

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW & COURTS COMMITTEE  
MARK POLSDOFER, CHAIR  
GABRIELLE LAWRENCE  
VICTOR CELENTINO  
CHRIS TRUBAC  
IRENE CAHILL  
MYLES JOHNSON  
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, MAY 30, 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 [May 16, 2024 Minutes](#)  
Additions to the Agenda  
Limited Public Comment

1. [Sheriff's Office](#) – Resolution to Allow the Ingham County Sheriff's Office to Purchase a Havis [Transport Van Insert](#)
2. [Circuit Court](#) – Resolution to Authorize Contracts for [Lawyer Guardian Ad Litem](#) Representation
3. [Community Corrections](#) – Resolution to Authorize a [Pilot Skilled Trades](#) Treatment Program through Community Corrections and in Partnership with the Greater Michigan Construction Academy
4. [Animal Control and Shelter](#) – Resolution to Authorize the Creation of an [Animal Care Manager](#) Position within the Ingham County Animal Control and Shelter

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

May 16, 2024

Draft Minutes

Members Present: Polsofer, Celentino, Trubac, Cahill, Lawrence, Maiville, and Schafer.

Members Absent: Johnson.

Others Present: Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Polsofer 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 2, 2024 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 2, 2024 LAW & COURTS COMMITTEE MEETING WERE APPROVED AS SUBMITTED. Absent: Commissioner Johnson.

Additions to the Agenda

Removed

4. Animal Control and Shelter – Animal Control and Shelter Reorganization (Discussion)

Limited Public Comment

None.

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

1. Sheriff's Office
  - a. Resolution to Accept Grant Funds from the Harvard Kennedy School – Malcomb Wiener Center for Social Policy Related to Research on National Commission on Correctional Health Care Accreditation
  - b. Resolution to Authorize an Agreement with Health Management Associates, LLC for Assistance with Implementing and Expanding Medications for Opioid Use Disorder within the Ingham County Correctional Facility
  - c. Resolution to Authorize an Agreement with On-The-Run TV Network to Manage a Networking Information System within the Ingham County Sheriff's Office
2. Circuit Court – Juvenile Division – Resolution to Authorize Ingham County Youth Center Summer Education Program
3. Probate Court – Resolution to Amend the 2024 Contract for Court-Appointed Attorney Services in Mental Health Treatment Cases Before the Ingham County Probate Court
5. 9-1-1 Dispatch Center – Resolution to Authorize the Renewal of the Contract for Prepared Live Software/Services for the 9-1-1 Center from Invictus App, Inc.

6. Controller's Office – Resolution Updating Various Fees for the Law & Courts Committee Departments for Services Provided by the County

Commissioner Celentino disclosed, under Agenda Item No. 2, they were an employee of the Lansing School District.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

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

Announcements

None.

Public Comment:

None.

Adjournment

The meeting was adjourned at 6:01 p.m.

**MAY 30, 2024 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**1. Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Purchase a Havis Transport Van Insert**

This resolution authorizes the purchase and installation of a Havis prisoner transport insert from Mid-Michigan Emergency Equipment in an amount not to exceed \$31,619.15 to place in a new Transit Van. The existing insert does not fit in the new van. These inserts are critical for the safe transportation of inmates.

Funding is available in the Sheriff's Office Inmate Stores/Supplies Account budget.

See memo for details.

**2. Circuit Court – Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation**

This resolution authorizes contracts for Lawyer Guardian Ad Litem representation for the remainder of 2024 and 2025, due to changes in the existing L-GAL lawyers. The following contracts are requested at this time:

- Attorney Shaneika Walker at a rate not to exceed \$28,129.85 for the seven-month period remaining in calendar year 2024 and \$49,186.99 a year for calendar year 2025.
- that Attorney Heather Boyer at rate not to exceed \$24,111.55 for the six-month period remaining in calendar year 2024 and \$49,186.99 a year for calendar year 2025.
- Attorney Janet McDuffey at rate not to exceed \$24,111.55 for the six-month period remaining in calendar year 2024 and \$49,186.99 a year for calendar year 2025.

