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LAW & COURTS COMMITTEE
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DERRELL SLAUGHTER
VICTOR CELENTINO
BRYAN CRENSHAW
MARK POLSDOFER
CHRIS TRUBAC
RANDY 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, APRIL 18, 2019
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 28, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Continue Support Service Agreement with [Carousel Industries](#) for the Jail & Training Rooms Audio & Video Systems
 - b. Resolution to Authorize an Amendment to a Current Contract with the Michigan Department of Health and Human Services for [Transport Services](#) of Specific Juveniles by Sheriff's Deputies
 - c. Resolution to Approve the Letter of Understanding with Capitol City Labor Program ([CCLP](#)) Corrections Unit
2. Friend of the Court/Prosecuting Attorney/Innovation & Technology Department – Resolution to Authorize a Contract with [Rehmann Consulting](#) to Assist the Friend of the Court, Prosecuting Attorney, and Innovation & Technology Departments in Implementing the Independent Security Audit Requirement as Set Forth in Michigan Office of Child Support IV-D Memorandum 2017-011
3. Controller's Office
 - a. Resolution Authorizing [Adjustments](#) to the 2019 Ingham County Budget
 - b. Resolution to Accept the 2018 – 2022 [Strategic Plan](#)
 - c. Resolution Updating Various [Fees](#) for County Services (*Discussion*)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE

March 28, 2019

Draft Minutes

Members Present: Celentino, Koenig, Polsdofer, Schafer, Slaughter, and Trubac.

Members Absent: Crenshaw.

Others Present: Sheriff Scott Wriggelsworth, Lance Langdon, Russel Church, Amy Preiskorn, Rhonda Swayze, Elizabeth Noel, Beth Foster, Teri Morton, and others

The meeting was called to order by Chairperson Koenig, at 6:01 p.m. in Personnel Conference Room D & E of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 14, 2019 Minutes

MOVED BY COMM. SLAUGHTER, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE MARCH 14, 2019 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Sheriff's Office
 - a. Resolution to Continue Patrol Car Video Storage Software Support from L3 Mobile-Vision, Inc. with the Ingham County Sheriff's Office
 - b. Resolution to Approve Purchase of Training from PoliceOne.com Academy for Ingham County Sheriff's Office Staff
2. Circuit Court
 - a. Resolution Amending Software Subscription and Service Agreement with Courthouse Technologies, Ltd. to Provide for Off-Site Hosting
 - b. Resolution Honoring Paul Brandell on the Event of His Retirement

3. Public Defender
 - a. Resolution to Authorize Licensing of defenderData Software and Implementation of Its Use
4. 9-1-1 Dispatch Center
 - a. Resolution to Authorize the Purchase of Chairs for the Ingham County 9-1-1 Central Dispatch Center from Ultra Seat Corporation
 - b. Resolution to Authorize Software Support Agreement with Tritech for the Computer Aided Dispatch (CAD) System
 - c. Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators during National Telecommunicators Week April 14-20, 2019

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw

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

1. Sheriff's Office
 - c. Jail Cost Recuperation Considerations (*Discussion*)

Sheriff Scott Wriggelsworth introduced the jail cost recuperation considerations.

Sheriff Wriggelsworth stated he thought \$50 per day was too high to charge for Pay for Stay. He further stated that no one paid the fees, and they were not recuperated.

Sheriff Wriggelsworth stated that for repeat offenders who were sentenced again, they got significant deposits into their accounts for noodles, razors, and other goods. He further stated that when those inmates received deposits into their accounts, the Ingham County Sheriff's Office (ICSO) took 70% of the deposits to recover costs as outlined in the information provided to the Committee.

Sheriff Wriggelsworth stated that his suggestion was to reduce the fee for Pay for Stay to \$8 per day. He further stated that it cost the ICSO \$3 per day for inmates' meals, so about \$5 of the fee would be applied to Pay for Stay.

Sheriff Wriggelsworth stated if someone left the jail with only \$240 in fees rather than \$1,500 for a 30-day stay, it would be much more approachable for them to pay off. He further stated that with this proposal, the fees for Pay for Stay would also be deducted from the inmate's account funds at a 75% rate.

Sheriff Wriggelsworth stated that the current system did not work, as the ICSO had recuperated about 0.01% of the fees incurred over the past 14 years. He further stated that the fees and 75% collection rate would be included in the inmate's guidebook.

Sheriff Wriggelsworth stated he was looking for input or support from the Committee on this proposal. He further stated that he was not looking to pursue debts through collections or placing liens on property.

Chairperson Koenig asked what kind of data ICSO collected to come to the conclusion that only \$30,000 had been collected over 14 years.

Sheriff Wriggelsworth stated that he did not have data for 14 years ago, but in 2017 and 2018 ICSO billed \$3,752,000 just for Pay for Stay, not including any other costs incurred by inmates. He further stated that in 2017 and 2018, ICSO only collected \$21,000.

Chairperson Koenig asked what ICSO had charged the State for bed rentals at the jail.

Sheriff Wriggelsworth stated that the State had been charged \$36 per day, per inmate.

Chairperson Koenig asked what the average stay was for an inmate at ICSO.

Sheriff Wriggelsworth stated the average stay at the jail was 21 days.

Chairperson Koenig stated that the Michigan Department of Corrections used a system where it did not flag an inmate's fees until they exceeded a certain amount. She further stated that she thought it was an interesting concept to reduce the fee.

Sheriff Wriggelsworth stated he would report back in about six months with the results of the Pay for Stay fee reduction.

Chairperson Koenig asked if there were any studies about the fees for Pay for Stay.

Sheriff Wriggelsworth stated he had not seen any studies regarding the fees for Pay for Stay, but he knew that some counties in Michigan were aggressive with recuperating the fees.

Chairperson Koenig stated that if ICSO took an aggressive approach, then she would oppose that, because the recently incarcerated were a fragile population.

Commissioner Schafer stated that back in the 1980's, there had been a more aggressive approach, where they did studies during inmate intake and found out their income and ability to pay. He further stated that the Board of Commissioners had decided then that they did not want to be more aggressive in the recuperation of fees.

Commissioner Schafer stated he would support the Sheriff in his proposal, and he knew a lot of counties had fees.

Chairperson Koenig stated that perhaps the Board of Commissioners during the 1980's recognized that this was a fragile population and that was why they did not pursue collecting the fees more aggressively.

Discussion.

Commissioner Slaughter asked if there were projections on how much the ICSO expected to collect by lowering the Pay for Stay fees.

Sheriff Wriggelsworth stated he had no idea how much to expect to collect from the reduction in fees.

Commissioner Slaughter stated he appreciated the Sheriff's willingness to experiment, and he looked forward to seeing what happened with the proposal.

Discussion.

Commissioner Polsdofer stated he appreciated the example the Sheriff provided of 0.01% of fees charged were collected. He further stated that he supported trying to move forward with this plan.

Commissioner Slaughter asked if ICSO did not see a significant uptick in a collection of fees, they expected to go back to charging \$50 per day again.

Sheriff Wriggelsworth stated he did not see ICSO going back to charging \$50 per day for Pay for Stay. He further stated it had even been discussed about not billing at all, because if no fees were recuperated, then it was an effort in futility.

Sheriff Wriggelsworth stated that the results might be shocking, especially with the 75% rate collected on inmates' account deposits.

Chairperson Koenig asked when ICSO sent notice of the increase to a 75% collection rate, if the notice would also include what the inmates owed and how much they had to spend after the collection of fees.

Sheriff Wriggelsworth stated the inmates would know the balance of their accounts.

Discussion.

Sheriff Wriggelsworth stated the more palatable they made the program, the more successful it would be.

Discussion.

Commissioner Schafer stated he thought it was a reasonable approach to giving the inmates some sense of responsibility in the situation.

Chairperson Koenig stated that the reduced fees would be within something the inmates could reach.

Sheriff Wriggelsworth stated he also wanted to address the Work Release program, which was archaic and not financially feasible. He further stated the current Work Release program rules charged 30% of the person's weekly pay or \$30 per day, whichever was greater, and the amounts had to be paid upfront before being allowed out to work, so many people did not want to do it.

Sheriff Wriggelsworth stated when people got out of jail, they had financial responsibilities, like rent and other obligations and current Work Release costs affected the ability to pay for those responsibilities. He further stated that he would like to just charge \$8 per day for Work Release instead, as he thought that would significantly increase those willing to go on Work Release, and allow them to keep their job when they got out of jail.

Sheriff Wriggelsworth stated ICSO would still have to do visit checks, and those on Work Release would have to incur tether fees as well.

Discussion.

Chairperson Koenig asked what length of contract ICSO had with Securus Technologies.

Sheriff Wriggelsworth stated the contract with Securus Technologies was very long, and he estimated there was about nine more years on the contract.

Chairperson Koenig asked if the Sheriff thought the contract should be revisited.

Sheriff Wriggelsworth stated he did not know if the contract could be revisited.

Chairperson Koenig stated she knew other counties were going to GTL.

Sheriff Wriggelsworth stated the contract could be looked at, but ICSO was happy with Securus Technologies currently. He further stated that the proposed fees would be static for everyone, whether the offender was staying in jail or out on Work Release.

Sheriff Wriggelsworth stated that Friend of the Court offenders were not charged, and neither were inmate workers. He further stated that only sentenced people that were not on bond were charged to Pay for Stay.

Chairperson Koenig stated that if the inmate had access to more money for phones, then there could potentially be more contact with their family.

Sheriff Wriggelsworth stated that the money collected from Pay for Stay and Work Release went to the General Fund.

Discussion.

Teri Morton, Deputy Controller, stated she did not think the Pay for Stay and Work Release fees were set by the Board of Commissioners, as they were not part of the fee resolution.

3. Public Defender
 - b. Update on Public Defender's Office

Russel Church, Chief Public Defender, stated that there were currently 25 conditional offers for staff, and by the end of April, he expected to have about 20 to 25 attorneys working. He further stated that the Public Defender's Office would begin having a presence in District Court, next week.

Mr. Church stated there were a couple of pieces that had not played out in time, including the software the office would use. He further stated that the software company offered a 30-day free trial that was currently being used for training purposes, but they were not yet inputting real data into the system.

Mr. Church stated that the space the Public Defender's Office would be working out of had limited connectivity to the internet, which might be challenging.

Chairperson Koenig asked why there was limited connectivity with the internet.

Amy Prieskorn, Public Defender's Office Administrator, stated there had been a miscommunication between Facilities and Management Information Systems Department (MIS) about when the lease for the building would be signed. She further stated that MIS could not sign the contract for internet until the lease was fully signed, and there was a 30-day layover from the time the contract was signed.

Ms. Prieskorn stated that the lease for the building was with the Clerk's Office currently.

Chairperson Koenig asked what the holdup in the process was. She further asked if signatures from were being waited on.

Ms. Prieskorn stated that MIS could not sign the contract for internet until the lease for the building was signed by all parties involved.

Chairperson Koenig asked if this issue had been brought to the Controller's attention. She stated she suggested taking the issue to the Controller tomorrow, to help speed up the process.

Ms. Prieskorn stated that the contracts were now at the same time, so it would just be uncomfortable for a little while.

Mr. Church stated that District Court cases could be managed with paper files. He further stated that paper was not his preferred method, but the office could do it.

Mr. Church stated that contract attorneys in 54A and 54B District Courts had been notified that their contracts would be terminated next week. He further stated that most attorneys he had hired had worked with paper files, so it would be fine but a little chaotic for a month.

Chairperson Koenig asked how many interviews the Public Defender's Office had done.

Mr. Church stated about 53 or 54 candidates had been interviewed.

Discussion.

Chairperson Koenig asked when attorney first appearance would begin.

Mr. Church stated those were planned to begin on Thursday of next week in District Courts, and it would be relatively seamless because there were two people hired that had already worked out of 55th District Court and he planned to have them stay there. He further stated that as attorneys came on board, he planned to have them in 55th District Court for two days to train.

Commissioner Slaughter asked where the attorneys that were hired were coming from.

Mr. Church stated that just about half of the attorneys hired had been on the Circuit Court list of contract attorneys. He further stated that two people hired had just taken the Bar Exam in February and could not start until they were licensed, and there was one attorney that was the law clerk for a federal judge and previously clerked with a Michigan Supreme Court Justice, which was very special that he chose to come work for the Public Defender's Office.

Mr. Church stated that there was an attorney hired that had been practicing law almost as long as he had, and was now able to do public defender work full-time. He further stated that about half of the attorneys hired had ten or more years of practice experience.

Commissioner Slaughter asked if there was a sense of how applicants found out about the positions.

Mr. Church stated he did not specifically ask how people heard about the position in interviews. He further stated that the positions had been posted with all of the law schools in Michigan, as well as with all specialty Bar organizations, and people had known that this was happening.

Commissioner Slaughter asked if Mr. Church was happy with the crop of employees he had ended up with.

Mr. Church stated he was pleased with the group of people hired so far. He further stated that he was upset about a few people who withdrew, as he had special plans for them, and some people had contacted him to say they had accepted offers elsewhere.

Mr. Church stated he wanted the Committee to know that a conditional offer had been made to Brian Jackson, Lansing City Councilmember, which had been discussed with the Lansing City Attorney and it was decided that Councilmember Jackson would not practice in 54A District Court. He further stated that some firewalls would need to be put up as to not create a conflict for the City of Lansing, but Councilmember Jackson would be a valuable member of the Public Defender's Office and had good connections.

Discussion.

Chairperson Koenig asked how the hiring was going for other staff members.

Mr. Church stated the interviews for investigators, clerks and paralegals had started that day. He further stated that he was disappointed in the amount of candidates for investigator positions so far.

Mr. Church stated that there was also not much interest in a part-time clerk position.

Chairperson Koenig stated that positions could be re-posted if the pool of applicants was not sufficient.

Mr. Church stated that paralegal and clerk positions were of limited utility until the software was working. He further stated he had asked Human Resource to rework the part-time clerk job description.

Discussion.

Chairperson Koenig asked when the Public Defender's Office was expected to be fully functional.

Ms. Prieskorn stated she thought the Public Defender's Office would be fully functional by August.

Mr. Church stated that he thought that by the end of May the Public Defender's Office would have a full presence in the Circuit Court, and a full presence in District Court could be by the end of April.

