on May 1, 2029. As Ingham County moved from the Harris EDACS radio system to the MPSCS/Motorola system, this tower was identified as still in a good location and an amendment to the original tower lease was sought in 2019 to reflect the new equipment that would be placed on this tower and modification necessary for its continued use. As we are in the last automatic extension of this lease, work to see if continuing to occupy this tower was done. After speaking to the tower owner and looking at alternatives, it was determined that seeking an extension to this lease was prudent.

**ALTERNATIVES**

We can continue to look for other tower locations or look into building a communication tower. Building a communication tower could conservatively cost over a million dollars with annual maintenance costs. We can try to find another tower lease with a private owner. There would be significant costs to remove the equipment on this tower, reinstallation on a new tower, possible modification on the new tower, as well as potential higher lease payments monthly.

**FINANCIAL IMPACT**

The lease extension would provide for two additional 5-year terms extending the agreement to May 1, 2039, at an increase of 3% annually of the monthly lease payment. The current lease monthly payment is \$1,338.33.

**OTHER CONSIDERATIONS**

The tower owner is a resident of Ingham County.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the extension of the lease with SS Acres.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE SS ACRES LEASE FOR THE INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM TOWER**

WHEREAS, the Ingham County Board of Commissioners has established a 9-1-1 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency dispatch system; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #18-550 authorizing a contract with Motorola Solutions for the replacement of the Ingham County Public Safety Radio system with the Michigan Public Safety Communication System (MPSCS)/Motorola system; and

WHEREAS, several leases for communication towers associated with the Ingham County Public Safety Radio System use were authorized by Resolution #19-439; and

WHEREAS, the SS Acres Communication Tower is part of the tower configuration in the Ingham County Public Safety Radio System; and

WHEREAS, the current lease with SS Acres was entered into on October 28, 2004, and the current agreement authorizes automatic renewals for 5-year terms ending on May 1, 2029; and

WHEREAS, the Ingham County 9-1-1 Director wishes to extend this agreement for two additional automatic renewal 5-year terms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension to the SS Acres Communication Tower Lease for two additional automatic 5-year renewal terms which would extend the agreement until May 1, 2039 with an annual increase in lease payment of 3% and all other provisions of the current lease to remain in effect.

BE IT FURTHER RESOLVED, that these lease funds will come from the 9-1-1 Emergency Telephone Dispatch Services Fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments and changes consistent with this resolution in the Ingham County Public Safety Radio Communications System Budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby 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 and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** June 28, 2024  
**SUBJECT:** Resolution to Adopt the 2025 Juvenile Justice Community Agency Process Calendar  
 For the meeting agendas of July 11 and 17, 2024

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**BACKGROUND**

This resolution would authorize the adoption of the attached 2025 Juvenile Justice Community Agency Process calendar to establish timelines and a budgeted amount for the process. The Board of Commissioners has reserved a portion of the Juvenile Justice Millage annually to enable this grant process. This process partners with local agencies to provide some preventive services to eligible at-risk county youth outside the formal judicial process to help reduce the Court’s formal dockets.

**ALTERNATIVES**

This is a discretionary program and is not required.

**FINANCIAL IMPACT**

In 2024, the Board of Commissioners allocated \$238,761 in funding for this program from the Juvenile Justice Millage proceeds. The un-audited 2023-year end fund balance is \$1,908,775 for the Juvenile Justice Millage Fund.

**OTHER CONSIDERATIONS**

Grant awards for 2024 were in the amount of \$238,761:

- Child & Family Charities – Juvenile Screening & Assessment Program \$53,953
- Child and Family Charities – Teen Court \$36,808
- Resolution Services Center of Central Michigan – Restorative Justice \$68,000
- Small Talk – Health Boundaries/Mental Health Therapy \$30,000
- Eastside Community Action Center – C.O.P.E. for Youth \$50,000

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

	2022	2023	2024
Allocation Set in Calendar Resolution	\$ 175,000	\$ 185,000	\$ 185,000
Total Requested	\$ 152,637	\$ 229,510	\$ 238,761
Total Allocated in Funding Resolution	\$ 175,000	\$ 199,510	\$ 238,761

**RECOMMENDATION**

Due to the increased funding requests in 2024, we recommend passage of the attached resolution with a JJ Millage allocation of \$240,000.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2025 JUVENILE JUSTICE  
COMMUNITY AGENCY PROCESS CALENDAR**

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

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2025 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$240,000 for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached 2025 Juvenile Justice Community Agency Process Calendar to establish timelines for the process.

## 2025 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 23, 2024	The Board of Commissioners adopts the 2023 Juvenile Justice Community Agency Process Calendar Resolution.
July 24, 2024	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 16, 2023 at 5:00 pm.
August 16, 2024	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 24, 2024	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 26, 2023 Board of Commissioners' Meeting)
September 26, 2024	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 2, 2024	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 8, 2024	The Board of Commissioners authorizes a resolution for the 2024 Juvenile Justice Community Agency grant awards.
October 11, 2024	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 11, 2024	Juvenile Justice Community Agencies are notified of the County grant award and that a County contract will be forthcoming in December.
December 2024	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2025	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 3, 2025	The Juvenile Justice Community Agencies send in their first six-month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.