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LAW & COURTS COMMITTEE
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MARK POLSDOFER
VICTOR CELENTINO
BRYAN CRENSHAW
RYAN SEBOLT
CHRIS TRUBAC
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, JANUARY 30, 2020 AT 6:00 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [January 16, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Hon. Thomas P. Boyd – Presentation on Recommendations of the Michigan Joint Task Force on [Jail and Pretrial Incarceration](#)
2. Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the Department of the [Attorney General](#), the Ingham County Prosecutor's Office, and the Jackson County Prosecutor's Office, Aware Inc., and a Sub-Contract with End Violent Encounters (EVE)
3. Public Defenders Officer
 - a. Resolution to Approve an Agreement with the [City of East Lansing](#) for its Local Share Contribution under the County's Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan
 - b. Resolution to Approve an Agreement with the [City of Lansing](#) for its Local Share Contribution under the County's Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan
4. Animal Control
 - a. Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society [Spay/Neuter Clinic](#) and Ingham County Animal Control
 - b. Resolution to Authorize a [Reorganization](#) of the Ingham County Animal Control and Shelter (*Discussion*)
5. Law and Courts Committee – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services ([911 Services](#))

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

January 16, 2020

Draft Minutes

Members Present: Celentino, Crenshaw, Polsdofer, Sebolt, Schafer, Slaughter, Trubac.

Members Absent: None.

Others Present: Terri Thornberry, Bruce Gaukel, Teri Morton, Elizabeth Noel, Michael Tanis, and others.

The meeting was called to order by Chairperson Slaughter at 6:00 p.m. in Personnel Conference Room D & E of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the December 5, 2019 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE DECEMBER 5, 2019 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Sheriff's Office
 - a. Resolution to Accept the SF Mobile Vision Quote to Purchase 28 Digital In-Car Camera Systems for Updating the Sheriff's Office In-Car Cameras in all Patrol Vehicles
 - b. Resolution to Honor Lieutenant Dennis Hull of the Ingham County Sheriff's Office
 - c. Resolution to Honor Lieutenant Danielle Patrick of the Ingham County Sheriff's Office
2. Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between The Tri-County Metro Narcotics Squad and the Ingham County Prosecutor's Office under the 2020 Byrne JAG Grant
3. Circuit Court – Resolution Honoring Judge Laura Baird

4. Circuit Court/Juvenile Division
 - a. Resolution Authorize a Contract for Delinquency Attorney Services
 - b. Resolution to Authorize a Contract with House Arrest Services Inc. for Electronic Monitoring
 - c. Resolution to Authorize a Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy
 - d. Resolution to Authorize a Contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem and Truancy Court Legal Representation
 - e. Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation
 - f. Resolution to Authorize a Contract with Peckham Inc. for the Peckham Footprints Group Home
5. Animal Control – Resolution Honoring Jodi Lebombard
6. 9-1-1 Dispatch Center
 - a. Resolution to Authorize Acceptance of a Federal Grant (via the State of Michigan) to Provide Funding to Purchase a Nextgen 9-1-1 Phone System
 - b. Resolution for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.
 - c. Resolution to Amend Resolution #19-563 to Adjust Cost for Leslie Tower Modification
 - d. Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the Tighrope Media Systems Carousel 7 Digital Signage System
7. Public Defenders Office – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Resolution #17-445

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

6. 9-1-1 Dispatch Center
 - e. Quarterly Update (Informational Item)

Terri Thornberry, 9-1-1 Center Director, stated that she was before the Committee to present the quarterly update from Ingham County 9-1-1. She further stated that Ingham County 9-1-1 had facilitated twenty-six Memorandums of Understanding user agreements related to the Countywide Radio Project, and all of the tower leases had been signed by the owners.

Ms. Thornberry stated that Ingham County 9-1-1 had completed security and developed processes for monitoring the facility with alarms, cameras, and internet. She further stated that

the storage facility was filled with their entire radio infrastructure, and it worked out perfectly for their needs.

Ms. Thornberry stated that the Backup 9-1-1 Center project continued to make progress, and that she and her staff had been meeting with the Innovation and Technology Department (IT), Ingham County Facilities Department, and Ingham County Road Department (ICRD) every other week. She further stated that while she was waiting to receive quotes for Fire Suppression for IT and the 9-1-1 Dispatch Council, she estimated that it would cost \$125,000 to complete the Backup 9-1-1 Center.

Ms. Thornberry stated that the Federal Grant offered via the State 9-1-1 Office, and was approved by the Law & Courts Committee, was an enormous accomplishment that had helped to replace the outdated 9-1-1 phone system. She further stated the total cost of the 9-1-1 phone replacement was \$773,117.63, leaving a balance of \$271,392.38 to purchase additional equipment.

Ms. Thornberry stated that her department had four open dispatch positions, the lowest number since the consolidation of the 9-1-1 Center. She further stated that her department continued to encourage specialized trainings for dispatchers and supervisors.

Ms. Thornberry stated that the 2020 Department Goals for Ingham County 9-1-1 was to implement the new countywide radio system, to implement the new 9-1-1 phone system, to implement an upgraded recording system at both the current 9-1-1 Center and the Backup Center, to write an RFP in order to hire a 9-1-1 training consultant, to setup "active shooter" exercises, to maintain existing certifications, and to implement the new 9-1-1 Backup Center.

Commissioner Crenshaw stated that he was pleased to hear that the 9-1-1 Center had four open dispatch positions as the staff had previously experienced morale problems. He further stated that he wondered how the staff morale was as a result of the low number of vacancies.

Ms. Thornberry stated that her department had experienced some issues related to dispatchers due to their long shifts, and their differed experiences between the morning and night shift. She further stated that Teri Morton, Deputy Controller, had spent time in the 9-1-1 Center at both shifts, which her staff appreciated to see her support.

Ms. Thornberry stated that the Cardinal Group had completed an assessment of the department prior to her employment. She further stated that the Cardinal Group would be returning to conduct focus groups at the end of the month.

Ms. Morton stated that the Cardinal Group had previously provided the 9-1-1 Center with an acceptable plan. She further stated that she would ask the Cardinal Group to conduct a follow-up assessment.

Commissioner Crenshaw stated that while he was surprised when Barb Davidson, former 9-1-1 Center Staff Services Manager, had resigned, he had also noticed positive changes at the 9-1-1

Center since her departure. He further stated that he wondered how the staff was responding to those changes.

Ms. Thornberry stated that she was shocked to hear of her departure, and that her responsibilities were separated and assigned to multiple supervisors to positive results. She further stated that she was conducting a full assessment center to fill her position on January 30, 2020.