Discussion

Public Comment

None.

Adjournment

The meeting was adjourned at 6:44 p.m.

**APRIL 18, 2019 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1a. Sheriff's Office – Resolution to Continue Support Service Agreement with Carousel Industries for the Jail and Training Rooms Audio and Video Systems with the Ingham County Sheriff's Office

This resolution will authorize the continued Support Service Agreement (SSA) for the Jail and Training Rooms Audio and Video systems from Carousel Industries in an amount not to exceed \$5,799.75 to be paid from the IT Maintenance account. The continued support service will allow the Ingham County Sheriff's Office to continue utilizing Carousel Industries support assistance with all equipment, software and applications associated with the Audio and Video equipment in the Jail and Training Rooms.

1b. Sheriff's Office – Resolution to Authorize an Amendment to a Current Contract with the Michigan Department of Health and Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies

This resolution will authorize the Ingham County Sheriff's Office to continue its participation with the Michigan Department of Health and Human Services for the transportation of specific in-custody juvenile inmates for an amount not to exceed \$15,000 for 2019-2020, extending the contract expiration to September 30, 2020. This will exercise the second of two, one year extension options extending the term of the contract for one additional year.

See memo for details.

1c. Sheriff's Office – Resolution to Approve the Letter of Understanding with Capitol City Labor Program (CCLP) Corrections Unit

This resolution will approve a Letter of Understanding (LOU) between Ingham County and the CCLP Corrections Unit to allow the annual vacation accrual to be increased to 380 hours until December 31, 2020 and payment of vacation hours in excess of the maximum accrual allowed until December 31, 2019, at which time such practice will discontinue. Similar LOUs have been executed in the past.

This LOU is proposed to address the inability of some employees to schedule enough vacation time to avoid encroaching on the maximum accumulation provided under the collective bargaining agreement. It is anticipated that this situation will continue given current staffing levels. To provide a long-term solution, the Sheriff's Office will be preparing a request for additional Corrections Deputies as part of the 2020 budget process.

See memo for details.

2. *Friend of the Court/Prosecuting Attorney/Innovation & Technology Department – Resolution to Authorize a Contract with Rehmann Consulting to Assist the Friend of the Court, Prosecuting Attorney, and Innovation & Technology Departments in Implementing the Independent Security Audit Requirement as Set Forth in Michigan Office of Child Support IV-D Memorandum 2017-011*

This resolution will approve a contract with Rehmann Group, in the amount of \$25,500 for the fiscal year ending September 30, 2019, for consulting services necessary to implement the requirements of IV-D Memorandum 2017-011. The requirements include an Independent Security Audit of the county's IT network by September 30, 2019. Compliance with this audit is required per the terms of the current five-year Cooperative Reimbursement Program (CRP) contract, which expires on September 30, 2022. Ingham County Friend of the Court and the Family Support Unit of the Prosecuting Attorney's Office receive almost \$5 million in IV-D funding annually for child support enforcement and related expenditures. Funding for this contract is included in the 2019 budget.

See memo for details.

3a. *Controller's Office – Resolution Authorizing Adjustments to the 2019 Ingham County Budget*

This resolution will authorize various budget adjustments for the first quarter of 2019. The total increase to the General Fund is \$50,523.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Typical adjustments result from updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$341,450.

See memo for details.

3b. *Controller's Office – Resolution to Accept the 2018 – 2022 Strategic Plan*

The 2018 – 2022 strategic plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original, with one exception. Last year, the resolution was updated to reflect years 2019-2023. We recommend reverting back to 2018-2022 to give the 5-year plan a specific end date, at which time the County can review progress and prepare a new 5-year plan if warranted.

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document, also attached) that specifies activities and tasks required for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

DISCUSSION ITEM:

3c. Controller's Office – Resolution Updating Various Fees for County Services

Attached is a draft resolution and materials to provide the annual update of county fees as directed by the Board of Commissioners. It is anticipated that a final resolution will be presented at the next round of meetings to recommend increases to certain fees.

The attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2019, Park annual and Zoo winter seasonal fees on October 1, 2019, and for all other departments on January 1, 2020. As noted in the fee schedule, seasonal fees will continue through March 31, 2020.

Fee increases as recommended by the Controller's Office would generate approximately \$315,912 in additional revenue in 2020.

See memo and attachments for detail.

Agenda Item 1a

TO: Law & Courts Committee
Finance Committee

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

DATE: March 28, 2019

**RE: RESOLUTION TO CONTINUE SUPPORT SERVICE AGREEMENT
WITH CAROUSEL INDUSTRIES FOR THE JAIL & TRAINING ROOMS
AUDIO & VIDEO SYSTEMS WITH THE INGHAM COUNTY SHERIFF'S
OFFICE**

This resolution is for approval to continue audio & video support with Carousel Industries. The continued support service will allow the Ingham County Sheriff's Office to continue utilizing Carousel Industries support assistance with all equipment, software, and applications associated with the Audio & Video equipment in the Jail and Training Rooms.

The cost to be paid is not to exceed \$5,799.75 with the funds for this purpose coming from IT Loft Fund (636-25820-932050).

The continued software support agreement time frame would be a period of twelve (12) months beginning April 1, 2019 through April 1, 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTINUE SUPPORT SERVICE AGREEMENT WITH CAROUSEL INDUSTRIES FOR THE JAIL & TRAINING ROOMS AUDIO & VIDEO SYSTEMS

WHEREAS, the Ingham County Jail and Training Rooms had audio & video systems installed in 2014; and

WHEREAS, the Innovation and Technology Department worked with Carousel Industries to replace the failed/failing Grand Valley audio system; and

WHEREAS, the new jail and training rooms audio & video systems were completed in several phases by the end of 2014; and

WHEREAS, the Jail and Training Rooms Video & Audio systems will be covered under this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the continued Support Service Agreement (SSA) for the Jail and Training Rooms Audio & Video systems from Carousel Industries.

BE IT FURTHER RESOLVED, that the cost of the SSA, in an amount not to exceed \$5,799.75, will be paid from the 63625810-932030 IT Maintenance account.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments as related to this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract/purchase order documents with Carousel Industries consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 1b

TO: Law & Courts Committee
Finance Committee

FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff's Office

DATE: April 8th 2019

RE: A CONTRACT AMMENDMENT WITH THE MICHIGAN DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Resolution #14-324 authorized the initial contract with the Michigan Department of Health and Human Services (DHHS). The contract allows the Ingham County Sheriff's Office to provide transportation of specific in-custody juvenile inmates under the care of DHHS throughout Ingham County and its contiguous counties.

The DHHS requested this service in an effort to find a safer method for their staff and the in-custody juveniles to be transported to secure locations. The Sheriff's Office uses off duty deputies to provide these services on an infrequent basis. The Sheriff's Office is then reimbursed for the associated overtime expenses and vehicle mileage.

Resolution #17-193 authorized an amendment to the payable amount Ingham County could receive from DHHS for these services (increased from \$10,000 to \$17,500).

Resolution #17-297 authorized a renewal of the contract with DHHS in an amount not to exceed \$10,000 for a term of October 1st, 2017 to September 20th, 2018. This also included an option for two one year extensions.

Resolution #18-137 authorized another amendment that modified the payable amount to \$30,000 that Ingham County could receive from DHHS for these services (\$15,000 for 2017-2018 and \$15,000 for 2018-2019). This amendment also executed the first of two one year extensions of the term. The modified expiration date extended the expiration to September 30th, 2019.

DHHS is seeking to amend the current contract and exercise the second of two one year extensions. The contract will extend to a termination date of September 30th 2020. The payable amount of the contract extension will remain at \$15,000 for the remaining year which increases the do not exceed total for the contract to \$45,000.

The Sheriff's Office is agreeable to this extension and would like to continue the partnership with DHHS.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO A CURRENT CONTRACT
WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR
TRANSPORT SERVICES OF SPECIFIC JUVENILES BY SHERIFF'S DEPUTIES**

WHEREAS, the Michigan Department of Health and Human Services seeks to amend a current contract for transportation of specific juveniles; and

WHEREAS, the purpose of the amendment is to exercise the second of two one year extension options extending the term of the contract for one additional year, through September 30, 2020, and add a not to exceed reimbursement amount of \$15,000 for this final year; and

WHEREAS, the Ingham County Sheriff's Office wishes to continue the service provided to the Michigan Department of Health and Human Services for transportation of specific, in-custody juveniles; and

WHEREAS, the Michigan Department of Health and Human Services shall reimburse Ingham County for the Sheriff Deputies' overtime wages and transportation costs in an amount not to exceed \$45,000 in total for the contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to continue its participation with the Michigan Department of Health and Human Services for the transportation of specific in-custody juvenile inmates for an amount not to exceed \$15,000 for 2019-2020, extending the contract expiration to September 30, 2020.

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

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

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

DATE: April 9, 2019

SUBJECT: LOU ~ CCLP Corrections Unit

BACKGROUND:

Great strides have been made to address the staffing level situation in the Ingham County Jail, yet this continues to be an ongoing issue. Employees are unable to schedule enough vacation time to avoid encroaching on the maximum accumulation provided under the collective bargaining agreement. It is the desire of the parties to continue the temporary procedure of:

- Allowing the annual vacation accrual to 380 hours to pay employees for hours in excess of the maximum accumulation so employees do not lose the earned vacation time. This LOU allowing the annual vacation accrual to be increased to 380 hours is to remain in place until December 31, 2020.
- With the cash out of vacation time over and above the 380 hour maximum accumulation until December 31, 2019, at which time the cash out practice will end.

The best long-term solution to this problem would be to increase staffing. The Sheriff's Office will be preparing a core services request for additional Corrections Deputies as part of the 2020 budget process.

ALTERNATIVES:

Not addressing this problem would allow employees to lose accrued vacation time.

FINANCIAL IMPACT:

The LOU outlines the process for payment at the employee's regular hourly rate.

OTHER CONSIDERATIONS:

There are not many employees in the unit that will approach the maximum and those that may approach the maximum accumulation are long term employees that have a high vacation accrual rate. Similar LOU's have been executed historically, with limited duration, for this unit and with the 911 Non-Supervisory Unit in response to employees' difficulty with scheduling time off.

RECOMMENDATION:

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and CCLP regarding increasing/continuing the annual vacation accrual to 380 hours through December 31, 2020 and allowing the cash out or payment of vacation time excess of the maximum accumulation until December 31, 2019.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE LETTER OF UNDERSTANDING WITH
CAPITOL CITY LABOR PROGRAM (CCLP) CORRECTIONS UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County, the Ingham County Sheriff's Office, and the Capitol City Labor Program, Inc. (CCLP) – Corrections Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Ingham County Sheriff's Office and Human Resources have discussed with the CCLP Corrections Unit the need for allowing the annual vacation accrual to be increased to 380 hours until December 31, 2020 and payment of hours in excess of the maximum vacation accrual allowed due to current staffing levels until December 31, 2019, at which time payment of hours in excess of the maximum vacation accrual allowed will discontinue and have prepared the attached Letter of Understanding between the parties; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the Law and Courts, County Services, and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding between Ingham County and the CCLP Corrections Unit with respect to allowing the annual vacation accrual to be increased to 380 hours until December 31, 2020 and payment of vacation hours in excess of the maximum accrual allowed until December 31, 2019, at which time such practice will discontinue.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

LETTER OF UNDERSTANDING

BETWEEN
INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LABOR PROGRAM, INC.
CORRECTIONS UNIT

INCREASE IN MAXIMUM VACATION ACCUMULATION

WHEREAS, the current collective bargaining agreement between the parties provides in Article 33, VACATION, Section 5a that annual leave days not used may only be accumulated to a maximum of 300 hours or alternatively to a maximum of 320 hours where the Employee secures the written approval of the Undersheriff; and

WHEREAS, due to the staffing level currently existing in the Sheriff's Office the parties established a temporary expanded maximum vacation (annual leave) accumulation of 380 hours through December 31, 2017 through the use of a Letter of Understanding which expired by its terms on December 31, 2017; and

WHEREAS, the parties recognize a need to renew and extend the expanded maximum vacation accumulation limit through December 31, 2020 as well as to document retroactively to January 1, 2018, the practice of the parties in allowing vacation accumulations beyond the 300 or 320 contract maximums; and

WHEREAS, Corrections Officers will not be allowed to continue to accrue vacation (annual leave) above the 380 hour agreed upon maximum; and

WHEREAS, the parties have come to an agreement on renewal of and continuation of the expanded maximum accumulation and there will be no future accrual of or payment for vacation hours accrued over and above the 380 hour maximum accumulation except as stated below in paragraph 2.

NOW, THEREFORE, IT IS HEREBY AGREED, between the parties as follows:

1. The annual maximum vacation accrual shall be increased to 380 hours without the requirement for the written approval of the Undersheriff retroactive to January 1, 2018 through December 31, 2020.
2. Corrections Deputies will continue to receive the cash out of vacation accrued over and above the 380 hours maximum accumulation until December 31, 2019, at which time such practice will discontinue.

3. This Letter of Understanding will be effective through December 31, 2020, at which time the temporary increase in maximum leave accumulation shall expire.

COUNTY OF INGHAM

CCLP CORRECTIONS DIVISION

Bryan Crenshaw, Chairperson

Date

Tom Krug, Executive Director

Date

SHERIFF OF INGHAM COUNTY

Sheriff Scott Wriggelsworth


Date

Jack Bonner

Date

APPROVED AS TO FORM FOR INGHAM
COUNTY:

COHL, STOKER & TOSKEY, P.C.

By: 

Bonnie G. Toskey

4/04/2019

Date

TO: LAW & COURTS AND FINANCE COMMITTEES

FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FOC
MICHAEL CHELTENHAM, CHIEF ASSISTANT PROSECUTOR
DEB FETT, IT DIRECTOR

RE: CONTRACTING WITH REHMANN CONSULTING TO ASSIST THE
FRIEND OF THE COURT, PROSECUTING ATTORNEY AND INNOVATION
& TECHNOLOGY DEPARTMENTS IN IMPLEMENTING THE
INDEPENDENT SECURITY AUDIT REQUIREMENT OF IV-D
MEMORANDUM 2017-011

DATE: APRIL 9, 2019

IV-D Memorandum 2017-011, issued on July 28, 2017, requires Michigan Friend of the Court and Prosecuting Attorney offices with locally/"county managed" networks to complete an Independent Security Audit of the county's IT network by September 30, 2019. Compliance with this audit is required per the terms of the current five-year Cooperative Reimbursement Program (CRP) contract, which expires on September 30, 2022. Ingham County Friend of the Court and the Family Support Unit of the Prosecuting Attorney's Office receive almost \$5 million in IV-D funding (including incentive funding) for child support enforcement and related expenditures annually.