See memo for details.

**3. Community Corrections – Resolution to Authorize a Pilot Skilled Trades Treatment Program through Community Corrections and in Partnership with the Greater Michigan Construction Academy**

This resolution authorizes a pilot Skilled Trades Treatment Program with the Greater Michigan Construction Academy. This program would provide three already identified probationers certification in the skilled trades and reduce recidivism.

The pilot is for two semesters at a cost of \$1,750/semester/probationer for a not to exceed cost of \$10,500. Funding is available through the Justice Millage.

See memo for details.

**4. Animal Control and Shelter – Resolution to Authorize the Creation of an Animal Care Manager Position within the Ingham County Animal Control and Shelter.**

This resolution authorizes the creation of an Animal Care Manager Position, MC 8 (\$60,884.80 to \$73,102.90). In an effort to continue expanding the services provided by their public facing programs and maintain their high internal standards of care, Animal Control is requesting the creation of a new Animal Care Manager position. This position would be primarily responsible for direct daily supervision of the animal care and behavior staff,

monitoring the daily care of animals in ICACS custody, development of new animal care and behavior programming, controlling the population balance of the Shelter, and scheduling of public facing services such as the ICACS trap neuter and return program.

Funding for the position would be provided through the Animal Shelter Millage.

See memo for details.

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Andrew Daenzer  
**DATE:** May 13, 2024  
**SUBJECT:** Purchase Havis Transport Van Insert

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**BACKGROUND**

The Sheriff’s Office is tasked with transporting inmates to and from the facility for court appearances and other appointments. Transport vans with specialized steel inserts are utilized for the safety and security of inmates, deputies, and the public. We received a new Ford Transit van to replace an old van. The new model does not allow for the old insert to be reused. We need to purchase and install a new insert.

**ALTERNATIVES**

The Sheriff’s Office would not have inserts in the transport van leading to greater liability and increased safety risk.

**FINANCIAL IMPACT**

The total cost of the insert system is \$31,619.15 which includes a camera system and installation. The purchase would be paid for with Ingham County Sheriff’s Office Inmate Stores/ Supplies Account number 59530110-726010. We would like to purchase the system from Mid-Michigan Emergency Equipment. They are a local vendor from Holt that builds all of our vehicles. It’s important to have consistent installation for our employee's familiarization.

**STRATEGIC PLANNING IMPACT**

The purchase of the transport van insert will ensure the safe transport of inmates which aligns with the Sheriff’s Office mission to provide excellent public safety services.

**OTHER CONSIDERATIONS**

These insert systems are reused when vehicles are changed over, and the body style has not changed. We will continue this practice to reduce costs. We have the same Havis Unit in our other transport vans. Our preference is to keep the vehicles the same to reduce the liability of our transport deputies having to use vans that function differently.

**RECOMMENDATION**

Based on the information contained herein, I respectfully recommend the approval of the Havis transport van insert.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO PURCHASE A HAVIS TRANSPORT VAN INSERT**

WHEREAS, the Ingham County Sheriff's Office maintains a transportation unit to move inmates to and from the jail facility for court appearances and appointments; and

WHEREAS, the transportation unit utilizes several transport vans with Havis prisoner transport inserts; and

WHEREAS, the inserts are used to improve safety and security; and

WHEREAS, a new insert is needed due to vehicle changeover and a change in model body style; and

WHEREAS, the purchase and installation will be made from Mid-Michigan Emergency Equipment located at 2237 Aurelius Rd. Holt, MI; and

WHEREAS, Mid-Michigan Emergency Equipment is our preferred vendor since they build all of our vehicles with consistency for increased employee familiarization and reduced liability.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase and installation of a Havis prisoner transport insert from Mid-Michigan Emergency Equipment in an amount not to exceed \$31,619.15 using Sheriff's Office budget Inmate Stores/ Supplies Account number 59530110-726010.