Discussion.

Commissioner Schafer stated that he wondered if there was a training program for dispatchers.

Ms. Morton stated that the current training program had been in place for a while.

Discussion.

Ms. Morton stated that it was critically important for the 9-1-1 Backup Center to be completed and operational as a backup, in case a problem arose with the implementation of the new 9-1-1 system.

Discussion.

Chairperson Slaughter stated that he had enjoyed the time he spent at the 9-1-1 Dispatch Center on New Years Eve. He further stated that Ingham County was fortunate to have such great dispatchers.

Discussion.

8. Law & Courts Committee – Timing of Special Millage for Continuing Comprehensive Emergency Telephone Services (*Discussion*)

Chairperson Slaughter stated that he wondered when the Law & Courts Committee wanted to put the Special Millage for Continuing Comprehensive Emergency Telephone Services on the ballot.

Commissioner Schafer stated that he would like to have a Resolution for the next Committee meeting to specify putting the special millage on the August 2020 ballot.

Commissioner Trubac stated that he was in agreement with putting the special millage on the August ballot. He further stated that he thought it would be appropriate to change the language of the special millage to be renewed every ten years, instead of every four years.

Commissioner Schafer stated that he was in agreement with Commissioner Trubac.

Chairperson Slaughter stated he would like Ms. Morton to draft a Resolution with the August 2020 election date.

Teri Morton stated that she would run the draft Resolution by legal counsel.

Discussion.

9. Board Referral – Letter from the Lansing City Council Committee on Public Safety Regarding the Appointment of a Media Representative to the Ingham County/City of Lansing Community Corrections Advisory Board

Commissioner Crenshaw stated that he had talked to Director Bennett about this letter, and that she would put a notice on the Board of Commissioners' website in regards to the appointment of a media representative. He further stated that if any of the Commissioners knew of someone from the media who was interested, to encourage them to fill out the application.

Announcements

Commissioner Schafer stated that the Emergency Operation Facility was having an Activation Drill with their partners at 1:00 p.m. on January 28, 2020.

Chairperson Slaughter stated that he had recommended that the Commissioners read the Michigan Joint Task Force report on Jail and Pretrial Incarceration as some of the recommendations could be implemented to lower the Jail population in Ingham County.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:20 p.m.

**January 30, 2020 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

2. *Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, and the Jackson County Prosecutor's Office, Aware Inc., and a Sub-Contract with End Violent Encounters (EVE)*

The Department of the Attorney General provides funds for local prosecutors to assist with the investigation, prosecution, and victim notification of cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI). The Attorney General would designate a Special Assistant Attorney General to review these investigations and determine the viability of prosecution of these untested sexual assault kits for both Ingham and Jackson Counties. This Special Assistant Attorney General will be paid by funds from the Attorney General's office, with all expenses, excluding salary, to be processed by Ingham County but paid for by the Department of the Attorney General. The total personnel costs, including advocates, and miscellaneous other costs for both counties is not to exceed \$283,475. This resolution will authorize this agreement.

This resolution will also authorize Ingham County to enter into a subcontract with End Violent Encounters (EVE), not to exceed \$14,919, for notification and advocacy services for sexual assault victims. Jackson County will be entering into a subcontract with AWARE Inc., not to exceed \$23,556, for notification and advocacy services for sexual assault victims in Jackson County and AWARE Inc. will submit billing to be processed by Ingham County but paid by the Department of the Attorney General.

See memo for details.

- 3a. *Public Defenders Office – Resolution to Approve an Agreement with the City of East Lansing for its Local Share Contribution under the County's Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan*
- 3b. *Public Defenders Office – Resolution to Approve an Agreement with the City of Lansing for its Local Share Contribution under the County's Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan*

These resolutions will authorize agreements whereby the Cities of East Lansing and Lansing will pay their 2019-2020 local shares of the MIDC grant to Ingham County.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2019 through September 30, 2020, and the budget was approved for an amount of up to \$5,542,054, including a local share of \$921,654.46. The local share will be split among Ingham County (\$883,431.47), the City of Lansing (\$21,986), and the City of East Lansing (\$16,448). The local share payments are increased 2.2% over last year, as required by the Michigan Indigent Defense Act.

See memo for details.

4a. Animal Control – *Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control*

This resolution will authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2020 through December 31, 2020. Through this agreement, Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants, and these vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds of the voucher sales.

Sales of vouchers by ICACS are collected in a trust and agency fund, from which they are disbursed to the Humane Society. Approximately \$50,000 passes through this fund annually for these services.

5. Law and Courts Committee – *Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)*

This resolution will authorize submitting to a vote of the electorate the renewal of the special millage for up to 0.85 mills providing comprehensive emergency telephone services on the August 4, 2020 ballot. In the past, this millage has been authorized for a four year time period each time it was approved. This renewal would be requested for a ten year period. The only drawback of a longer term millage is that, depending on future years' Headlee Rollback factors (should there be any), the actual mills available to be levied may be less than the authorized millage, until it is renewed.

See memo for details.

PRESENTATIONS/DISCUSSION ITEMS:

1. Hon. Thomas P. Boyd – *Presentation on Recommendations of the Michigan Joint Task Force on Jail and Pretrial Incarceration*

4b. Animal Control – *Reorganization*

Animal Control Director Heidi Williams will be present to discuss a reorganization proposal, to eliminate the Animal Care Manager and reinstate the Animal Control Deputy Director position. Pursuant to the reorganization procedure, the proposal is being presented as a discussion item at this round of committee meetings. However, due to the current number of vacancies and the critical nature of this position to the organization, it is being requested that the procedure be expedited, and that a resolution be recommended by the Law and Courts Committee to be taken through the rest of the committee process during the current round of meetings. See attached materials for details.

A faded, grayscale background image of the Michigan State Capitol building, featuring its prominent dome and classical architecture, flanked by trees and street lamps.

Michigan Joint Task Force on Jail and Pretrial Incarceration

January 2020

Executive Summary of Findings

In a relatively short period of time, county jail populations nearly tripled in Michigan. Elevating jails as a shared bipartisan priority, state and local leaders created the Michigan Joint Task Force on Jail and Pretrial Incarceration, directing the body to analyze jail populations across the state and develop legislative recommendations for consideration in 2020.