The initial portion of this audit, submitted at the end of January, 2018, required counties to identify whether or not their networks contain confidential IV-D child support or IRS income tax information (the latter would be kept due to information retained by Friend of the Court offices from the intercept of federal income tax refunds for payment of past-due support). This information was confirmed to be on the Ingham County network.

The second portion of the audit, due on September 30, 2019, is much more comprehensive, and requires counties with confidential information on their networks to confirm they are in compliance with federal IV-D and IRS security requirements. To assist the Friend of the Court, Prosecuting Attorney, and Innovation & Technology Departments in meeting these requirements, \$50,000 was budgeted for the fiscal year ending September 30, 2019, to hire a technology risk management consultant. This amount is eligible for 66% IV-D/CRP reimbursement, so the net general fund cost of the engagement was budgeted for \$17,000.

Three vendors were selected from the DTMB MiDeal list, to request an interview and proposal from. One, Plante & Moran, did not respond to numerous requests and emails requesting a meeting, and was therefore not interviewed. On the afternoon of January 29, 2019, two other vendors, Rehmann Consulting and Cyber Defense Technologies, were interviewed by Harry Moxley (FOC), Deb Fett (IT Director), Michael Cheltenham (Chief Assistant PA), and Jim Hudgins (Ingham County Purchasing Director). Following these interviews, Rehmann Consulting submitted a proposal for \$25,500 (\$8,670 general fund cost), and Cyber Defense Technologies (which is a Washington DC-based vendor) submitted a proposal for \$92,235.88 (\$31,360.20 general fund cost).

We are therefore recommending a contract with Rehmann Consulting. In addition to the obvious difference in price, Rehmann has a proven track record with Michigan clients, including governmental units, for technology risk management. Currently Eaton, Clinton, Calhoun, Iosco, and Monroe counties have engaged with Rehmann for this audit and at least two other large counties are considering doing so as well. Cyber Defense Technologies is typically engaged at the statewide level and does not appear to be well suited for engagements with local governments.

Thank you for your consideration. Attached is IV-D memorandum 2017-011. A representative of the FOC, PA, and/or IT Departments will be in attendance at the April 18 Law & Courts Committee meeting, and the April 24 Finance Committee meeting, to answer any questions.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

NICK LYON
DIRECTOR

IV-D MEMORANDUM 2017-011

TO: All Prosecuting Attorney (PA) Office Directors
All Friend of the Court (FOC) Office Directors

FROM: Erin P. Frisch, Director
Office of Child Support (OCS)

DATE: July 28, 2017

UPDATE(S):

☐ Manual

☐ Form(s)

SUBJECT: OCS Implementation of the Independent Security Audit Requirement Contained in Section 4.33(b) of the Current (Fiscal Year [FY] 2017) Cooperative Reimbursement Program (CRP) Agreement

ACTION DUE: Report due to OCS by **January 31, 2018**

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum explains how OCS will implement the Independent Security Audit requirement contained in Section 4.33(b) of the current (FY 2017) Cooperative Reimbursement Program (CRP) Agreement. This IV-D Memorandum also provides guidance related to the items that must be reviewed in an Independent Security Audit and supporting documentation for the security standards.

Detailed information for OCS offices regarding the audit is provided in:

- [Exhibit 2017-011E1, Independent Security Audit Guidance](#); and
- [Exhibit 2017-011E2, OCS Analysis of the OCSE Security Agreement Controls and Their Use in the Independent Security Audit](#).

There is no previous OCS policy on this topic.

DISCUSSION:

A. Independent Security Audit Requirement in the CRP Agreement

Section 4.33(b) of the current (FY 2017) CRP agreement contains the following requirement:

Independent Security Audit

At least once every three years, the Grantee must obtain an independent security audit that evaluates its compliance with the management, operational, and technical controls required by the OCSE Security Agreement,¹ Internal Revenue Service (IRS) *Publication 1075*, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies.² The audit must be conducted by an unbiased, independent entity. The entity must issue an audit report that includes detailed findings and recommendations to improve the Grantee's procedures, practices and systems in order to meet the control requirements. The Grantee must provide the report to MDHHS.

The following audits will meet this requirement:

- An IRS Safeguards Review conducted by the IRS; or
- A review conducted by an independent auditing/security review firm.

Under the current Information Technology (IT) support models, a biennial MDHHS-OCS IRS Internal Inspection site visit meets this requirement for state-managed offices, but does not completely meet this requirement for county-managed offices. The biennial MDHHS-OCS IRS Internal Inspection site visits only review business/office procedures and processes; they do not review the IT infrastructure, personal computers (PCs)/laptops/devices, and county systems that contain IV-D data (e.g., imaging systems, file shares). However, the IT infrastructure and PCs/laptops/devices for state-managed offices are reviewed at the state level by the IRS; therefore, everything is audited. The IT infrastructure, PCs/laptops/devices, and county systems that contain IV-D data (e.g., imaging systems or file shares) at county-managed offices are not reviewed at the state level; therefore, everything is not audited. This is summarized in the table on the next page.

¹ Ref: [Exhibit 2017-011E3](#).

² OCSE is the federal Office of Child Support Enforcement; DTMB is the Department of Technology, Management and Budget; MDHHS is the Michigan Department of Health and Human Services.

	State-Managed Offices	County-Managed Offices
Business/Office Procedures and Processes	Reviewed in biennial MDHHS-OCS IRS Internal Inspection site visit.	Reviewed in biennial MDHHS-OCS IRS Internal Inspection site visit.
IT Infrastructure, PCs/Laptops/Devices, and County Systems That Contain IV-D Data (e.g., Imaging Systems or File Shares)	Reviewed at state level by IRS.	Reviewed in an Independent Security Audit.

B. Analysis of the Independent Security Audit Requirement Between the Different IT Support Models

An Independent Security Audit, as it is written in the CRP agreement, refers to more than just IT security; it covers all management, operational and technical controls over handling, storing and using confidential data. For the purposes of this IV-D Memorandum and what needs to be done in an Independent Security Audit, the management, operational and technical controls over handling, storing and using confidential data are divided into:

- The business/office procedures and process controls; and
- The controls over the IT infrastructure, PCs/laptops/devices, and county systems (e.g., imaging systems, file shares) that contain IV-D data.

For the purposes of this memorandum, references to “county systems that contain IV-D data” will include imaging systems and file shares that contain IV-D data.

Note: Section 4.33(a)(8) of the CRP agreement refers to DTMB Technical Policies, Standards and Procedures; however, because of the comprehensive nature of the OCSE Security Agreement and IRS *Publication 1075*, DTMB Technical Policies, Standards and Procedures do not need to be considered at this time, and no action needs to be taken related to those requirements.

1. State-Managed Offices

At state-managed offices, responsibility for the management, operational and technical controls over handling, storing and using confidential data are split between the state and the county office. The business/office procedures and process controls are managed by the county office, but the IT infrastructure and PCs/laptops/devices are managed by the state.

Note: There should not be any IV-D county systems or file shares at state-managed sites.

The biennial MDHHS-OCS IRS Internal Inspection site visits fully meet the audit requirement for state-managed offices because OCS reviews the business/office procedures and process controls during the site visits. Although OCS does not review the controls related to the IT infrastructure and PCs/laptops/devices, those controls are reviewed at the state level (e.g., by the IRS).

2. County-Managed Offices

At county-managed offices, the county has the entire responsibility for the management, operational and technical controls over handling, storing and using confidential data. The county manages the business/office procedures and process controls as well as the controls over the IT infrastructure and PCs/laptops/devices and any county system that contains IV-D data. OCS reviews the business/office procedures and process controls during its biennial IRS Internal Inspection site visits, but OCS does not review the IT infrastructure, PCs/laptops/devices, and county systems that contain IV-D data. Neither DTMB nor the IRS review these items at the state level. Therefore, county-managed offices need an Independent Security Audit that covers the IT infrastructure, PCs/laptops/devices, and any county system that contains IV-D data.

Note: The IRS may choose to audit a county-managed office during an audit of OCS.

The CRP agreement requires an Independent Security Audit once every three years. The effective date of the current CRP agreement was October 1, 2016; therefore, the county-managed offices must complete an audit by **September 30, 2019**.

The cost of the audit must be billed in accordance with [IV-D Memorandum 2012-004](#)³ or its successors. The method used to charge for the IT services that are the subject of the audit must be used to charge for the cost of the audit. As IV-D Memorandum 2012-004 states: "Generally, counties cost-allocate data processing (DP) costs and services as an indirect cost. This is done through an indirect cost allocation plan (CAP), an internal service fund (ISF), or other internal billing arrangement (IBA) that is not an ISF."

C. Compliance With the Independent Security Audit Requirement

1. State-Managed Offices

State-managed offices do not need to have an Independent Security Audit.

2. County-Managed Offices

³ *Michigan Child Support Enforcement System (MiCSES) Technical Support Guidelines, Personal Computer (PC) Allocation Guidelines, Data Processing (DP) Costs and Reimbursement Through the Cooperative Reimbursement Program (CRP), and IV-D-Funded Computer Equipment Requests.*

County-managed offices do not need to complete an Independent Security Audit until **September 30, 2019** because the CRP agreement only requires an Independent Security Audit once every three years.

However, by January 31, 2018, county-managed offices must take the following steps toward compliance. This will allow OCS to have the information in time for the expected IRS audit in 2018. County-managed offices must do the following:

- a. Identify if they have confidential IV-D data⁴ that is contained in a county system or file share and determine if any of the data is federal tax information (FTI) (e.g., MiCSES⁵ tax-offset information, MiCSES IRS addresses).⁶
- b. Contact their county administrator and/or county IT department; refer them to IRS *Publication 1075* Section 9 and the IRS Office of Safeguards website (<https://www.irs.gov/uac/safeguards-program>); and provide them with the CRP agreement language, copies of Exhibits 2017-011E1 and 2017-011E2 (guidance documents), and the OCSE Security Agreement (Exhibit 2017-011E3).
- c. Inform the county administrator and/or county IT department that the IT infrastructure and PCs/laptops/devices that **access** the state systems must be assessed against IRS *Publication 1075* Section 9 as outlined in Exhibit 2017-011E1.
- d. Inform the county administrator and/or county IT department that if there is FTI stored on a county system or file share that contains IV-D data, that system must also be assessed against IRS *Publication 1075* Section 9 as outlined in Exhibit 2017-011E1. If there is no FTI on the system that contains IV-D data, the system only needs to be assessed against the OCSE Security Agreement as outlined in Exhibits 2017-011E1 and 2017-011E2.
- e. Ask their county administrator and/or county IT department to provide written feedback to identify any independent security reviews/audits currently or recently performed that:

⁴ "IV-D data" or "child support *program* information" is data or information obtained in connection with the performance of IV-D functions; this information may or may not be stored in a IV-D data system.

"Confidential information" is defined in [Section 1.10, "Confidentiality/Security," of the Michigan IV-D Child Support Manual](#).

⁵ MiCSES is the Michigan Child Support Enforcement System.

⁶ Ref: Section 1.10 of the *Michigan IV-D Child Support Manual* for a definition of IRS data. Also refer to [IV-D Memorandum 2017-001, *Commingling of Federal Tax Information \(FTI\) With Non-FTI, and the Independent Verification of FTI Addresses*](#).

- 1) Cover the IT infrastructure, PCs/laptops/devices, and/or any county system or file share that contains IV-D data used by the FOC or PA offices; and
- 2) Meet the definition of an acceptable auditor in Section D of this memorandum.

Based upon a discussion with the Michigan State Police, OCS has determined that a Law Enforcement Information Network (LEIN) audit does not meet the requirements for an independent security review/audit.

Separate feedback should be provided for the IT infrastructure, PCs/laptops/devices, and any county systems or file shares that contain IV-D data.

- f. If the county administrator and/or county IT department indicates that no reviews/audits that meet the requirements outlined above were recently or are currently performed, county-managed offices should ask their county administrator and/or county IT department to:
 - 1) Provide a written estimate as to when an Independent Security Audit covering the IT infrastructure, PCs/laptops/devices, and any county systems or file shares containing IV-D data could be completed; and
 - 2) If the audit cannot be completed by September 30, 2019, schedule a self-assessment using the applicable Safeguards Computer Security Evaluation Matrixes (SCSEMs) as outlined in Exhibits 2017-011E1 and 2017-011E2, and complete the self-assessment by September 30, 2018. Provide the date when the self-assessment can begin and when the applicable SCSEMs can be completed. Separate feedback should be provided for the IT infrastructure, PCs/laptops/devices, and any county systems or file shares that contain IV-D data.
- g. Report through the Tax Confidentiality Questionnaire in EGrAMS whether steps (a) through (d) above have been completed, and provide the information obtained from steps (e) and (f). **This report must be submitted to OCS by January 31, 2018.**

OCS will review the feedback. OCS staff will then respond via email to the FOC and PA office directors outlining their interpretation of the next steps and any additional assistance they can provide to help the offices meet the CRP agreement requirement.

D. Additional Information

If the county needs an example of an Independent Security Audit contract, the state currently has a contract with Cyber Defense Technologies, LLC (Contract No. 071B6600012) to provide various vulnerability assessment services to the state. The contract is also available for use by counties under the [MiDeal Extended Purchasing Program](#).

The federal OCSE issued [Information Memorandum \(IM\)-17-01, *Independent Security Assessors and Baseline Security Controls*](#), for tribal agencies. This memorandum discusses identifying independent security assessors and gives examples of minimum baseline security controls. It may provide valuable guidance in the selection of an independent auditing/security review firm.

In addition, OCSE IM-17-01 contains the definition of an acceptable auditor for purposes of the Independent Security Audit: "a competent, independent, and unbiased evaluator who has expertise in information assurance and IT cybersecurity technology, processes, and methodology to validate existing security controls and make a determination of a general security posture of an IT system."