**TO:** Law & Courts and Finance Committees  
**FROM:** Annette Ellison, Deputy Court Administrator  
**DATE:** May 21, 2024  
**SUBJECT: RESOLUTION TO AUTHORIZE CONTRACTS FOR  
LAWYER GUARDIAN AD LITEM REPRESENTATION**

For Meeting Agendas: May 30, 2024 – Law and Courts  
June 05, 2024 – Finance

**BACKGROUND**

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to initiate contracts for legal representation of children in neglect and abuse cases. Two of the three attorneys recommended in this resolution have already been providing Lawyer Guardian Ad Litem services (L-GAL) for the Circuit Court Juvenile Division. One of the attorneys has provided legal representation on other matters in the Circuit Court.

The case distribution for neglect and abuse cases is unchanged from 2023. The case distribution for neglect and abuse cases is as follows: Judge Koenig .2, Judge McCormick .2, Judge Garcia .2, Judge Dunnings .2, and Judge Cole .2 of the Family Division docket. The Juvenile Division recommends providing a 2% increase to the 2024 contracts. This allows the Juvenile Division to incrementally increase contract rates in order to avoid large increases.

The 2024 L-GAL positions for Judge Garcia and Judge Cole have been satisfied already under Resolution #23-039. Attorney Kaitlin Fish, previously assigned to the above L-GAL contracts, vacated the position as a result of accepting the Chief Attorney Referee position with the Juvenile Division; when the memo for “letters of interest” was distributed to the various lawyer associations, Attorney Shaneika Walker was selected to provide L-GAL representation for cases assigned to Judge Cole; Attorney Heather Boyer’s notice of resignation was accepted for the current L-GAL contract assigned to Judge Koenig and was selected to provide L-GAL representation for cases assigned to Judge Garcia. Attorney Janet McDuffey was selected to provide L-GAL representations for cases assigned Judge Koenig. New contracts are necessary for all three attorneys.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients.

The contract assigned to Judge Cole will be in effect from May 21, 2024 through December 31, 2025. Contracts assigned to Judge Garcia and Judge Koenig will be in effect June 1, 2024 through December 31, 2025.

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

**ALTERNATIVES**

The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse cases.



**FINANCIAL IMPACT**

Funds to support this contract have been allocated in the Juvenile Division’s 2024 budget. No additional funding is requested.

**STRATEGIC PLANNING IMPACT**

Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission’s report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Enter into a contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR  
LAWYER GUARDIAN AD LITEM REPRESENTATION**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2024 Budget approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted equally; and

WHEREAS, it is recommended that Attorney Shaneika Walker shall begin providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Morgan Cole at a rate not to exceed \$28,129.85 for the seven-month period remaining in calendar year 2024 and \$49,186.99 a year for calendar year 2025; and

WHEREAS, it is recommended that Attorney Heather Boyer shall begin providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Richard J. Garcia at rate not to exceed \$24,111.55 for the six-month period remaining in calendar year 2024 and \$49,186.99 a year for calendar year 2025; and

WHEREAS, it is recommended that Attorney Janet McDuffey shall begin providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Carol Koenig at rate not to exceed \$24,111.55 for the six-month period remaining in calendar year 2024 and \$49,186.99 a year for calendar year 2025; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Shaneika Walker for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Morgan Cole at a rate of \$4,018.55 a month, not to exceed \$28,129.85 for the seven-month period remaining in calendar year 2024 and a rate of \$4098.92 a month, not to exceed \$49,186.99 a year for calendar year 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Heather Boyer for Lawyer Guardian Ad Litem representation on neglect and abuse

cases assigned to Judge Richard J. Garcia at a rate of \$4,018.55 a month, not to exceed \$24,111.30 for the six-month period remaining in calendar year 2024 and a rate of \$4098.92 a month, not to exceed \$49,186.99 a year for calendar year 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Janet McDuffey for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol Koenig at a rate of \$4,018.55 a month, not to exceed \$24,111.30 for the six-month period remaining in calendar year 2024 and a rate of \$4098.92 a month, not to exceed \$49,186.99 a year for calendar year 2025.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Shaneika Walker, Attorney Heather Boyer, and Attorney Janet McDuffey, which collectively shall not exceed \$132,928 for calendar year 2024 and \$139,261.89 for calendar year 2025, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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 Committee and Finance Committee  
**FROM:** Ryan S. Watts, CCAB Manager  
**DATE:** May 15th, 2024  
**SUBJECT:** **Resolution Authorizing a Pilot Program with the Greater Michigan Construction Academy**  
For the meeting agendas of

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**BACKGROUND**

This resolution approves a Pilot Program with the Greater Michigan Construction Academy (GMCA) for 3 felony probationers in the amount of \$10,500.