Jails as a tool for public safety. County jails are high traffic institutions, impacting hundreds of thousands more Michiganders each year than state prisons. Incarceration in a jail can prevent an immediately dangerous situation from escalating, enable a court to evaluate conditions of release or responses to probation violations, and allow a person who has been victimized to plan for their safety. At the same time, research shows that even short periods of jail incarceration can increase future criminal behavior, suggesting that, while jail may be appropriate for those who pose a significant threat to an individual or the public, policymakers should expand and incentivize jail alternatives for those who do not.

Constitutional protections. The use of jail as a tool is limited by the Constitution's guarantees of liberty, due process, and equal protection. Former Chief Justice Rehnquist wrote in *United States v. Salerno* (1987), "In our society liberty is the norm, and detention prior to trial or without trial is the carefully limited exception." In just the last five years, courts across the country have

upheld challenges to common pretrial practices, finding that those detained in jails were not getting meaningful due process hearings, and that poor people were being denied equal protection of the laws when access to money was the deciding factor between those released and those detained. A similar lawsuit is currently pending in Michigan.

Increased jail use over time. Michigan's jail growth was driven equally by incarceration of pretrial defendants and of those serving a sentence post-conviction. Local estimates suggest that roughly a quarter of people entering jails have serious mental illnesses. Both the jail population growth and the prevalence of mental illness in jails were more pronounced in rural Michigan counties where treatment and other resources are less available. While taxpayers spend nearly half a billion dollars annually on jails, alternatives to jail and services for crime victims are relatively underfunded and in high demand across the state.

Little guidance on the use of jail alternatives. Law enforcement, pretrial, and sentencing practices vary widely and in many key policy areas, ranging from arrest and bail to sentencing and probation violations, Michigan law provides little to no guidance on when alternatives to jail should be the preferred or presumed intervention.

Who is coming to jail? Traffic offenses accounted for half of all criminal court cases in 2018 and driving without a valid license was the third most common reason people went to jail in Michigan. Other common reasons ranged from theft, drug possession, and probation violations to more serious charges like domestic violence, drunk driving, and drug sales.

How long are people staying in jail? Between 2016 and 2018, average jail stays were 45 days for felony offenses and 11 days for misdemeanor offenses. These averages comprised a wide range, however, with nearly half spending a day or less in jail, 65 percent staying less than a week, and 17 percent remaining for longer than a month (a relatively small group, but one that

accounted for 82 percent of the jail space used). This broad range was also seen in pretrial detention lengths, with a large portion of people able to post bond and be released within a day, a substantial number being detained for one or two weeks and then sentenced to “time served,” and some stays lasting months or years without going to trial.

Policymakers in Michigan aiming to address jail incarceration must therefore address both the large number of people whose lives are disrupted by short jail stays, who consume significant amounts of public safety resources, and the relatively small group of people whose long stays drive up county jail population.

Overview of Recommendations

Traffic violations: Stop suspending and revoking licenses for actions unrelated to safe driving. Reclassify most traffic offenses and some other minor misdemeanors as civil rather than criminal infractions.

Arrest: Expand officer discretion to use appearance tickets as an alternative to arrest and jail. Reduce the use of arrest warrants to enforce court appearance and payments, and establish a statewide initiative to resolve new warrants and recall very old ones.

Behavioral health diversion: Provide crisis response training for law enforcement and incentivize programs and partnerships between law enforcement and treatment providers to divert people with behavioral health needs from the justice system pre- and post-arrest.

The first 24 hours after arrest: Release people jailed on certain charges pre-arraignment and guarantee appearance before a judicial officer within 24-48 hours for anyone still detained.

Pretrial release and detention: Strengthen the presumption of release on personal recognizance and set higher thresholds for imposing non-financial and financial conditions. Provide a detention hearing for all defendants still detained 48 hours after arraignment.

Speedy trial: Require defendants to be tried within 18 months of arrest and preserve speedy trial rights unless waived by the defendant.

Alternatives to jail sentences: Presumptively impose sentences other than jail for non-serious misdemeanors and for felonies marked for “intermediate sanctions” under the sentencing guidelines.

Probation and parole: Shorten maximum probation terms for most felonies, establish new caps on jail time for technical violations, and streamline the process for those in compliance to earn early discharge.

Financial barriers to compliance: Reduce fine amounts for civil infractions. Require criminal courts to determine ability to pay fines and fees at sentencing and to modify unaffordable obligations. Repeal the law authorizing sheriffs to bill people for their own incarceration.

Victim services: Invest significant resources in victim services and strengthen protection order practices.

Data collection: Standardize criminal justice data collection and reporting across the state.



Michigan Joint Task Force on Jail and Pretrial Incarceration

Report and Recommendations
January 14, 2019

Background

Executive Order 2019-10:

- Expand jail alternatives.
- Safely reduce jail admissions, length of stay, and costs.
- Support objective and evidence-based decision making.
- Improve efficiency and effectiveness.
- Support crime victims.
- Better align practices with research.



Process

The Task Force considered:

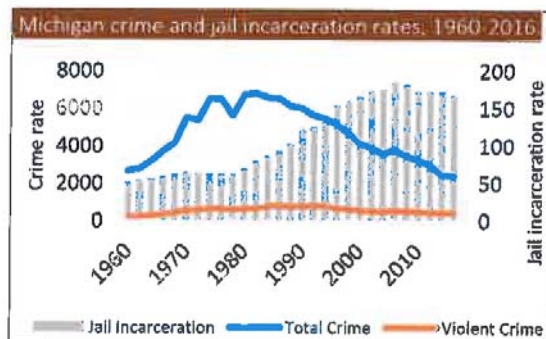
- National data trends.
- 10 years of arrest and court data from 600+ law enforcement agencies and 200 courts.
- 3 years of individual-level admission data from 20 county jails.
- Offender Management Network Information system (OMNI) data.
- Public testimony.
- Stakeholder roundtable discussions.
- Criminal justice research and constitutional jurisprudence.

Stakeholder Roundtables

- Judges
- Prosecutors
- Defense attorneys
- Crime victims, survivors, and victim-services professionals
- Law enforcement
- Jail administrators and corrections officers
- District court probation officers
- MDOC probation officers
- Pretrial services and community corrections
- County commissioners
- Bail agents and underwriters
- Rural practitioners
- Currently incarcerated individuals
- Faith leaders

Data Findings

- **Jail population increase:** 5,700 (1975) to 16,600 (2015).
- **Mental illness:** 23% of jail admissions.
- **Traffic violations:** Nearly 50% of all criminal cases.
- **License suspensions:** 358,000 in 2018 for FTA and FTP.
- **Average jail stay:** 11 days (misdemeanors) and 45 days (felonies).
- **Community supervision rate:** 6th highest in the nation.