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. County-managed offices will complete an Independent Security Audit by September 30, 2019. However, they must take steps toward compliance by January 31, 2018. This includes reporting to OCS information about their compliance through the Tax Confidentiality Questionnaire in EGrAMS. (See Section C[2] of this memorandum.)

REVIEW PARTICIPANTS:

Program Leadership Group

CONTACT PERSON:

Duane Noworyta
OCS Financial Management Unit
noworytd@michigan.gov
(517) 241-7728

CC:

All OCS offices
State Court Administrative Office (SCAO), Friend of the Court Bureau

SUPPORTING REFERENCES:

Federal
45 Code of Federal Regulations (CFR) 92.25

State
None

ATTACHMENTS:

Exhibit 2017-011E1:	Independent Security Audit Guidance
Exhibit 2017-011E2:	OCS Analysis of the OCSE Security Agreement Controls and Their Use in the Independent Security Audit
Exhibit 2017-011E3:	OCSE Security Agreement

EPF/DN

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH REHMANN CONSULTING TO ASSIST
THE FRIEND OF THE COURT, PROSECUTING ATTORNEY, AND INNOVATION &
TECHNOLOGY DEPARTMENTS IN IMPLEMENTING THE INDEPENDENT SECURITY AUDIT
REQUIREMENT AS SET FORTH IN MICHIGAN OFFICE OF CHILD SUPPORT IV-D
MEMORANDUM 2017-011**

WHEREAS, IV-D Memorandum 2017-011 requires Michigan Friend of the Court and Prosecuting Attorney offices with county managed networks and applications to complete an Independent Security Audit by September 30, 2019; and

WHEREAS, this Independent Security Audit is also a requirement of the Cooperative Reimbursement Program (CRP) contract, which is in effect for the five year period beginning October 1, 2017, and ending September 30, 2022; and

WHEREAS, adherence to the terms of the CRP contract is necessary for the Friend of the Court, and the Family Support Unit of the Prosecuting Attorney's office, to continue to receive 66% reimbursement for Title IV-D (child support enforcement) funding from the federal government, through the Michigan Department of Health and Human Services Office of Child Support; and

WHEREAS, for the fiscal year ending September 30, 2019, approximately \$4.9 million has been budgeted for Title IV-D funding, including incentive funding, for both the Friend of the Court and the Prosecuting Attorney; and

WHEREAS, for the fiscal year ending September 30, 2019, \$50,000 of IV-D funding was budgeted for a security audit consultant, to assist in meeting the requirements of IV-D Memorandum 2017-011; and

WHEREAS, Rehmann Consulting has submitted a comprehensive security audit consulting proposal for completing these requirements, following a meeting held with the Ingham County Purchasing Director, IT Director, Friend of the Court, and Chief Assistant Prosecuting Attorney; and

WHEREAS, the amount of the proposal, \$25,500, is less than the \$50,000 budgeted for a security audit consultant for the fiscal year ending September 30, 2019; and

WHEREAS, Rehmann Group is an active vendor under the MiDeal Extended Purchasing Program, Contract #071B7700021, for vulnerability assessment and financial accounting and auditing services, which is awarded by the State of Michigan's Department of Technology, Management, and Budget, after following a competitive bidding process; and

WHEREAS, county policy allows for the purchase of goods and services from cooperative bidding agreements, such as MiDeal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a \$25,500 contract with Rehmann Group, for the fiscal year ending September 30, 2019, for consulting services necessary to implement the requirements of IV-D Memorandum 2017-011.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

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

Agenda Item 3a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 11, 2019

RE: First Quarter 2019 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2019. The total increase to the General Fund is \$50,523.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2018. Some of the larger projects carried over from the 2016, 2017, and 2018 budgets include \$110,097 for the McNamara accessible boat launch, \$80,289 Overlook Shelter Roof Improvements, and \$435,928 for jail chiller replacement and \$209,410 jail locking system, \$159,226 for Circuit Court's courtroom technology replacements with ongoing major imaging/scanning projects, \$380,518 for Circuit Court, \$121,268 Probate Court, and \$236,432 for the Clerk. 9-1-1 Emergency Dispatch requested \$300,000 of 2017 funds for the VESTA 9-1-1 phone system upgrade and \$80,000 training room remodel. The IT department had a number of unfinished projects including \$162,447 for network redesign, and \$160,000, and others that total \$183,397. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions #16-257, #16-328 and #17-109, #18-110, #18-186, and #18-533. The balance of these projects totals \$9,973,005. A total of \$112,100 in computer replacement budgeted in 2018 are also appropriated to 2019.

In the adopted budget the Animal Control expenses were reduced in the General Fund by \$58,511 but the corresponding revenue to balance from the Animal Control Millage was not adjusted. The Animal Control also requested \$27,613 of unspent operating funds to be carried over for the purchase of a truck. The Remonumentation Grant was increased by \$9,260 resulting in an increase in revenue and expense. The Controller Office requested \$6,650 to cover unexpected expenses for training on the MUNIS system. The Health Department requested reimbursement of \$7,000 for expenses related to the Youth Commission. The use of fund balance uncommitted will be increased to balance these changes.

Circuit Court requested \$17,048 for the purchase of replacement scanners for the Family Support due to the old scanners having difficulty supporting the new version of OnBase.

A vehicle in the Road Department budget has been totaled and replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Road budget of \$23,500.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$341,450. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

2019 CONTINGENCY

Adopted Contingency Amount	\$350,000
R18-467: Additional Community Agency Funding	(8,550)
Current Contingency Amount	\$341,450

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2019 Budget on October 23, 2018 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2019 BUDGET 03/11/19</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$86,167,265	50,523	\$86,217,788
201	Road	26,631,154	23,500	26,654,654
205	Animal Control Millage	487,830	(58,511)	429,319
215	Friend of Court	6,044,680	20,000	6,064,680
221	Health	20,516,715	7,000	20,523,715
228	Trails & Parks Millage	4,415,026	10,119,160	14,534,186
245	Public Improvements	690,480	1,322,666	2,013,146
261	9-1-1 Emergency Phone	8,609,642	459,123	9,068,765
561	Fair	1,134,599	214,500	1,563,599
595	Jail Commissary Fund	772,959	46,000	818,959
631	Building Authority Operating	4,087,877	153,932	4,241,809
636	Innovation & Technology	5,402,468	863,544	6,266,012
664	Mach. & Equip. Revolving	1,086,437	802,781	1,889,218

GENERAL FUND REVENUES

	<u>2019 Budget –</u> <u>03/11/19</u>	<u>Proposed</u> <u>Changes</u>	<u>2019 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	51,995,716	0	51,995,716
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,210,267	0	6,210,267
Convention/Tourism Tax - Liquor	1,409,713	0	1,409,713
Court Equity Funding	1,462,712	0	1,462,712
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	0	0	0
Use of Fund Balance - Uncommitted	2,031,774	99,774	2,131,548
Department Generated Revenue			
Animal Control	1,258,447	(58,511)	1,199,936
Circuit Court - Family Division	1,277,769	0	1,277,769
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,148,487	0	2,148,487
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	618,850	0	618,850
District Court	2,254,348	0	2,254,348
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Probate Court	277,178	0	277,178
Prosecuting Attorney	657,720	0	657,720
Purchasing	0	0	0
Register of Deeds	2,298,237	0	2,298,237
Remonumentation Grant	85,000	9,260	94,260

Sheriff	4,736,517	0	4,736,517
Treasurer	4,492,133	0	4,492,133
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	410,996	0	410,996
Total General Fund Revenues	86,167,265	50,523	86,217,788

GENERAL FUND EXPENDITURES

	<u>2019 Budget – 03/11/19</u>	<u>Proposed Changes</u>	<u>2019 Proposed Budget</u>
Board of Commissioners	618,642	0	618,642
Circuit Court - General Trial	9,167,583	0	9,167,583
District Court	3,309,520	0	3,309,520
Circuit Court - Friend of the Court	1,614,912	0	1,614,912
Jury Board	1,190	0	1,190
Probate Court	1,616,078	0	1,616,078
Circuit Court - Family Division	5,795,303	0	5,795,303
Jury Selection	171,910	0	171,910
Elections	289,560	0	289,560
Financial Services	824,457	0	824,457
County Attorney	474,525	0	474,525
County Clerk	1,153,296	0	1,153,296
Controller	979,481	6,650	986,131
Equalization/Tax Services	765,751	0	765,751
Human Resources	843,944	0	843,944
Prosecuting Attorney	6,975,094	0	6,975,094
Purchasing	247,588	0	247,588
Facilities	1,933,489	0	1,933,489
Register of Deeds	869,568	0	869,568
Remonumentation Grant	85,000	9,260	94,260
Treasurer	590,285	0	590,285
Drain Commissioner	1,113,156	0	1,113,156
Economic Development	328,271	0	328,271
Community Agencies	208,550	0	208,550
Ingham Conservation District Court	8,089	0	8,089
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	212,600	0	212,600
Sheriff	20,892,683	0	20,892,683
Metro Squad	37,670	0	37,670

Community Corrections	178,614	0	178,614
Animal Control	2,424,954	27,613	2,252,567
Emergency Operations	235,620	0	235,620
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,835,086	7,000	5,842,086
CHC	3,733,299	0	3,733,299
Jail Medical	1,680,962	0	1,680,962
Medical Examiner	676,225	0	676,225
Substance Abuse	708,102	0	708,102
Community Mental Health	2,061,941	0	2,061,941
Department of Human Services	1,972,497	0	1,972,497
Tri-County Aging	97,724	0	97,724
Veterans Affairs	618,664	0	618,664
Cooperative Extension	406,589	0	406,589
Parks and Recreation	1,637,189	0	1,637,189
Contingency Reserves	341,450	0	341,450
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,710,158	0	1,710,158
Total General Fund Expenditures	86,167,265	50,523	86,217,788

General Fund Revenues

Remonumentation Grant	Increase of \$9,260 in grant funds for remonumentation.
Animal Control	Decrease revenue transfer of \$58,511 in from 205 Animal Control Millage Fund to balance due to reduction in expenses.
Use of Fund Balance-Uncommitted	Increase of use of fund balance \$99,774 due to revenue and expense changes.

General Fund Expenditures

Remonumentation Grant	Increase of \$9,260 in grant expenses for remonumentation.
Health	Increase transfer in the amount of \$7,000 to replace funding used for Youth Commission expenses.
Controller	Additional funds of \$6,650 requested for attendance for the MUNIS Continuous Education Program out of state expenses.
Animal Control	Re-appropriate operating funds of \$27,613 for purchase of truck not expensed in 2018.

Non-General Fund Adjustments

Road (F201)	Increase revenue and expense budgets in the amount of \$23,500 to recognize insurance proceeds to cover a truck that was totaled.
Animal Control Millage (F205)	Decrease transfer to Fund 101 due to reduction in expenses in the amount of \$58,511 and increase 205 Fund balance.
Friend of Court (F215)	Re-appropriate funds for the following projects; Reinforcement of Doors (\$12,500), Install Card Readers (\$7,500) for CIP 2018.
Health (F221)	Increase transfer from Fund 101 in the amount of \$7,000 to replace funding used for Youth Commission expenses.
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, and 18-533 (\$9,973,005). Re-appropriate funds for McNamara accessible boat launch (\$110,097) from CIP 2016, Pump House Building (\$3,315), Restrooms Refurbishment (\$2,743), Gravel/Millings Burchfield & Lake Lansing (\$30,000) from CIP 2017.

Public Improvement (F245)	Re-appropriate funds for Overlook Shelter roof/restrooms (\$80,289), gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: District Court Public Bath Flooring (\$17,293), and Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$20,213), and Steam Repairs VMC (\$20,000) from CIP 2017, Indoor Firearms Range (\$5,000), Lock Replacement Jail (\$8,156), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$25,000), Jail Roof Repairs (\$33,847), Training Center Roof (\$21,096), Lock Repair Parts (\$14,689) all from CIP 2017, Jail Heat Pumps/Piping (\$40,671), and Replace Jail Water Softener (\$25,000) from CIP 2016, RTU Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$435,928), Jail Locking System (\$209,410), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$85,000), and Clock Tower Repairs (\$208,200) from CIP 2018.
9-1-1 Emergency Phone (F261)	Re-appropriate funds for the following projects; Radio system battery replacement (\$20,000) per 2016 capital budget and Phone System Upgrade to VESTA 911 (\$300,000) from the CIP 2017. Re-appropriate Training Room Remodel (\$80,000), Test Servers Inform CAD and Mobile (\$35,323), Inform CAD API (\$8,600), Inform Browser (\$15,200) from CIP 2018.
Fair (F561)	Re-appropriate funds for the following projects; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000), Replacement of Fair Laptop, (\$4,500) from 2018 CIP.
Jail Commissary Fund (F595)	Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access (\$10,000), Court Room Gates (\$10,000), and Main Interior Security Door (\$6,000) for CIP 2018 Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000) for CIP 2018.
Bldg. Authority Operating (F631)	Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$25,000), Parking Lot Repairs (\$91,709), Door Replacement (\$22,000), and DHHS Data Room AC replacement (\$2,008) from CIP 2018.

Innovation & Technology
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2018; Network Redesign (\$162,447), wireless project (\$160,000), Network Analysis Tools (\$25,000), Microsoft Licensing (\$15,000), SAN License (\$20,000), Phone Software (\$15,000), Web Software Licensing (\$25,000), Web Site Revamp (\$30,000), Network Security Assessment (\$40,000), Wiring Project (\$10,000) and Phone System Upgrade (\$3,397).