**ALTERNATIVES**

Failure to approve this resolution will result in the loss of alternative programming for felony probationers designed to provide hard skills within the trades industry.

**FINANCIAL IMPACT**

A total payment of \$10,500 shall be paid to the GMCA to cover tuition for 3 pre-selected 30<sup>th</sup> Circuit Court probationers. These funds shall be paid from the Justice Millage which provides for funding allocations to help reduce recidivism.

**OTHER CONSIDERATIONS**

Community Corrections continues to seek new and promising programming within our community to help reduce recidivism by providing treatment, counseling, education, and job skills. This program will help accomplish these goals and should the pilot program prove to be a success, continuing funding shall be sought from the State via PA511. The Midland County Office of Community Corrections has an existing program of similar scope with the GMCA and has had much success with those enrolled.

**RECOMMENDATION**

Based on the information presented, the CCAB recommends approval of the attached resolution to support Community Corrections programming.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PILOT SKILLED TRADES TREATMENT PROGRAM THROUGH COMMUNITY CORRECTIONS AND IN PARTNERSHIP WITH THE GREATER MICHIGAN CONSTRUCTION ACADEMY**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, in addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, beginning in January 2019, the Board of Commissioners has allocated funding to Community Mental Health, the Community Corrections Department, the Health Department, the Sheriff’s Office, and the Pretrial Services Division of Circuit Court to provide such programming; and

WHEREAS, the Greater Michigan Construction Academy (GMCA) provides skilled trades programming to community members (including those on probation) to provide certification in the skilled trades and reduce recidivism; and

WHEREAS, tuition per semester is \$1,750 per person and the program length is set at two semesters in total; and

WHEREAS, three probationers have been identified and selected to participate in the pilot program by the 30<sup>th</sup> Circuit Court MDOC Probation Supervisor; and

WHEREAS, continued funding will be sought from the State of Michigan via PA511, should the pilot program be successful.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the CCAB/GMCA skilled trades pilot program for three 30<sup>th</sup> Circuit Court Probationers.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a tuition payment not to exceed \$10,500 to the Greater Michigan Construction Academy for the semester beginning in August 2024.

BE IT FURTHER RESOLVED, that funds for this pilot program with the GMCA will come from the Justice Millage.

BE IT FURTHER RESOLVED, that staff will present a report after the conclusion of the pilot program providing information about achievements and effectiveness of this programming.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution.

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Holly Guild, Director, Ingham County Animal Control & Shelter  
**DATE:** May 15, 2024  
**SUBJECT:** Resolution to create an Animal Care Manager position  
For the meeting agendas of May 30, June 4, and June 5, 2024

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**BACKGROUND**

Since 2020, ICACS has been focused on expanding its capacity for animal related medical care, which has included implementing programs focused on improving the behavior and well-being of stray and abused animals in our care in conjunction with expanding public facing services to Ingham County residents. These programs have required the addition of new staff in our Animal Care and medical divisions to adequately care for the animals in our custody along with improving our overall quality of care.

In an effort to continue expanding the services provided by our public facing programs and maintain our high internal standards of care, we are asking to create a new Animal Care Manager position. This position would be primarily responsible for direct daily supervision of the animal care and behavior staff, monitoring the daily care of animals in ICACS custody, development of new animal care and behavior programming, controlling the population balance of the Shelter, and scheduling of public facing services such as the ICACS trap neuter and return program.