Traffic Violations

Recommendation 1: Reduce the number of driver's license suspensions.

- Suspensions should be limited to driving safety – not for failure to pay, appear, or comply with judgments.

Recommendation 2: Reclassify some misdemeanors as civil infractions

- Non-moving traffic misdemeanors; many snowmobile, off-road, and marine safety misdemeanors; certain DNR violations; and animal-related misdemeanors.

Arrests

Recommendation 3: Expand law enforcement discretion to use appearance tickets as an arrest alternative.

- Expand appearance ticket discretion to all misdemeanors (excluding DV).
- Create a *presumption* of an appearance ticket for certain 90/93 day misdemeanors; low-level property; and use of controlled substance violations.

Arrests

Recommendation 4: Reduce arrests for failure to appear.

- Reduce bench warrants for FTA's.
 - Require show cause for first time FTA for FTP civil infraction, F&C, and child support.
- Eliminate FTA as an independent criminal offense (MCL 780.62 & 750.199a).
- 48 hour bench warrant "grace periods" after certain FTA's.
- Voluntary appearance (without arrest) to resolve certain outstanding FTA warrants and reschedule court date.
- Statewide initiatives to incentivize new processes to resolve warrants.

Behavioral Health Diversion

Recommendation 5: Divert people with behavioral health needs away from the criminal justice system.

- Statutory authorization and guidance for deflection & diversion.
- Funding to support deflection/diversion programs.
 - Jail mental health screenings.
 - Jail population monitors.
 - Misdemeanor diversion.
 - Wait time for competency restoration.

Behavioral Health Diversion

Recommendation 6: Make the Jail Overcrowding Act proactive rather than reactive.

Recommendation 7: Provide behavioral health crisis response training for law enforcement, dispatch, and jail officers.

The First 24 Hours After Arrest

Recommendation 8: Shorten the time people spend in jail between arrest and arraignment.

- Requiring arraignment within 24 hours of arrest.
- Establish automatic, pre-arraignment release on PR bonds for most misdemeanors and some non-assaultive felonies.*

Pretrial Release and Detention

Recommendation 9: Establish higher thresholds for financial and non-financial pretrial release conditions.

Release Type	Threshold
Personal Recognizance	Presumed absent a significant, articulable risk of non-appearance, absconding, or causing bodily harm to another reasonably identifiable person or themselves .
Non-Financial Conditions	May impose the least restrictive non-monetary condition or conditions that reasonably address the risk.
Secured Financial Conditions	Non-monetary conditions will not address the risk and defendant is charged with a: (1) violent offense, (2) sex offense, or (3) another enumerated, serious, non-violent or non-sex offense.
Denying Bond	No other conditions of release adequately address the risk.

Pretrial Release and Detention

Recommendation 10: Provide a due process hearing for defendants who are still detained 48 hours after arraignment.

- Court must find by clear and convincing evidence the defendant poses a significant, articulable risk of absconding or causing bodily injury, and no less restrictive conditions can reasonably address that risk.
- Appellate Review: Expedited process requiring review within 14 business days of filing the appeal.

Pretrial Release and Detention

Recommendation 11: Limit the use of restrictive pretrial release conditions.

- Statutory requirement for court reminders.
- “Significant restraints on liberty” require re-assessment after 60 days.
- Limit GPS authority to felony cases and certain misdemeanor offenses.
- Require state to pay for the pretrial release conditions of indigent defendants.

Speedy Trial

Recommendation 12: Strengthen speedy trial laws.

- 18 month trial deadline.
- Providing additional criminal justice funding to meet trial deadlines.
- Remove current consideration that defendants actively assert their speedy trial rights.

Alternatives to Jail Sentences

Recommendation 13: Reduce the number of people sentenced to jail for misdemeanors.

- Rebuttable presumption of non-jail, non-probation sentence for certain misdemeanors.
- Probation is only appropriate for specific rehabilitation goals or risk to victims.
- Eliminating mandatory minimum jail sentences for misdemeanors.

Alternatives to Jail Sentences

Recommendation 14: Reduce the number of people sentenced to jail for certain felonies.

- Rebuttable probation presumption for “intermediate sanctions.”
- Reclassifying common lower-level felonies.
- Expanding HYTA eligibility to age 25.

Probation and Parole

Recommendation 15: Limit jail exposure for those on probation and parole supervision.

- Tailor maximum probation terms:

Offense	Maximum Probation Term
Felony Sex Offense	5 years
Other Felonies	3 years, with possible 1 year extension
Misdemeanors	2 years

- Limit sanctions for technical violations:

Sanction	Felony Probation	Misdemeanor Probation
1 st Sanction	Up to 15 days	Up to 5 days
2 nd Sanction	Up to 30 days	Up to 10 days
3 rd Sanction	Up to 45 days	Up to 15 days
4 th Sanction	Up to remainder	Up to remainder

Probation and Parole

- Standardizing and automating a process for earned early discharge for compliant probationers.
- Requiring conditions of probation be individualized and reasonably related to the assessed risks and needs of the person being supervised.

Financial Barriers to Compliance

Recommendation 16: Address financial barriers to compliance.

- Reduce amounts for civil infractions.
- Require ability to pay determinations at sentencing.
- Payment plans with debt forgiveness and incentives for making consistent payments.
- Repealing “The Prisoner Reimbursement to the County Act”, which authorizes Sheriffs to charge defendants for jail stays.

Victim Services

Recommendation 17: Invest in services and supports for crime victims

- Allocate significant funding to:
 - Defray law enforcement costs of serving personal protection orders (PPOs).
 - Expand law enforcement training with Forensic Experiential Trauma Interview (FETI) and other best practices.
 - Expand support services to victims separate from the criminal investigation, including counseling, shelter, transitional housing, and other survivor-centered services.
- Require *conditions* of PPOs be entered into LEIN.
- Directing a new or existing body to examine the restitution process and recommend changes.

Data Collection

Recommendation 18: Standardize criminal justice data collection and reporting.

- Directing local and state criminal justice agencies to collect, record, and report data from arrest to disposition of a case, and through completion of any applicable sentence.
- A new or existing body should be directed to identify standards for collecting data and improving reporting.