Mach/Equip. Revolving
(F664)

Re-appropriate Circuit Court's imaging/scanning project (\$380,518), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), Courtview training (\$5,000), and key card holder (\$2,600) from CIP 2014 and 2015, computer, keyboard, monitor (\$1,171) and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$159,226) from 2018. Animal Control's bullet proof vest (\$4,490), Toughbook (\$19,205) from 2016, 2017 and 2018 CIP. Equalization's Software for Online Mapping (\$10,000) from 2018 CIP. District Court's Lobby Furniture CIP 2016 (\$2,592) and Two Way Radios CIP 2017 (\$1,750). Re-appropriate funds for computer replacements budgeted but not purchased in 2018 for the following departments; Innovation & Technology (\$4,236), Sheriff (\$19,100), Health Dept (\$76,000), and Prosecuting Attorney (\$17,000). To appropriate (\$17,048) for the purchase of replacement scanners for the Circuit Court's Family Support due to the old difficulty supporting newest version of OnBase. Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$10,608) from CIP 2018. Re-appropriate Probate Court's Courtroom Upgrades (\$20,564) and the Prosecuting Attorney's Scanner Replacements (\$18,500) from CIP 2018.

TO: Law & Courts, Human Services, County Services, & Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: April 8, 2019

SUBJECT: Ingham County Strategic Plan
For the meeting agendas of 4/18, 4/22, 4/23 and 4/24

BACKGROUND

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original, with one exception. Last year, the resolution was updated to reflect years 2019-2023. We recommend reverting back to 2018-2022 to give the 5-year plan a specific end date, then at that time the County can review progress and prepare a new 5-year plan if warranted.

ALTERNATIVES

The Board of Commissioners could opt not to make any changes to the 2018 – 2022 plan.

FINANCIAL IMPACT

There is no direct financial impact. However, the goals and strategies included in the Strategic Plan are considered when allocating resources during the annual budget process.

STRATEGIC PLANNING IMPACT

This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. *Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.* Key implementation task f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

OTHER CONSIDERATIONS

Review of the 5- year strategic plan is necessary to ensure that the strategies and goals remain current. An update to the action plan is included for your information.

RECOMMENDATION

I recommend approval of the attached resolution after review by the Board of Commissioners to incorporate any necessary changes.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.			
Strategy 1. Strive to make facilities and services user-friendly			
a. Submit to the electorate a new health services millage that broadens the population served beyond what the current millage allows.	<u>Board of Commissioners</u> Controller TOOA	4th quarter of 2018	The Human Services Committee opted not to consider this until the current millage comes up for renewal.
b. Expand Medicaid enrollment activities throughout Ingham County.	<u>Health Department - Health Promotion and Prevention</u>	Ongoing	Medicaid enrollment activities continued in 2018. Registration and Enrollment's location was enhanced to better serve clients as part of the HSB's May 2018 renovation.
c. Renovate the Health Department space at the Human Services Building and find a permanent home for the River Oak Clinic.	<u>Health Department</u> Controller Facilities Purchasing	2nd quarter of 2018	HSB centralized check-in and waiting room renovation project was completed in June 2018. 2019 CIP Requests reflect preparation to move the River Oak Clinic.
d. Expand programming to identify and address the prevalence of STDs in the community, particularly HIV/AIDS.	<u>Health Department</u>	Ongoing through 2022	A Ryan White Care Coordination Grant in the amount of \$581,172 was awarded to Ingham County in 2018.
e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.	<u>Health Department</u>	Ongoing through 2022	Sparrow-VOA Clinic provided additional access to healthcare. Mobile health clinic partnership with Sparrow increased access to healthcare.
f. Maintain and improve existing parkland, facilities, and features.	<u>Parks</u> Purchasing Controller Board Of Commissioners Purchasing Zoo MSU Extension	Ongoing	The Parks Department continues work on approved CIP projects. These projects include roof replacement at Hawk Island and Lake Lansing South, improvements to splash pad features, adding canoes/kayaks/trailers, etc.
g. Work to improve accessibility for visitors of all ages and abilities.	<u>Parks</u> Zoo Animal Control	Ongoing	The Parks Department was awarded two grants for Burchfield Park and McNamara Landing. The grant for McNamara Landing will provide for a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility. The Overlook Shelter grant will provide for the installation of a new ADA shelter, parking improvements, accessible pathway, etc. at Burchfield Park. In addition, we have a new ADA wheelchair at Lake Lansing South to provide beach access for any park visitor.
h. Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.	<u>Parks</u> Board of Commissioners Purchasing	Ongoing	A fourth round of millage applications were reviewed and 16 new projects were awarded that will address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. The grant for McNamara Landing to install a new EzDock kayak launch will also enhance access to a blueway trail connecting to Burchfield Park. In addition, we have purchased kayaks for Hawk Island and Burchfield Park.
i. Construct a new 50,000 sq. ft. exposition center and replace the grandstands at the Fairgrounds.	<u>Fair</u> Controller Board Of Commissioners Purchasing	Last quarter 2019 (Fair)	Exploring a variety of methods to get the project completed by late 2019.
j. The Drain Commissioner's office will continue its program of maintenance and improvement of the important public drain infrastructure	<u>Drain Commissioner</u>	Ongoing	Maintenance and improvement of drain infrastructure is an ongoing activity.
k. Provide for collection and proper disposal of household hazardous waste through the Health Department environmental health division.	<u>Health Department</u> Purchasing	Ongoing	Household Hazardous Waste collection program continued. See activity indicators for metrics.
l. Provide for ongoing potable water and wastewater inspections through the Health Department.	<u>Health Department</u>	Ongoing	Ongoing. Environmental Health staff provided input and advocacy around proposed changes to the statewide septic code.
m. Monitor environmental hazards and seek to prevent and mitigate pollution.	<u>Health Department</u>	Ongoing	Ongoing
n. Diversify programs/activities at the Ingham County Fair.	<u>Fair</u> Controller Board Of Commissioners Purchasing MSU Extension	Ongoing	Develop relationships with a variety of different clubs, organizations and businesses throughout the county. Create opportunities for the underserved populations that we don't typically reach.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
o. Apply contemporary transportation infrastructure philosophies, such as complete streets, to all road construction projects.	<u>Road Department</u> Board of Commissioners Parks Purchasing	Ongoing	2018 Road projects that involved complete streets philosophy: Jolly, Dobie-Meridian Rds--adding paved shoulders; Jolly at Okemos Intersection--Sidewalk gap fill-ins & ADA upgrades; Cedar St, Holt-Aurelius Rds--To be reconstructed with bike lanes, on-street parking, cross walks, new sidewalks and ADA upgrades.
p. Ensure there is no waiting list for the TCOA meals on wheels program in Ingham County.	<u>Tri-County Office on Aging</u> Board of Commissioners		TCOA was awarded a 3% increase over last year's MOW request, as well as an additional \$11,930 to be put toward this strategy for ending the wait list.
q. Implement an electronic filing system for veteran benefit claims.	<u>Veterans Affairs</u>		Veterans Affairs is able to report county service delivery and outcomes by utilizing a more efficient county-solution VetraSpec system. VetraSpec is a secure, online, veteran's claims management software solution built for veteran service officers and state departments.
r. Increase the number of families are served through the DHHS special needs account.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of special needs clients served by DHHS is projected to increase from 125 in 2017 and 2018 to 180 in 2019.
s. Work with DHHS to fix their handbook and administrative rules to eliminate confusion.	<u>Circuit Court - Juvenile Division</u> Michigan Department of Health and Human Services Board of Commissioners Controller		The Juvenile Division has attended all training and forums related to the Child Care Fund. Additionally, the Deputy Court Administrator and the Michigan Association of Family Court Administrators have met regularly to address concerns as they arise. It should also be noted that in September of 2017, the Juvenile Division participated in an on-site review by the Child Care Fund audit team. It was determined that the Juvenile Division was effective in reporting costs that were accurate, allowable and appropriate according to state laws, regulations and departmental policy.
t. Reduce the amount of time spent by each child in the foster care system.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of days of Family Foster Care is projected to decrease from 38,077 in 2017 down to 28,470 in 2019.
u. Maintain the minimal level of Law Enforcement /Road Patrol response in the Sheriff's Office primary service area within the current revenue stream.	<u>Sheriff's Office</u>	Remain at current level through 2020	Formal Reorganization of ICSO in 2018/2019 with the proposed addition of one new Field Services Sergeant position. This position has been added and made a noticeable improvement to operations. Sheriff's Safer Schools Initiative
v. Continue to take the lead in organizing interagency cooperation and obtaining state and federal grant funding to protect Ingham County against all hazards, including an emphasis on terrorism, natural disasters and accidents.	<u>Homeland Security Office</u> Purchasing MSU Extension MSP EOC Lansing SEOC MSU EOC		Strong partnerships have been established and are maintained with our local, state, regional and federal partners
w. Continue work to stem the epidemic of Opioid/Heroin related deaths and crime.	<u>Health Department</u> Prosecuting Attorney Sheriff's Office Tri-County Metro Squad Circuit Court - Juvenile Division FAN Lansing/Mason Area Opiate Task Force TCOA	Ongoing/Annual	The Ingham Opioid Abuse Prevention Initiative continued to meet and follow the strategic plan that it developed. Activities include collaborating with the County Jail and Community Mental Health to develop plans of care for inmates with Substance Use Disorders. Ingham County has retained Weitz & Luxenberg to pursue legal action against manufacturers and distributors of opioids.
x. Continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence.	<u>Prosecuting Attorney</u> Tri-County Metro Squad	Ongoing/Annual	ICPO works with police and law enforcement partners to prosecute violent crimes, much of which is the result of the illegal drug trade. In the absence of sensible gun legislation at the state and national level, it is local police and prosecutors who are on the front lines addressing gun violence. Many of our homicides result from the illegal drug trade and we support efforts to reduce illegal drug activity, in our community and throughout the State of Michigan.

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
a. Provide additional resources to the task force focusing on the epidemic of opiate addiction in Ingham County.	<u>Health Department</u> Sheriff's Office Prosecuting Attorney MSU Extension TCOA	Ongoing through 2022	The Health Department secured \$70,000 in funding from the Blue Cross Blue Shield of MI Foundation to support the activities of the Ingham Opioid Abuse Prevention Initiative and is utilizing these funds in 2018. CMH has begun distributing Narcan to at-risk individuals upon their release from the Ingham County Jail. The Sheriff has had several mobile pill collections at community events.
b. Partner with non-profit agencies and local governments to communicate the availability of quality pre-natal care to minority populations.	<u>Health Department</u>	Ongoing through 2022	The Maternal and Child Health Division's Maternal and Infant Health, Nurse Family Partnership, and Strong Start Healthy Start programs continued to work with community partners to improve birth outcomes.
c. Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)	<u>Controller</u> Circuit Court District Court Prosecuting Attorney	<u>Following Deadlines as set by MIDC</u>	Compliance Plan including 54A, 54B, and 55th District Courts and 30th Circuit Court submitted to MIDC. Plan accepted by MIDC and funding from State of Michigan granted. Implementation planning for a County Public Defender Office is underway.
d. Continue and consider expansion of the network of various Ingham County Specialty Courts (Domestic Violence, Mental Health, Substance Abuse, and Veterans Courts).	<u>District Court</u> Circuit Court Prosecuting Attorney Sheriff's Office Circuit Court - Juvenile Division	Ongoing	The court continues to work with other courts and community partners to enhance and expand existing specialty court programs.
e. Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.	<u>District Court</u> Community Corrections Advisory Board Sheriff's Office Circuit Court Prosecuting Attorney	Ongoing	The court focus is on rehabilitation and sentences are designed for what is best for the defendant and the community

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

a. Preserve important farmland and open spaces through purchase of development rights.	<u>Farmland and Open Space Preservation Board</u> Purchasing MSUE	Annually	Since it began, the program has protected just over 5300 acres of farmland and open space land in the county with permanent conservation easements. The millage was renewed for an additional 10 years in 2018.
b. Maintain a master road improvement plan that prioritizes road projects to achieve "excellent" road conditions.	<u>Road Department</u>	Ongoing	With the MTF revenue increase, the Road Department proposes maintenance paving and chip-sealing on approximately 100 miles of primary road in 2019. Also in 2019 the increased MTF will provide several miles of full resurfacing. With the recent past financial constraints, no primary roads have been fully rehabilitated or re-paved without federal aid and/or special state or other funding.
c. Develop a standardized reporting system for Community Agencies.	<u>Controller</u>	2nd quarter of 2018	A standardized reporting system is expected to be in place for 2019.
d. Identify acceptable response time ranges to develop plans to address any shortfalls in meeting the acceptable time ranges for calls for service.	<u>Sheriff's Office</u> 9-1-1 Center	Annual Basis	Pending reorganization would add one additional unit to respond / improve response times to CFS Sheriff's Safer Schools Initiative. Sheriff has assigned a deputy to each rural township and has worked to develop interagency relationships.
e. Identify appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population.	<u>Community Corrections Advisory Board</u> Prosecuting Attorney Sheriff's Office Circuit Court/Pretrial Services District Court Private Service Providers	Develop definition of recidivism by Oct. 1, 2017 Establish baseline by collecting data for 1 year - October 1, 2018	Due to the scope of this project and time constraints this FY, the Action Plan has been revised. The overall scope and feasibility of defining and tracking recidivism will be explored by June 30, 2019. Based on the results, an Implementation Plan and Timeline will be developed by September 30, 2019; Use of structured sentences that include evidence-based program models shown to reduce participant recidivism will continue to be utilized.
f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.	<u>Controller</u>	12/31/2017	A new 5-year strategic plan was adopted by the Board of Commissioners in 2017. Progress is reported annually during the budget process and periodically throughout the year at liaison committee meetings.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.			
<i>Strategy 4. Ensure employees provide complete and courteous response to resident questions and inquiries.</i>			
a. Periodically offer FOIA training opportunities to all employees.	<u>Board of Commissioners</u> Animal Control Prosecuting Attorney		Key users have participated in training for new releases of the FOIA software.
b. Provide responsive customer service and public engagement.	<u>Controller</u>		Methods to further implement this strategy will be explored in 2019. Facilities Department sent out a satisfaction survey in January 2019.

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 5. Provide opportunities to gather feedback on County services from the public.