The Animal Care Manager position would be responsible for the direct supervision of eight full-time staff members and would report to the Deputy Director. This change would reduce the number of employees directly supervised by the Deputy Director from 24 to 16.

**ALTERNATIVES**

If this position is not created, then ICACS will continue to operate with the current administrative structure and supervisory span of control.

**FINANCIAL IMPACT**

The long term (top level) cost for the Animal Care Manager position is \$134,358 for fiscal year 2024 which will be paid for from existing and future Animal Control 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 an Animal Control Manager position for the Ingham County Animal Control & Shelter.

TO: Holly Guild, Animal Control Director

FROM: Joan Clous, Human Resources Specialist

DATE: April 16, 2024

RE: Memo of Analysis for creation of Animal Care Manager

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Animal Control would like to create a new position and Human Resources can confirm the following information:

1. The position was placed with the MC group as it has a community of interest with that group. The Animal Care Manager was classified at MC 8 (\$60,884.80 to \$73,102.90)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reclassification proposal. You are now ready to move forward by contacting budget for a budget analysis.

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

**INGHAM COUNTY  
JOB DESCRIPTION  
ANIMAL CARE MANAGER**

**General Summary:**

Under the direction of the Animal Control Deputy Director will supervise and direct the Animal Care and Behavior staff of the Ingham County Animal Control Shelter (ICACS). Coordinates the daily animal population balance of ICACS. Will develop policies and procedures for the care of animals, cleaning of kennels and facility, ordering of supplies, TNR program, Barn cat program, and shelter maintenance. Creates schedules and ensures shifts are covered in case of absences. Ensures shelter animal records are kept up to date and in compliance with regulations. Makes recommendations to ICACS administration to develop the annual animal care budget.

**Essential Functions:**

1. Supervises, directs, trains, schedules and assigns work to Animal Care Specialists and ensures shifts are covered in cases of absence.
2. Ensures Animal Care staff are trained in the proper care of shelter animals, and proper documentation of behavioral and medical issues.
3. Ensures that shelter animals are fed, medicated as needed, and that any safety or behavioral issues with animals are brought to the attention of the Veterinarian and ICACS administration.
4. Performs daily monitoring of ICACS animal population balance.
5. Approves transfers of animals in and out of the shelter from external agencies and works with Rescue Coordinator to ensure the transfer of animals.
6. Approves scheduling for the ICACS trap neuter and release program.
7. Addresses safety and maintenance issues within animal housing areas and ensures compliance with Michigan Department of Agriculture and Rural Development standards.
8. Works with shelter medical staff to establish lists of animals eligible for surgery.
9. Coordinates with office staff regarding available space for owner surrendered animals.
10. Ensures that treatment and feeding protocols established by shelter veterinarians are properly implemented.
11. Works with ICACS Foster Coordinator to address issues with animals in foster and coordinates intake of foster animals for medical visits.
12. Establishes daily enrichment programs for animals housed at ICACS.
13. Performs animal behavior evaluations in the absence of the Behavior and Enrichment Coordinator.

**Other Functions:**

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

**Employment Qualifications:**

**Education:** Associate's degree or equivalent experience.

**Experience:** Four years of related experience in animal care. Animal behavior certifications preferred. Supervisory experience preferred.

OR

**Other Requirements:**



- None

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position works closely with domestic and wild animals with unpredictable temperaments.

**Physical Requirements:**

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF AN ANIMAL CARE MANAGER POSITION  
WITHIN THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) is continually expanding its services to improve the health and welfare of the citizens and animals in the community; and

WHEREAS, the services provided by ICACS have resulted in increased animal care and medical staff; and

WHEREAS, the expanding services provided by ICACS have increased the number of animals coming to and from the Shelter; and

WHEREAS, Ingham County Animal Control and Shelter has need of an Animal Care Manager to supervise the staff providing animal care and monitor the daily health and behavior of animals housed at the Shelter; and

WHEREAS, the funding for this position will be paid from the ICACS millage fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of one newly created position of Animal Care Manager, classified as Managerial and Confidential Grade 8 (salary range \$60,884.80-\$73,102.90).

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.