Contact Information

Hon. Thomas Boyd

55th District Court

Jails Task Force Member

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Agenda Item 2

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: January 21, 2020

SUBJECT: Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, and the Jackson County Prosecutor's Office, AWARE Inc., and a Sub-Contract with End Violent Encounters

BACKGROUND

Our office has received funds from the Department of the Attorney General to assist local prosecutors with the investigation, prosecution, and notification of victims in cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO utilizes one Special Assistant Attorney General and one dedicated Ingham County Sheriff's Office (ICSO) detective to investigate those unsolved cases originating from Ingham County. This year additional funds were provided to expand the duties of our Ingham County based SAKI Assistant AG to include unresolved sexual assault kit cases originating from Jackson County. Our SAKI prosecutor would be authorized, under the powers of the AG, to prosecute cases in both counties. The Jackson County Prosecutor's Office (JCPO) welcomes this arrangement and has agreed to provide space and resources for the additional prosecutorial assistance. Further, there are funds allocated for a community based Jackson County sexual assault advocate to provide victim services.

ALTERNATIVES

If the Memorandum of Understanding is not approved, the services will not be expanded.

FINANCIAL IMPACT

There is no financial impact since the Department of the Attorney General will provide re-imbursement funding for all expenses charged under the MOU. The agreement does require Ingham County to process all billing from AWARE Inc. and JCPO. The MOU also includes the anticipated independent contractor agreement with End Violent Encounters. That agreement for a part-time advocate is not to exceed \$14,919. The amount of the total funding is \$283,475. The MOU is for services provided on or after January 1, 2020 to December 31, 2020.

OTHER CONSIDERATIONS

Regionalized prosecution, investigation, and victim advocacy through a multi-county approach is expected to enhance the quality of these complex investigations. The Board of Commissioners has already approved Resolution #19-485 which authorized contracts between the ICPO, the Jackson County Prosecutor's Office, and the Blackman-Leoni Township Department of Public Safety to hire a dedicated Jackson County SAKI Investigator.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF THE ATTORNEY GENERAL, THE INGHAM COUNTY PROSECUTOR'S OFFICE, THE JACKSON COUNTY PROSECUTOR'S OFFICE, AWARE INC., AND A SUB-CONTRACT WITH END VIOLENT ENCOUNTERS (EVE)

WHEREAS, the Department of the Attorney General provides funds for local prosecutors to assist with the investigation, prosecution, and victim notification of cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Attorney General would designate a Special Assistant Attorney General to review these investigations and determine the viability of prosecution of these untested sexual assault kits for both Ingham and Jackson Counties; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor's Office (ICPO) yet also have access and work space in the Jackson County Prosecutor's Office (JCPO); and

WHEREAS, the Special Assistant Attorney General will be paid by funds from the Attorney General's office, for duties performed in both Ingham and Jackson counties, including but not limited to salary, computers, phone, training, mileage, and any other funds approved by the Department of the Attorney General with all expenses, excluding salary, to be processed by Ingham County but paid for by the Department of the Attorney General; and

WHEREAS, the total personnel costs, including advocates, and miscellaneous other costs for both counties is not to exceed \$283,475; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a sub contract with End Violent Encounters (EVE), not to exceed \$14,919 for notification and advocacy services for sexual assault victims; and

WHEREAS, the Jackson County Prosecutor's Office will be entering into a sub contract with AWARE Inc., not to exceed \$23,556 for notification and advocacy services for sexual assault victims in Jackson County and AWARE Inc. will submit billing to be processed by Ingham County but paid by the Department of the Attorney General.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a memorandum of understanding with the Department of the Attorney General, the Jackson County Prosecutor's Office, and AWARE Inc., consistent with the resolution, and authorizes the Ingham County Prosecutor's Office to enter into a sub-contract with End Violent Encounters.

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

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

Agenda Item 3a and 3b

TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: January 21, 2020

SUBJECT: Resolutions to Approve Agreements with the City of East Lansing and the City of Lansing for their Local Share Contributions under the County's Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan

For the meeting agendas of January 30 and February 5

BACKGROUND

The Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2019-2020 Compliance Plan and Cost Analysis, which continues the Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2019 through September 30, 2020, and the budget was approved for an amount of up to \$5,542,054, including a local share of \$921,654.46. The local share will be split among Ingham County (\$883,431.47), the City of Lansing (\$21,986), and the City of East Lansing (\$16,448).

The Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less. The consumer price index since November 1 of the prior state fiscal year has increased 2.2%, so the local share is increased by that amount for the 2019-2020 grant year.

FINANCIAL IMPACT

These resolutions would authorize agreements for the Cities of East Lansing and Lansing to pay their 2019-2020 local share of the MIDC grant to Ingham County for amounts of \$21,986 and \$16,448, respectively. These payments will cover the time period of October 1, 2019 through September 30, 2020 and are to be billed and paid in one payment.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF EAST LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC) 2019-2020 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2019-2020 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less;" and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased 2.2%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2019 through September 30, 2020, and the budget was approved for an amount of up to \$5,542,054, including a local share of \$921,654.46; and

WHEREAS, the City of East Lansing's portion of the local share for the 2019/2020 grant year is \$16,448; and

WHEREAS, the City of East Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of East Lansing will pay its 2019-2020 local share of the MIDC grant to Ingham County for an amount of \$16,448, covering the time period of October 1, 2019 through September 30, 2020, to be paid in one payment.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC) 2019-2020 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2019-2020 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less;" and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased 2.2%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2019 through September 30, 2020, and the budget was approved for an amount of up to \$5,542,054, including a local share of \$921,654.46; and

WHEREAS, the City of Lansing's portion of the local share for the 2019/2020 grant year is \$21,986; and

WHEREAS, the City of Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of Lansing will pay its 2019-2020 local share of the MIDC grant to Ingham County for an amount of \$21,986, covering the time period of October 1, 2019 through September 30, 2020, to be paid in one payment.

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

TO: Law & Courts and Finance Committees

FROM: Heidi Williams, Ingham County Animal Control Director

DATE: 01-23-2020

SUBJECT: Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control

For the meeting agendas of January 30 and February 5, 2020

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds of the voucher sales. This cooperative arrangement helps to provide low cost spay/neuter services to the community.

ALTERNATIVES

This service is offered as a convenience to ICACS clients. Community members could go directly to the Humane Society for these services.

FINANCIAL IMPACT

Sales of vouchers by ICACS are collected in a trust and agency fund, from which they are disbursed to the Humane Society. Approximately \$50,000 passes through this fund annually for these services.

RECOMMENDATION

With the above information, I respectfully recommend approval of the attached resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN CAPITAL AREA HUMANE SOCIETY SPAY/NEUTER CLINIC AND INGHAM COUNTY ANIMAL CONTROL

WHEREAS, Ingham County Animal Control and Shelter sells reduced cost spay/neuter vouchers to eligible participants; and

WHEREAS, these vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic; and

WHEREAS, when a spay neuter voucher is redeemed, Capital Area Humane Society bills Ingham County, who then pays the Capital Area Humane Society from the Trust and Agency Fund where the voucher sale proceeds are reserved; and

WHEREAS, through this cooperative arrangement, low cost spay/neuter services are provided to the community, benefitting both pets and their owners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2020 through December 31, 2020, as detailed in the attached document.