	<u>Board of Commissioners</u> Innovation and Technology Animal Control Circuit Court Sheriff's Office		Every public meeting is a chance to gather feedback. However, an example of specific engagement with the public is the sessions held by the Sheriff to educate the public on the Jail millage.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 1. Promote key services through the local media.

a. Increase resident awareness of parks, park activities, accomplishments, and opportunities.	<u>Parks</u> Board of Commissioners Zoo	Ongoing	The Parks Department issues press releases and frequently posts to Facebook to keep the public up to date on park information. The Friends of Ingham County Parks have developed in conjunction with the Parks Department staff, a Voluntary Park Patron Optional Decal – Fundraising Proposal. This will help the Friends build a membership base of park supporters and donors.
b. Secure funding for mass media campaign around education, prevention, and treatment of HIV and STIs.	<u>Health Department</u> Board of Commissioners	Apply for funding by Q4 2018	The Health Department was awarded \$20,000 for a media campaign as part of its 2018 grant for Ryan White Care Coordination funds. The Health Department secured \$5,000 for a Hepatitis A Campaign and began implementing it in May 2018.
c. Provide public relations and media training for Commissioners, department heads, and staff.	<u>Controller</u>	Ongoing	Training opportunities are ongoing and encouraged county-wide (ICMA Webinars). Media training scheduled for February 27 Department Head meeting.

Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 2. Provide opportunities for residents and service recipients to share their experiences about County services.

a. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.	<u>Controller</u> Board of Commissioners	Ongoing	Committee Chair updates are included on the agenda for every Board of Commissioners meeting.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 3. Consider ways to brand and unify County messaging

a. Create and maintain a social media presence for County programs and services.	<u>Controller</u> All Interested Departments	Ongoing	A social media policy was approved by the Board of Commissioners in 2018. The web site update is ongoing.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 4. Assure ease of access to information on and maintenance of the County Web site.

a. Make county records available on-line whenever practical.	<u>Innovation and Technology</u>	12/1/2020	Website update is in progress, this will be the first step in providing more information online.
b. Route all requests for public documents through the FOIA Coordinator.	<u>Board of Commissioners</u>		While FOIA request procedures are available on the webpage, we are still attempting to have all customers use the FOIA software when requesting information.
c. Continue support for online mapping and property search queries through the Equalization Department.	<u>Equalization/Tax Mapping</u> Innovation and Technology	Annually	This is addressed annually in the budget.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
d. Support efforts to allow on-line fee payment for vital records.	<u>County Clerk</u> Innovation and Technology	2nd Quarter - 2019	Two challenges must be addressed: ability to verify identity and no-cost or low-cost payment processing. The current vendor is developing an ID verification module with an expected rollout in 2019. After rollout, the Clerk will determine if it meets our needs. The Clerk plans to work with the Treasurer to develop no-cost payment processing solutions.
e. Create an electronic, public directory of all County services with contact information.	<u>Innovation and Technology</u>	12/1/2018	Website update is in progress, anticipated rollout is before the end of the year.
f. Assign an employee in each department with responsibility for keeping the intranet up to date.	<u>Innovation and Technology</u>		IT can recruit a point person and coordinate but cannot enforce updates to happen. It will need to be escalated if greater measures need to be taken.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 1. Maintain the County's financial reserves at adequate levels.

	<u>Controller</u>	Ongoing	The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/17 total \$27.9 million. This equates to 12% of the \$233.3 million in total budgeted expenditures for 2018. As of 12/31/17 the General Fund has \$11.8 million more than the policy's minimum target and the Public Improvement Fund has \$8 million more than the policy minimum. The Budget Stabilization Fund is \$240,959 above its minimum target level.
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Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 2. Continue to monitor adherence to the County's financial reserve policy

	<u>Controller</u>	Ongoing	The County's policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.
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Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 3. Develop options for service levels depending on the County's fiscal health.

a. Set reasonable fees for document searches and duplication.	<u>Board of Commissioners</u>		Fees are set by resolution on an annual basis.
b. Build capacity to meet growing demands to investigate, educate and control the incidence of sexually transmitted infections in our community.	<u>Health Department</u>		Ryan White Care Coordination Grant awarded in 2018.
c. Increase the immunization rate among children 19-35 months old and 13-17 years old through community outreach/collaborations to increase knowledge and awareness about immunization.	<u>Health Department</u>		Immunization activities continued. The Board of Health has included <i>Promote ICHD Adolescent & Adult Vaccination Activities</i> as one of its Strategic Priority areas. Vaccinated residents at the Ingham County Youth Center monthly.
d. Consider the 9-1-1 Advisory Committee recommendation to submit to the electorate a supplemental 9-1-1 Operational Millage to build up a fund balance to upgrade or replace the current Public Safety Communications System.	<u>Board of Commissioners</u> 9-1-1 Center	Increase start in 2018 and continue for several years. Radio system must be replaced/upgraded by 2021.	The Board of Commissioners decided to move forward with a ballot question in November 2018 to increase the 9-1-1 surcharge to fund a full radio replacement, per Resolution 18-322. The ballot question was approved by voters and the radio replacement project is underway.
e. Supplement the CCAB Plans and Programs through local funding given the limited resources available.	<u>Community Corrections</u> <u>Advisory Board</u> Circuit Court Prosecuting Attorney	2018	CMH-CATS, Jail and Community Corrections worked together to propose programming that could potentially be funded through the Justice Complex Millage. A proposal was submitted for community-based programming.
f. Expand diversion program to divert non-violent economic crime from the traditional Courts dockets.	<u>Prosecuting Attorney</u>		We are working to further expand the eligibility of diversion cases. If marijuana is legalized in the State of Michigan, a significant number of our annual Diversion cases would no longer be filed. We are planning for this eventuality by looking at additional cases and offense categories for which Diversion programming is an appropriate solution.

Key Implementation Tasks	Lead Responsibility/ Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
g. Expand evidence based juvenile programming to adequately address the increased Family Division caseload should 17 year olds become part of their responsibilities.	<u>Circuit Court - Juvenile Division</u> Prosecuting Attorney	Annually	The Juvenile Division attempts to support this goal by reorganizing a Juvenile Court Officer position to a second Family Center Supervisor. The Family Center currently has the infrastructure to treat juveniles through their 18th birthday. This new position will be able to make decisions in the face of a critical incident at the Family Center. Currently there is one Supervisor working 12:00 pm to 8:00 pm. This new Supervisor position will provide necessary coverage from 7:30 am – 3:00 pm, while the other Supervisor will work 12:30 pm – 8:30 pm.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 4. Periodically review and revise policies and contracting procedures to reflect current best practices.

a. Coordinate County infrastructure improvement projects such as roads and drains.	<u>Road Department</u> Drain Commissioner	Ongoing	Road department sends Drain office lists of upcoming road projects early each year and several times throughout design process for coordination including avoidance of duplicate traffic and pavement disturbance. Road department also routinely sends Drain office copies of any larger permit applications to alert Drain office of larger utility impacts that may affect county drains.
b. Provide regular reports to the County Board on the use of debt service, updates on Tax Increment Financing and other financing tools.	<u>Controller</u> Financial Services	Ongoing	The County has a debt service policy, updates done annually through the audit and other financial reporting.
c. Continue periodic reports to the County Board on management and financial issues outside of the budget process.	<u>Controller</u> Financial Services Human Resources Purchasing	Ongoing	Updates have been or will be provided on Purchasing and contracts policies, and new IT security training has been implemented.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

a. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).	<u>Controller</u> Innovation and Technology Purchasing Sheriff's Office	Ongoing	Ongoing
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Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 6. Identify long and short-term funding priorities and financing options for capital projects.

a. Lend full faith and credit to viable drainage projects within parameters of the County's debt financing policy.	<u>Board of Commissioners</u>		In 2018 the County pledged full faith and credit for the Ferley Drainage District Bonds.
b. Lend full faith and credit to viable public infrastructure projects.	<u>Board of Commissioners</u>		The Board of Commissioners is supporting ongoing expansion and renovation projects at the Medical Care Facility, CMH and Animal Shelter.
c. Promote brownfield redevelopment.	<u>Economic Development</u>		For 2018 the County has contracted Economic Development Services to the Lansing Economic Area Partnership (LEAP).
d. Create a comprehensive and structured approach to the long-term management of assets as tools for the efficient and effective delivery of benefit.	<u>Facilities</u> Innovation and Technology Parks		The Facilities Director has met with Parks and they are doing a Facilities Condition Assessment of the assets within all 3 major parks. This should be concluded by the spring of 2019.
e. Develop a policy to ensure adherence with the approved Capital Improvement Program when reviewing capital funding requests.	<u>Controller</u> Innovation and Technology	4th quarter 2019	The timeline has been adjusted and extended to 2019.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 7. Identify efficiencies through regional collaboration, consolidation and service sharing that promote accountability, transparency and controlling costs.

a. Support the Ingham Conservation District in its efforts to promote natural resource stewardship.	<u>Board of Commissioners</u> Ingham Conservation District Parks	12/31/2017	The 2019 budget included a contract for services with the Ingham Conservation District of just over \$8,000.
b. Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division Health Department.	<u>MSU Extension</u> Tri-County Regional Planning Commission Health Department Parks	Ongoing	MSU Extension Greening Michigan Institute educators and resources may provide education and information.
c. Support regional and local convention and tourism activities	<u>Controller</u> Fair Parks	Ongoing	80% of Hotel/Motel tax proceeds continue to be allocated to the Greater Lansing Convention and Tourism Bureau.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
d. Support regional and local economic development groups	<u>Controller</u> Fair Parks	Ongoing	The County is a dues paying member of LEAP and maintains a contract with LEAP for economic development services.
e. Improve the timing of Child Care Fund reimbursements received from the State of Michigan.	<u>Circuit Court - Juvenile Division</u>		The Juvenile Division intends to develop and maintain a Child Care Fund Annual Plan and Budget through a strong collaboration with the Ingham County Budget Office and the Financial Services Department. Reimbursement will be timely if the Child Care Fund Annual Plan and Budget is properly constructed. The Annual Plan and Budget will be developed this summer with proper coordination between departments.
f. Implement a legislative solution to fix the unfunded mandate caused by the reduction in DHHS worker caseload ratios from 15:1 to 13:1.	<u>Michigan Department of Health and Human Services</u> Controller Board of Commissioner Circuit Court - Juvenile Division		Work towards a legislative solution to contain foster care costs is ongoing.
g. Continue the contracts with MSU to continually evaluate the effectiveness of the Juvenile Court Programming including millage-based programs.	<u>Circuit Court - Juvenile Division</u>	Annually	The newly created Clinical Mental Health Professional conducts quarterly fidelity assessments of evidence based curriculums utilized by the Juvenile Division. In January 2018, a formal continuous quality improvement (CQI) plan was instituted to assist with program evaluation and continued implementation for Juvenile Division programming. This evaluation will provide information regarding each program's fidelity to its model. This information will be shared with the relevant agency/personnel along with recommendations to ensure that all programming continues to implement best practices.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 8. Monitor and address unfunded liabilities.

	<u>Controller</u>	ongoing	The County continues to contribute required MERS payments and obligations toward OPEB.
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Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 1. Support well-trained IT managers and staff current with emerging trends and best practices.

	<u>Innovation and Technology</u>	Ongoing	Training and conference opportunities are being provided to staff.
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Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 2. Annually budget for countywide IT projects including updates to existing software applications.

a. Continue to replace all state-owned computer hardware with county-purchased hardware as well as purchase supporting MS/Windows licenses.	<u>Innovation and Technology</u> Friend of the Court	12/1/2019	Reviewing inventory to ensure all are identified and replaced by deadline. Licenses will be purchased to cover.
b. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.	<u>Innovation and Technology</u>	Ongoing	As issues arise, communication is sent via Helpdesk email or from CIO to advise depending on immediacy/severity of issue.
c. Schedule quarterly face-to-face meetings with the IT director, department heads, elected officials and County Services Committee.	<u>Innovation and Technology</u>	8/1/2018	First meetings to be scheduled for Q3 2018, will take feedback to determine optimal logistics – groups, one on one, etc.
d. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and assessment of related needs with cost estimates.	<u>Innovation and Technology</u>	6/1/2018	In starting this project it was discovered that this is a much larger project than anticipated. It will take much longer to do an effective job of creating that inventory of everything IT.
e. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.	<u>Innovation and Technology</u>	12/1/2018	Evaluation document being developed, and key criteria/metrics being established.
f. Develop a five-year IT growth plan with associated costs.	<u>Innovation and Technology</u>	6/1/2019	As this is dependent on having a good review document, the date on this has been pushed out as well.
g. Create an up-to-date IT emergency management plan including the security of private data.	<u>Innovation and Technology</u>	4/1/2018	First draft is completed, will need annual review to ensure it is up to date.

Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 3. Establish consistent standards for department website design, information postings and monitoring.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
	<u>Innovation and Technology</u> Board of Commissioners Controller	6/1/2018	Slight delay on this due to obtaining feedback and consensus from the various stakeholders. Still on track to be completed as part of the website redesign process.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 1. Review recommendations of the Space Utilization Study for Ingham County.

a. Use the Animal Control Millage to build a new Animal Control Replacement facility on existing county property in Mason.	<u>Facilities</u> Animal Control Purchasing Building Authority	End of 2018/4th Quarter 2018	Both the a CM and A&E firm has been selected. Construction is underway and completion of the project is anticipated for early summer of 2019.
b. Develop strategies to finance with new revenue a modern new Ingham County Jail that is more humane, efficient and cost effective with appropriate security levels, programming and staffing.	<u>Board of Commissioners</u> Courts Sheriff Controller Facilities	August 2018	The County is requesting that the voters consider a millage that would replace the current county jail, the Sheriff's administrative offices and court facilities located in Mason. This construction would be financed with bonds which would be paid for by the proceeds of the millage over the next 20 years. The County is also requesting additional programming funds over the same time period in order to expand services that would treat substance addictions and mental illness at the jail, and also to reduce re-incarceration among arrested persons. Voters approved the millage, and planning for the new justice complex and expanded programming is underway.
c. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.	<u>Facilities</u> Parks Purchasing	12/31/2017	This was started in 2017 and should be completed in 2019.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 2. Plan physical space needed for future storage needs.

a. Develop a data retention policy.	<u>Innovation and Technology</u>	Ongoing	Need information on legal requirements. Controller's office working with attorneys.
b. Evaluate future storage capacity needs for electronic data.	<u>Innovation and Technology</u>	12/1/2018 Within guidelines effective 1/1/2018	Corrected typo in second date, needs to be after the first date.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.

a. Coordinate road projects with other infrastructure improvement projects, such as drains, in order to minimize transportation disruption and public inconvenience.	<u>Road Department</u> Drain Office	Ongoing	See Goal C, Strategy 4a
b. Explore methods to so share and/or consolidate District Court programming, operations and/or facilities.	<u>Controller</u> Law and Courts Committee 55th District Court State Court Administrator	Ongoing	This is ongoing. Meetings occurred in 2018 and are scheduled into the future.
c. Evaluate and plan for adult caseload reduction if the state legislation is approved to move 17-year-olds	<u>Circuit Court</u> Sheriff's Office		Thus far, the State has been unable to fund Raise the Age Legislation so the legislation has not been passed. For purposes of evaluating and planning adult caseload reduction, the county has averaged six 17-year-olds a month.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 4. Consider environmentally-friendly construction strategies.

a. Maintain a database of drain infrastructure conditions to prioritize drain improvement projects designed to extend their useful life.	<u>Drain Commissioner</u> Innovation and Technology		Maintenance of a database of drain infrastructure is an ongoing activity.
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Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 1. Attract and retain employees who value public service.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
a. Develop an employee succession plan with a timeline for anticipated retirements.	<u>Human Resources</u>	HR data provided on 1/1/2018. Dept. review meetings to be complete step 1 by 3/31/2018. Analysis of initial feedback and summary of needs by 6/30/2018. Begin process of building plan in 3rd quarter.	Complete delivery of HR data to departments by 7/31/18. Dept. review meetings to be completed by 9/30/2018. Analysis of initial feedback and summary of needs by 12/31/2018. Begin process of building plan in 1st quarter 2019.
b. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.	<u>Human Resources</u> Board of Commissioner Equal Opportunity Committee	Currently data provided quarterly to EOC.	Ongoing. 1st and 2nd quarter data provided to EOC as of July 2018.

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 2. Regularly solicit employee feedback and suggestions for workflow improvements.

a. 6mo. And 12 mo. Survey on workflow	<u>Controller</u>	Deadline extended to 7/1/2019	These three tasks will be assigned to the Human Resources Department. In 2019 there will be discussions regarding a reorganization of the entire Central Services operation.
b. Staff Meeting include workflow reviews and process mapping exercise (if dept. does not have staff meetings, provide workflow questionnaire for soliciting a response)	<u>Controller</u>		
c. Electronic suggestion box	<u>Controller</u>		

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 3. Encourage employee creativity and innovation.

a. Develop formal and informal employee recognition programs	<u>Human Resources</u> Board of Commissioners Controller	Launch by 1/1/2019	HR draft plan to Controller by 9/30/18.
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Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 4. Support employee and professional development.

a. Continue monthly department head meetings to share information.	<u>Controller</u>	Ongoing	Monthly department head meetings were held throughout 2018. Bimonthly meetings are scheduled for 2019.
b. Communicate policy and procedure changes and other updates to department heads and employees within one week of adoption.	<u>Board of Commissioners</u> Controller Human Resources	Ongoing	New policies and amended policies are added to the webpage once adopted and are also emailed to departments heads.
c. Conduct training that will help employees better understand and respond to resident questions and inquiries.	<u>Human Resources</u>	FY 2019	FY 2019
d. Conduct training on services specific to departments.	<u>Human Resources</u>	Ongoing	Ongoing
e. Develop a countywide training program that promotes respect for diversity.	<u>Human Resources</u>	3rd quarter 2019	3rd quarter 2019

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2018 – 2022 STRATEGIC PLAN

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, in 2017, the Board of Commissioners, working with elected officials, department heads and budgetary units completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deemed the plan to be comprehensive, appropriate, aspirational, and strategically sound; and

WHEREAS, the Ingham County Board of Commissioners adopted the 2018-2022 Ingham County Strategic Plan; and

WHEREAS, the Ingham County Strategic Plan should be reviewed and updated, if necessary, on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2018–2022 Ingham County Strategic Plan as presented and modified by the Board membership.



Ingham County Strategic Plan



Vision
Mission
Values
Overarching
Priorities
Goals
Strategies
Success
Indicators

February 2017

Prepared for Ingham County, Michigan by Management Partners



Table of Contents

Background	1
Vision and Mission.....	2
Values	3
Overarching County Priorities	4
Goals and Strategies	5
Service to Residents.....	6
Communication	7
Management, Finance and Governance.....	8
Information Technology	9
Facilities and Infrastructure.....	10
Human Resources and Staffing.....	11
Conclusion	12



Background



Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

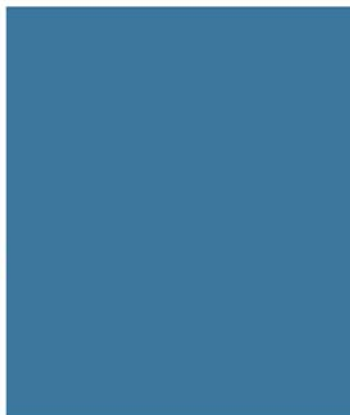
Strategic Planning Process and Workshops

The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on March 14, 2017.



Vision and Mission



A vision statement is aspirational. It reflects a desired future for the County.

OUR VISION

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.

OUR MISSION

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.



Values



Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.

OUR VALUES

While providing County services and doing our work we value:

- ❖ *Quality resident services;*
- ❖ *Accountability and fiscal responsibility;*
- ❖ *Diversity, equity and inclusion;*
- ❖ *Honesty, integrity and ethics; and*
- ❖ *Creativity and innovation.*



Goals and Strategies (2018 – 2022)



A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs. Success indicators are presented in a companion Implementation Action Plan document that is updated yearly as part of the annual budget process.

The Commissioners developed goals and strategies that address six strategic issue areas:

- ❖ Service to Residents
- ❖ Communication
- ❖ Facilities and Infrastructure
- ❖ Information Technology
- ❖ Management, Finance and Governance
- ❖ Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.



Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

Overarching Long-term Objective	Goal					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	



Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.



Strategies

1. Strive to make facilities and services user-friendly.
2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
4. Ensure employees provide complete and courteous responses to resident questions and inquiries.
5. Provide opportunities to gather feedback on County services from the public.



Communication



Goal: Improve service by enhancing the quality of external and internal communication.

Strategies

1. Promote key services through the local media.
2. Provide opportunities for residents and service recipients to share their experiences about County services.
3. Consider ways to brand and unify County messaging.
4. Assure ease of access to information on and maintenance of the County Web site.



Management, Finance and Governance



Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategies

1. Maintain the County's financial reserves at adequate levels.
2. Continue to monitor adherence to the County's financial reserve policy.
3. Develop options for service levels depending on the County's fiscal health.
4. Periodically review and revise policies and contracting procedures to reflect current best practices.
5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
6. Identify long and short-term funding priorities and financing options for capital projects.
7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
8. Monitor and address unfunded liabilities.



Information Technology

Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.



Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.
2. Annually budget for countywide IT projects including updates to existing software applications.
3. Establish consistent standards for department website design, information postings and monitoring.



Facilities and Infrastructure



Goal: Provide user friendly, accessible facilities and quality infrastructure.

Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.
2. Plan physical space needed for future storage needs.
3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
4. Consider environmentally-friendly construction strategies.



Human Resources and Staffing



Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategies

1. Attract and retain employees who value public service.
2. Regularly solicit employee feedback and suggestions for workflow improvements.
3. Encourage employee creativity and innovation.
4. Support employee and professional development.



Conclusion



This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope
Chairperson

Sarah Anthony
Vice- Chairperson

Randy Maiville
Vice Chairperson Pro Tem

Victor Celentino, District 1

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Ryan Sebolt, District 2 (2017)

Bryan Crenshaw, District 4

Todd Tennis, District 5

Penelope Tsernoglou, District 8 (2016)
Mark Grebner, District 8 (2017)

Carol Koenig, District 9

Brian McGrain, District 10

Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

Robin Case Naeyaert, District 14





TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 9, 2019

SUBJECT: 2020 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2020 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2019, park annual, and zoo winter seasonal fees on October 1, 2019, and for all other departments on January 1, 2020. As noted in the fee schedule, seasonal fees will continue through March 31, 2020.

The first attachment (Attachment A) offers analysis of proposed fees for 2020. The annual average United States' consumer price index was used to do the calculation. This rate of 2.4% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2019 cost as calculated in last year's fee update process.
4. The 2020 cost, which was calculated by multiplying the 2019 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2020 calculated fee is based on the 2019 cost multiplied by the target percent.

7. Although many fees were proposed to remain unchanged in 2020, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all cases, the Controller agreed with recommendations of the department head as follows:
 - a. CS: The Clerk's Office would like to maintain the 2019 rates for most of their fees in 2020. The Clerk indicated that small incremental changes would delay check out for customers and compared to other counties they already charge on the high end. However, Lines 1 and 5, Clerk Byrum recommends adopting these fee increases as they are a better reflection of the actual cost of performing these tasks (e.g., employee costs, record storage costs, technology costs).
 - b. CS: The Equalization Department agrees with some fees: Lines 50-62, Paper Copies – The fees remain the same as 2019, as they feel the fees are way too high already. Lines 64-88 – Fees we have been collecting that were just not on our list in the past. ***Note: Revenues appear to be increasing; however, these fees have always been collected they were just not put on the list in past years (Lines 67-88).**
 - c. CS: The Zoo Lines 90, 92, and 93, Resident Daily and Resident/Nonresident Annual Parking; they would like to keep the same as 2019 to keep the same costs as parking as the Parks Department. Line 99, Non-Resident Senior – They would like to keep it the same so that the senior rate is a \$2.00 discount off the adult admission. Line 102-103, All Adults and Children (November-March) – The cost to run the zoo in the winter is much higher so they would like to increase the fee and increase the target % to 35% to cover the additional costs. Line 105, School Groups & Charitable Organizations Any Shelter - They want to defer this cost increase until it is raised by \$5.00 to \$30.00.
 - d. CS: The Register of Deeds would like to keep fees the same for 2020 as they are set by the vendor and they feel they are already on the high side.
 - e. HS: The Health Department agrees with most fees except the following: Environmental Health – Line 39 fee is set by the State. New Fees: Lines 56 and 69 Environmental Health fees based upon one hour of staff at \$100.00 per hour on both fees.

- f. HS: The Parks Department agrees with some of the proposed fees with the following exceptions: Lines 102 and 104, Resident and Non-Resident Annual Fee – a one-dollar increase creates inefficiencies at the park entrances and they want to stay consistent with the Zoo. Line 188, Season Pass Disc Golf – They don't agree with fee increase because they are the only course in the area that charges. Line 172-176, Dog Park Passes – They have already printed signs, applications, website, brochures, etc. too costly to reprint for increases so small. Line 185, Snow Tube Hill – They changed the fee from \$100.00 to \$300.00 last year so they would like to not increase just yet. Line 198 -PA, Chairs or Music Stands – Too small of an increase to reprint signs and documents. Line 199, Snow Shoe Rental Adult – Added last year and haven't had much interest so they are thinking they started out with too high of charge so they want to reduce it.
 - g. HS – The Fair is now part of the County fee process for the first time. The Interim Fair Manager has met with the Fair Board regarding our proposed fees and they agree with all of the fees as we suggest.
 - h. L&C: Animal Control agrees on increasing some of the fees with a few exceptions as follows: Lines 1-15, 21-22, and 24 – Enforcement/Adoption - They feel these increases are costly for reprinting and literature, confusing to the public, and the fees are already on the high end.
 - i. L&C: The District Court does not recommend any fee increase for 2020.
 - j. L&C: The Sheriff agrees with all fees recommended with the exception of one change as follows: Line 36 Day Jail Rate – As discussed with the Law & Courts Committee at a recent meeting the fee will now be \$8.00 per day. This will be much easier to collect than the high fees.
 - k. L&C: The Circuit Court Family Division recommends all fee increases with a few changes as follows: Lines 61-63- Truancy/Residential Placement/Youth Center Costs – They have been charging these fees that just were not on list for some reason. Line 67 – Tether- This is the same tether that has been on the fee schedule; it was just noticed that the rate is based on the sliding scale and not a set cost.
 - l. L&C: The Friend of the Court does not want to increase the bench warrant fee in Line 70. This fee has been increased over the years and these fees are very difficult to collect and have a very high outstanding balance.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2020 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2019 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$315,912 (which doesn't include Equalization Lines 67-88 as reference above) in additional revenue in 2020.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments

DRAFT

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2020 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2019, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2019.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