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



Memorandum of Understanding

between

Capital Area Humane Society Spay/Neuter Clinic

5919 South Cedar Street Lansing MI 48911

And

Ingham County Animal Control

600 Curtis Street Mason, MI 48854

I. Purpose and Scope

The Capital Area Humane Society Spay/Neuter Clinic will provide a reduced cost spay/neuter and basic wellness services to animals that are at least 8 weeks of age and that weigh at least 2 pounds and that are in the care and custody of ICAC. The Capital Area Humane Society Spay/Neuter Clinic and its employees reserve the right to refuse procedures or services that are requested by ICAC. Animals that are deemed by the clinic to be unhealthy, unthrifty, or if the procedure is not in the current best interest of the animal may be refused for surgery by the clinic.

II. MOU Term

The term commences January 1st 2020 and terminates December 31st 2020. The Capital Area Humane Society reserves the right to terminate this MOU prior to the term date.

III. Capital Area Humane Society Spay/Neuter Clinic and ICAC agree to the following:

Weight and Age: All animals must be at least 8 weeks of age and weigh at least 2lbs for procedures or services to be performed.

Appointments: Appointments for services will be made by calling 517-908-0756 or emailing clinic@adoptlansing.org. Appointments will be filled as space on the clinic's general calendar allows. The CAHS spay/neuter clinic reserves the right to require non-refundable appointment deposits for multiple appointments that are made on the same day. Large appointment reservations may be subject to a pre-payment/reservation fee/pet at the discretion of the reception staff. This fee is non-refundable and will be discussed at the time the appointment is made. If you show at full capacity of the requested appointment, the fees are applied towards surgery. **If you do not show the fee will not be refunded.**

Transportation: ICAC is responsible for all transportation of animals to and from the clinic.

Consent: The morning of the animals' appointment ICAC will provide a completed consent form for each individual animal receiving service.

Rabies Vaccination: All animals three months of age and older are required to be up to date on their rabies vaccinations. If the animal is not up to date they will receive a vaccine during their stay for an additional charge.

Late/Failure to Pick up Animals: All animals will be picked up from the Capital Area Humane Society Spay/Neuter Clinic the same day of service. Animals that are housed overnight will be unattended and a \$25.00 charge will apply for each evening spent at the clinic. If the animal is picked up after 5p.m. on the same day of surgery, a modification of the \$25.00 fee may be charged at the discretion of the employees that are required to stay for the discharge of the patient. Animals not picked up after three days will be considered abandoned and given to the proper authorities.

Additional Surgical Services: Any animal that is deemed to be pregnant during their alteration will have the pregnancy terminated at an additional charge and fluids given on an as needed basis for an additional charge. Any animals with an umbilical hernia will have the site repaired for an additional charge during their alteration. Any animal with a pyometra, in heat or cryptorchid will accrue additional charges at the discretion of the clinic manager. Pregnant dogs may also be charged differently on a case by case basis.

Charges:

Canine Spay less than 70lbs: \$85

Canine Neuter less than 70lbs: \$65

Canine Spay over 70lbs: \$120

Canine Neuter over 70lbs: \$90

Feline Spay: \$45

Feline Neuter: \$25

Feral Cat Surgeries: \$40 (includes 2 vaccines and an ear tip is required)

*Inj. abx will be offered at \$10/feral cat on an as needed basis.

"Already fixed" anesthesia costs: \$20/cat, \$30/dog 30# or less, \$50/dog over 30#

Vaccinations: \$4.00 ea.

Heartworm: \$12 ea.

Feline Combo Testing: \$20 ea.

Microchip: \$20 ea.

Microchip "insertion only" fee (for non-CAHS microchips): \$1.00

Heat/Hernia Repair/Cat Pregnancies: \$15.00

Fluid therapies: \$5-\$20 depending on amount, route of administration and species of animal

Fecal Floatation: \$10.00

Pre-Operative Blood work: \$35.00

Preventative: \$2 discount from retail/rounded to the nearest whole \$ amount

Example: Cat Multi \$12/dose

Rx Products: \$2 discount from price to client

(Includes de-wormers, inj. antibiotics, inj. anti-emetics, flea tx and any other tx as offered by the doctor).

Euthanasia (general cremation included): \$10/cat, \$15/dog under 30#, \$30/dog under 50#

*Larger patients and private cremation charges available on a case by case basis.

Specially Ordered or Priced Items: If agreed upon by the clinic manager and the doctor, any specially ordered products will be offered at a price that is either rounded up to the nearest \$5 or \$10 amount from our cost as decided on a case by case basis through the clinic manager. Any variances of the prices listed above will be rare and will need approval by the clinic manager.

Payments: Payment is due within 30 days of receipt of the monthly invoice provided to you from CAHS. Failure to keep the account balance current will result in the Capital Area Humane Society declining services.

Procedures for Personal Animals: As a courtesy to those that work with rescue organizations, personal animals that are owned by employees of ICAC will also be extended the rescue pricing mentioned above. Proof of ownership and employment may be required.

Grant Qualifications: Animals that are being put up for adoption through rescue organizations do not qualify for any grant assisted procedures unless otherwise approved by the CAHS Spay/Neuter Clinic contacts listed below. In the event that an owner or employee of a rescue organization qualifies for a grant surgery with their own personal pet, the following documentation will be required and a copy of the documentation will be kept on file at the CAHS Spay/Neuter Clinic:

Animals 6 months and younger: Any documentation such as a bill of sale/transfer or veterinary services rendered (including microchip registrations) with the animal's name and description and the current owners name and/or address.

Animals older than 6 months: A rabies license and/or any of the above documentation will be required to show proof of ownership.

Adoption Expectations/Recommendations: As we are also directly associated with a shelter location, CAHS S/N Clinic will not allow adoptions through other rescue entities to occur on the premises. Violation of this rule can result in direct termination of all services of the spay/neuter clinic with the rescue organization and its members. While this is still to be decided at the discretion of each rescue we also do not recommend that an animal that has had a spay/neuter procedure go home to a new environment on the same day of surgery for the safety of both the animals and the new owners.