2020 County Fees Analysis
Law and Courts Committee

FEES PROPOSED TO CHANGE ARE IN BOLD

ATTACHMENT A

	Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Units	Department Recommend.	Additional Revenue
1	Animal Control	Enforcement/Dog License Fees										
2	Animal Control	Sterilized	\$62.82	2.4%	\$64.32	25.0%	\$15.00	\$16.08	\$16.00	15,000	\$15.00	\$15,000
3	Animal Control	Sterilized - Delinquent	\$202.60	2.4%	\$207.46	25.0%	\$30.00	\$51.87	\$31.00	3,916	\$30.00	\$3,916
4	Animal Control	Sterilized - 3 year License	\$143.26	2.4%	\$146.70	25.0%	\$35.00	\$36.68	\$36.00	3,000	\$35.00	\$3,000
5	Animal Control	Un-Sterilized	\$198.35	2.4%	\$203.11	75.0%	\$45.00	\$152.34	\$46.00	6,311	\$45.00	\$6,311
6	Animal Control	Un-Sterilized - Delinquent	\$396.71	2.4%	\$406.23	75.0%	\$90.00	\$304.67	\$91.00	805	\$90.00	\$805
7	Animal Control	Un-Sterilized - 3 year License	\$477.54	2.4%	\$489.00	75.0%	\$125.00	\$366.75	\$130.00	320	\$125.00	\$1,600
8	Animal Control	Boarding Fee-Dangerous Animals	\$96.97	2.4%	\$99.30	100.0%	\$77.00	\$99.30	\$78.00	300	\$77.00	\$300
9	Animal Control	Boarding Fee per day-others	\$47.75	2.4%	\$48.90	75.0%	\$35.00	\$36.68	\$36.00	1,900	\$35.00	\$1,900
10	Animal Control	Adoption Fee										
11	Animal Control	Dogs(under six years of age)	\$102.34	2.4%	\$104.79	75.0%	\$75.00	\$78.59	\$76.00	550	\$75.00	\$550
12	Animal Control	Dogs(six years or older)	\$26.45	2.4%	\$27.08	75.0%	\$19.00	\$20.31	\$20.00	100	\$19.00	\$100
13	Animal Control	Puppies(age-four months or less)	\$153.50	2.4%	\$157.19	75.0%	\$110.00	\$117.89	\$115.00	190	\$110.00	\$950
14	Animal Control	Cats(under six years of age)	\$88.16	2.4%	\$90.27	75.0%	\$64.00	\$67.70	\$65.00	450	\$64.00	\$450
15	Animal Control	Cats(six years or older)	\$35.26	2.4%	\$36.11	75.0%	\$25.00	\$27.08	\$26.00	50	\$25.00	\$50
16	Animal Control	Animal Redemption										
17	Animal Control	Animal Redemption - 1st offense	\$44.00	2.4%	\$45.06	60.0%	\$25.00	\$27.03	\$26.00	350	\$26.00	\$350
18	Animal Control	Animal Redemption - 2nd offense	\$52.89	2.4%	\$54.16	100.0%	\$51.00	\$54.16	\$52.00	50	\$52.00	\$50
19	Animal Control	Animal Redemption - 3rd offense	\$101.30	2.4%	\$103.73	100.0%	\$100.00	\$103.73	\$100.00	20	\$100.00	\$0
20	Animal Control	Animal Redemption - after 3rd offense	\$158.68	2.4%	\$162.49	100.0%	\$155.00	\$162.49	\$160.00	3	\$160.00	\$15
21	Animal Control	Euthanasia Fee	\$188.57	2.4%	\$193.09	100.0%	\$135.00	\$193.09	\$145.00	50	\$135.00	\$500
22	Animal Control	Ten Dog Kennel Inspection Fee	\$161.63	2.4%	\$165.51	100.0%	\$155.00	\$165.51	\$160.00	10	\$155.00	\$50
23	Animal Control	Over Ten Dog Kennel Inspection Fee	\$188.57	2.4%	\$193.09	100.0%	\$180.00	\$193.09	\$190.00	10	\$190.00	\$100
24	Animal Control	Owner Surrender	\$47.75	2.4%	\$48.90	100.0%	\$46.00	\$48.90	\$47.00	1,100	\$46.00	\$1,100
25	Animal Control	Owner Pick-up Fee	\$47.75	2.4%	\$48.90	100.0%	\$46.00	\$48.90	\$47.00	40	\$47.00	\$40
26	Animal Control	Rabies Decap	\$47.75	2.4%	\$48.90	100.0%	\$50.00	\$48.90	\$50.00	20	\$50.00	\$0
27	Animal Control	Tranq. At-Large Fee	\$47.75	2.4%	\$48.90	100.0%	\$46.00	\$48.90	\$47.00	40	\$47.00	\$40
28	Animal Control	Rabies vaccination on redeemed dogs	\$21.55	2.4%	\$22.07	100.0%	\$21.00	\$22.07	\$22.00	350	\$22.00	\$350
29	Animal Control	Bordatella Vaccination-redeemed dogs	\$20.36	2.4%	\$20.85	100.0%	\$19.00	\$20.85	\$20.00	490	\$20.00	\$490
30	Animal Control	Spay/neuter deposit-Owners redeeming pet	\$84.13	2.4%	\$86.15	100.0%	\$81.00	\$86.15	\$82.00	212	\$82.00	\$212
31	Pros Atty	Diversion - Initial Interview	\$73.60	2.4%	\$75.36	50.0%	\$36.00	\$37.68	\$37.00	450	\$37.00	\$450
32	Pros Atty	Diversion - Misdemeanor Offender	\$961.60	2.4%	\$984.68	50.0%	\$470.00	\$492.34	\$480.00	488	\$480.00	\$4,880
33	Pros Atty	Diversion - Felony Offender	\$1,730.89	2.4%	\$1,772.43	50.0%	\$820.00	\$886.21	\$830.00	112	\$830.00	\$1,120
34	Pros Atty	Costs-eligible convictions - Guilty Plea	\$152.13	2.4%	\$155.79	75.0%	\$110.00	\$116.84	\$115.00	600	\$115.00	\$3,000
35	Pros Atty	Costs for eligible convictions - Trial	\$2,434.45	2.4%	\$2,492.88	10.0%	\$240.00	\$249.29	\$245.00	11	\$245.00	\$55
36	Jail	Day Rate (1)	\$56.33	2.4%	\$57.68	100.0%	\$56.00	\$57.68	\$57.00	22,448	\$8.00	\$0
37	Sheriff	Accident/Incident Report *	\$5.28	2.4%	\$5.40	100.0%	\$5.00	\$5.40	\$5.00	2,384	\$5.00	\$0
38	Sheriff	OWI arrest resulting in conviction	\$260.50	2.4%	\$266.76	100.0%	varies by arrest	\$266.76	varies by arrest	329	varies by arrest	\$0
39	Sheriff	Fingerprinting and/or Palm Printing	\$16.53	2.4%	\$16.92	100.0%	\$16.00	\$16.92	\$16.00	621	\$16.00	\$0
40	Sheriff	Public Notary Fee for gun permits (2)	\$10.37	2.4%	\$10.62	100.0%	\$10.00	\$10.62	\$10.00	1,354	\$10.00	\$0
41	Sheriff	Costs for Command per hour	\$66.98	2.4%	\$68.58	100.0%	\$66.98	\$68.58	\$68.58	0	\$68.58	\$0
42	Sheriff	Costs for Deputy per hour	\$60.07	2.4%	\$61.51	100.0%	\$60.07	\$61.51	\$61.51	0	\$61.51	\$0
43	Sheriff	Pistol Entry database verification (3)	\$1.04	2.4%	\$1.07	100.0%	\$1.00	\$1.07	\$1.00	0	\$1.00	\$0

	Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Units	Department Recommend.	Additional Revenue
44	Sheriff	Cert. of Reg for Precious Metal/Gem Dealer License (5)	\$56.08	2.4%	\$57.43	100.0%	\$50.00	\$57.43	\$50.00	0	\$50.00	\$0
45	Sheriff	Road Bonds per Warrant	\$10.00	2.4%	\$10.24	100.0%	\$10.00	\$10.24	\$10.00	0	\$10.00	\$0
46	Sheriff	False Alarm Fee- third offense	\$44.87	2.4%	\$45.94	100.0%	\$44.00	\$45.94	\$45.00	0	\$45.00	\$0
47	Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	\$32.00	2.4%	\$32.77	100.0%	\$32.00	\$32.77	\$32.00	0	\$32.00	\$0
48	Sheriff/Em Mgt.	Cost Recov. Fee flat rate per/hr per vehicle	\$295.00	2.4%	\$302.08	100.0%	\$300.00	\$302.08	\$300.00	0	\$300.00	\$0
49	Sheriff	False Alarm Fee-fourth offense & subsequent/each yr	\$112.17	2.4%	\$114.86	100.0%	\$110.00	\$114.86	\$110.00	0	\$110.00	\$0
50	All Courts	Work Release (4)	\$54.35	2.4%	\$55.66	50.0%	\$25.00	\$27.83	\$25.00	5,250	\$25.00	\$0
51	District Court	Civil **	\$120.04	2.4%	\$122.92	50.0%	varies	\$61.46	varies	4,264	varies	\$0
52	District Court	Pre-Sentence Reports	\$232.76	2.4%	\$238.35	100.0%	\$100.00	\$238.35	\$110.00	75	\$100.00	\$750
53	District Court	Probation Oversight (per month)	\$122.57	2.4%	\$125.51	100.0%	\$35.00	\$125.51	\$36.00	5,220	\$35.00	\$5,220
54	District Court	Criminal ***	\$283.30	2.4%	\$290.10	100.0%	\$275.00	\$290.10	\$275.00	1,579	\$275.00	\$0
55	District Court	Traffic ****	\$272.60	2.4%	\$279.14	50.0%	Varies	\$139.57	Varies	17,861	Varies	\$0
56	Circuit Court	Copies	\$3.97	2.4%	\$4.06	25.0%	\$1.50	\$1.02	\$1.50	25,000	\$1.50	\$0
57	Circuit Court	Felony Case Costs	\$774.25	2.4%	\$792.83	100.0%	\$1,470.00	\$792.83	\$1,470.00	650	\$1,470.00	\$0
58	Circuit Court	Show Cause - Probation	\$488.19	2.4%	\$499.91	100.0%	\$190.00	\$499.91	\$200.00	130	\$200.00	\$1,300
59	Circuit Court	GTD Bench Warrants	\$154.99	2.4%	\$158.71	100.0%	\$150.00	\$158.71	\$155.00	50	\$155.00	\$250
60	Family Division	Delinquency Court Costs	\$425.94	2.4%	\$436.16	100.0%	\$290.00	\$436.16	\$300.00	1,725	\$300.00	\$17,250
61	Family Division	Truancy Court Cost	\$100.00	2.4%	\$102.40	0.0%	\$100.00	\$102.40	\$100.00	79	\$100.00	\$0
62	Family Division	Residential Placement (7)	\$0.00	2.4%	\$0.00	0.0%	\$0.00	\$0.00	sliding scale	6,092	sliding scale	\$0
63	Family Division	Youth Center (7)	\$0.00	2.4%	\$0.00	0.0%	\$0.00	\$0.00	sliding scale	9,192	sliding scale	\$0
64	Family Division	In-Home Detention (7)	\$41.64	2.4%	\$42.64	0.0%	\$0.00	\$0.00	sliding scale	17,657	sliding scale	\$0
65	Family Division	Intensive Probation	\$984.82	2.4%	\$1,008.45	0.0%	\$0.00	\$0.00	\$0.00	970	\$0.00	\$0
66	Family Division	Regular Probation	\$163.15	2.4%	\$167.07	0.0%	\$0.00	\$0.00	\$0.00	5,292	\$0.00	\$0
67	Family Division	Tether (7)	\$0.00	2.4%	\$0.00	0.0%	\$0.00	\$0.00	sliding scale	2,625	sliding scale	\$0
68	Family Division	Traffic	\$233.36	2.4%	\$238.96	50.0%	Ticket fee schedule	\$119.48	Ticket fee schedule	1,775	Ticket fee schedule	\$0
69	Family Division	Traffic - Fail to Appear	\$109.75	2.4%	\$112.38	25.0%	\$27.00	\$28.10	\$28.00	355	\$28.00	\$355
70	FOC	FOC Bench Warrants	\$704.74	2.4%	\$721.66	100.0%	\$275.00	\$721.66	\$280.00	1,000	\$275.00	\$5,000
	TOTALS											\$77,859

* - Part of FOIA varies - \$5.00 per page for first two pages, \$1.00 per additional page after the first two pages (this includes Accident & Incident Reports, Proof of Incarceration, and Background Checks)

** Civil Fees are set by various State statutes

*** Criminal Court costs set at \$275/case (MCL 769.1k for authority to assess court costs)

**** Traffic Court costs cannot exceed \$100 (MCL 257.907)

(1) The Prisoner Reimbursement to the County Act was increased from a maximum of \$30 per day, to \$60 per day, as currently set forth in MCL 801.83. The reimbursement rate for the contracted beds with the Michigan Department of Corrections is currently set at \$36.00.

(2) As stated in MCL 55.285, the fee charged for performing a notarial act shall not be more than \$10.00 for an individual transaction or notarial act.

(3) As stated in MCL 28.422a, a local police or sheriff may charge up to \$1.00 for the cost of providing, to the owner, a copy of information that was entered in the pistol entry database.

(4) Courts ordering work release are encouraged to recognize that the cost of administering work release at the jail has been calculated at \$50.00 per day, but is charged at 50% of that amount, \$25/day, if paid in certain time. Sometimes, the Judge will order a different amount.

(5) As stated in MCL 445.483 (4) the fee cannot exceed \$50.00

(7) Cost based on US Dept of Health and Human Services Federal Poverty Guidelines for 2015

2020 County Fees Analysis
Law and Courts Committee

ATTACHMENT B

Location of Service	Fee Description	2019 Fee	Department Recommend.	Additional Revenue
Animal Control	Animal Redemption - 1st offense	\$25.00	\$26.00	\$350
Animal Control	Animal Redemption - 2nd offense	\$51.00	\$52.00	\$50
Animal Control	Animal Redemption - after 3rd offense	\$155.00	\$160.00	\$15
Animal Control	Over Ten Dog Kennel Inspection Fee	\$180.00	\$190.00	\$100
Animal Control	Owner Pick-up Fee	\$46.00	\$47.00	\$40
Animal Control	Tranq. At-Large Fee	\$46.00	\$47.00	\$40
Animal Control	Rabies vaccination on redeemed dogs	\$21.00	\$22.00	\$350
Animal Control	Bordatella Vaccination-redeemed dogs	\$19.00	\$20.00	\$490
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$81.00	\$82.00	\$212
Pros Atty	Diversion - Initial Interview	\$36.00	\$37.00	\$450
Pros Atty	Diversion - Misdemeanor Offender	\$470.00	\$480.00	\$4,880
Pros Atty	Diversion - Felony Offender	\$820.00	\$830.00	\$1,120
Pros Atty	Costs-eligible convictions - Guilty Plea	\$110.00	\$115.00	\$3,000
Pros Atty	Costs for eligible convictions - Trial	\$240.00	\$245.00	\$55
Jail	Day Rate (1)	\$56.00	\$8.00	\$0
Sheriff	Costs for Command per hour	\$66.98	\$68.58	\$0
Sheriff	Costs for Deputy per hour	\$60.07	\$61.51	\$0
Sheriff	False Alarm Fee- third offense	\$44.00	\$45.00	\$0
Circuit Court	Show Cause - Probation	\$190.00	\$200.00	\$1,300
Circuit Court	GTD Bench Warrants	\$150.00	\$155.00	\$250
Family Division	Delinquency Court Costs	\$290.00	\$300.00	\$17,250
Family Division	Truancy Court Cost	\$100.00	\$100.00	\$0
Family Division	Residential Placement (7)	\$0.00	sliding scale	\$0
Family Division	Youth Center (7)	\$0.00	sliding scale	\$0
Family Division	Tether (7)	\$34.00	sliding scale	\$0
Family Division	Traffic - Fail to Appear	\$27.00	\$28.00	\$355