IV. Contacts

Capital Area Humane Society Spay/Neuter Clinic

Primary: Holly Thoms, Clinic Director 517-908-0756

hthoms@adoptlansing.org

Secondary: Julia Willson, President/CEO, 517-626-6060

jwillson@adoptlansing.org

Ingham County Animal Control

Primary: Heidi Williams, Director 517-676-8362

hwilliams2@ingham.org

V. Effective Date and Signature

This MOU shall be effective upon the signature of ICAC authorized officials. It shall be enforced from January 1st 2020 to December 31st 2020.

Signature/Date

TO: Law & Courts Committee

FROM: Heidi Williams, Ingham County Animal Control Director

DATE: 01-23-2020

SUBJECT: Animal Control and Shelter Reorganization
For the meeting agenda of January 30, 2020

BACKGROUND

Early in 2019, the position of Deputy Director was eliminated to create an Animal Care Manager position. The purpose of the reorganization was to focus on care of shelter animals as well as free the Shelter Veterinarian of supervisory responsibilities and allow her to focus on the medical needs of the shelter animals. This reorganization caused the vast majority of administrative functions to fall directly to the Director; in addition, it placed all of the animal care on the shoulders of the Animal Care Manager.

It also created inequality amongst the staff allowing the Animal Control Officers to report directly to the Director. This imbalance in the organizational chart places the Director solely in charge of daily enforcement operations, which creates inefficiencies when attempting to develop improved animal care plans with the shelter veterinarian and developing animal welfare and community outreach programs.

It is my belief that the duties of daily operations and animal care need to be distributed amongst multiple positions to create layers of redundancy in shelter operations and allow for a system of checks and balances. In order to accomplish this, I am proposing the elimination of the Animal Care Manager position (MCF06) and the reinstatement of an Animal Care Deputy Director position (MCF10). This will ensure the organization operate in a manner which allows the shelter to function effectively in pursuing its mission of improving animal welfare and responding to animal related complaints in our community.

ALTERNATIVES

If this position is not approved, the Animal Care Manager position will be filled, and the shelter will continue with the current organizational structure.

FINANCIAL IMPACT

The long-term annual cost of this reorganization using 2020 rates will be \$32,395. Funds are available within the Animal Shelter Millage Fund to cover this additional cost.

OTHER CONSIDERATIONS

This reorganization is scheduled for a discussion at the January 27 Animal Control Shelter Advisory Committee meeting.

RECOMMENDATION

With the above information, I respectfully recommend approval of the reorganization as presented. Ingham County's reorganization process requires that this be brought to the Law and Courts Committee as a discussion item, and then, if approved by the committee, a resolution will be brought through the committee process for approval at the next round of meetings. Due to current staffing needs, I respectfully request to expedite the process. A draft resolution is presented for consideration by the Law and Courts, if the committee is willing to move forward at the current round of meetings.

TO: Heidi Williams, Director Animal Control

FROM: Beth Bliesener, Human Resources Specialist

DATE: January 23, 2020

RE: Animal Control Re-organization

Human Resources can confirm the following information regarding the re-organization of Animal Control:

1. Position number #421002, Animal Control Deputy Director, will be re-instated. Human Resources has evaluated and updated the Animal Control Deputy Director Job description. After analysis, the classification has increased from a MC 9 to a MC 10. The position will be compensated at a salary range of (\$64,745.56 - \$77,714.89).
2. Position number #421029 Animal Care Manager is currently vacant, Animal Control will eliminate this position.

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

If I can be of further assistance, please email or call me (887-4375).

**INGHAM COUNTY
JOB DESCRIPTION**

ANIMAL CONTROL DEPUTY DIRECTOR

General Summary:

The Animal Control Deputy Director, under general supervision of the Animal Control Director, serves as the immediate supervisor of Animal Control Officers, Animal Shelter Clerks, Volunteer Coordinator, Customer Service Outreach Manager and Animal Care Staff. He/she substitutes for the Animal Control Director in his/her absence. The Deputy is responsible for reviewing all bites, employee injury reports, incident reports and summonses as well as preparing and submitting them to the Prosecutor's Office or various courts. The Deputy is also responsible for performance reviews, scheduling and time card processing.

Essential Functions:

1. Manages and oversees the daily operations of the Animal Control Officers, Animal Shelter Clerks, Volunteer Coordinator, Customer Service Outreach Manager, and Animal Care Staff. Performs personnel functions such as hiring, FMLA, training, and disciplinary actions. Evaluates staffing levels and makes recommendations for additional staff as needed.
2. Review and respond to complaints, paperwork, reports, summons, and warrants assuring completeness and accuracy, as well as delivery to appropriate court, Prosecutor or police agency having jurisdiction. Contact complainants and resolve disputes exercising knowledge of laws and procedures.
3. Maintain scheduling and work assignments, time cards and brief subordinate employees as necessary. Establishes, oversees and monitor employee training and development.
4. Ensures shelter animals are properly cared for by Animal Care Staff and any medical or behavior issues are brought to the attention of the Director and Veterinarian immediately.
5. Ensures that animal records are properly created and retained. With assistance from the Community Outreach Manager, trains Animal Care Staff in shelter record keeping protocols.
6. Conduct investigations, including internal affairs, and prepare appropriate reports. Ensures that proper labor relations and conditions of employment are maintained; assists in employee grievance procedures and bargaining. Undertakes or reviews investigations and makes recommendations.
7. Manage and oversee security, storage and disposition of evidence in criminal investigations.
8. Responsible for coordinating vehicle maintenance, radio installation, camper transfer/repair and cage repair.
9. Works with the Director to establish and control the department budget.
10. Assists in the development and annual review of agency policies and procedures.

11. Addresses safety and maintenance issues with shelter and kennel facilities with the county facilities department and vendors. Assures compliance with safety procedures and protocols and OSHA requirements.

12. Serves as systems administrator for the various software programs used by ICAC.

Other Functions:

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

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

Employment Qualifications:

Education: Equivalent of two years of college level course work in law enforcement, animal science, business and related areas.

Experience: Three - Five years' progressively more responsible experience as an Animal Control Officer, Animal Care Worker or related capacity involving dealing with the public regarding the response to complaints and the enforcement of laws and ordinances, and shelter operations. Two years supervisory or lead experience preferred.

Other Requirements:

- NACA Certification Preferred.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars and trucks.
3. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
4. This position is exposed to disease and parasites communicated by animals.
5. This position is exposed to noise levels which require shouting in order to be heard.
6. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
7. This position works closely with domestic and wild animals with unpredictable temperaments.

8. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

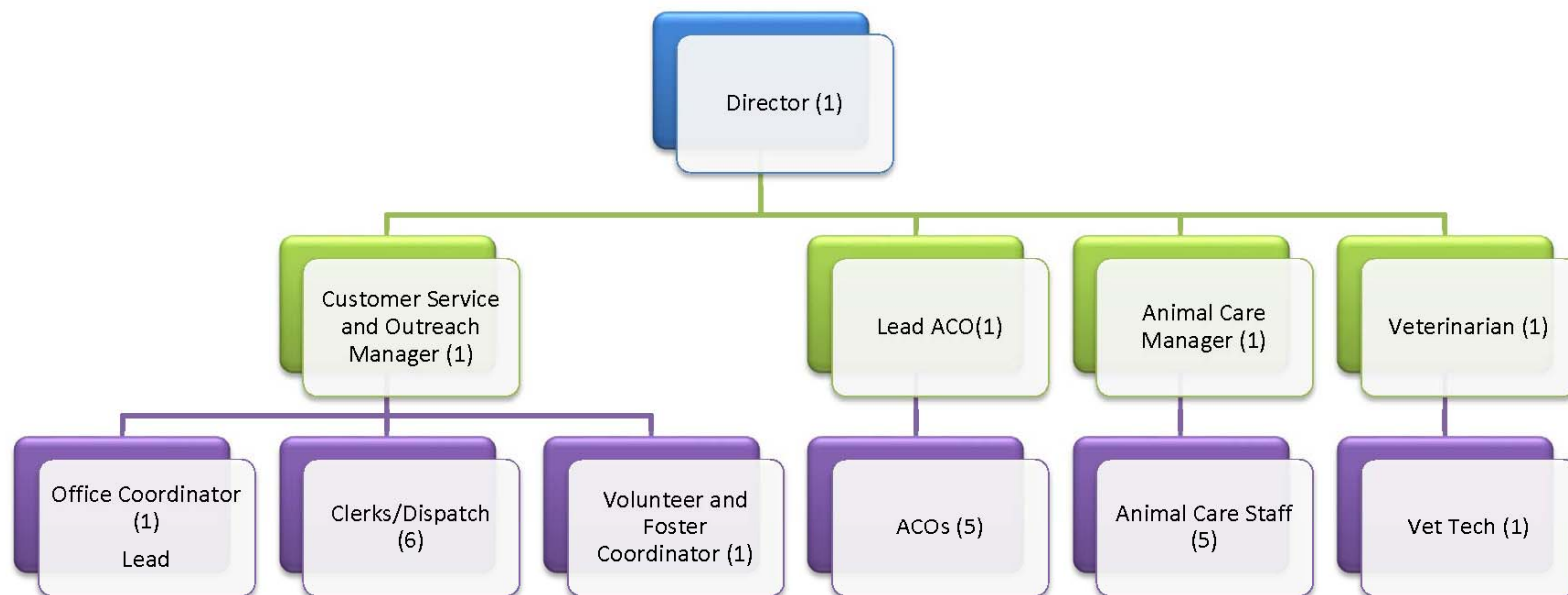
MC 10
January 2020

Proposed Animal Control Reorganization

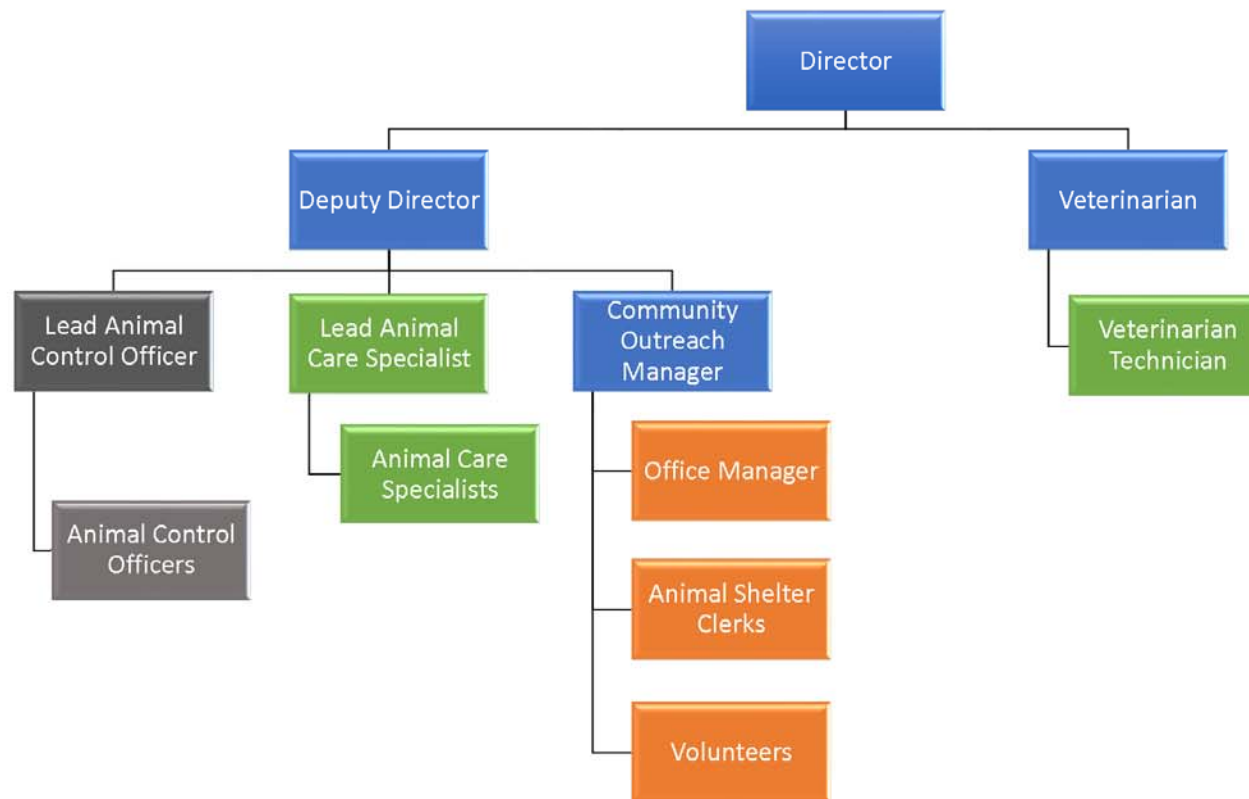
	Deputy Director MC10 <u>Step 1</u>	Deputy Director MC10 <u>Step 5</u>	Animal Care Manager MC06 <u>Step 1</u>	Animal Care Manager MC06 <u>Step 5</u>
Wages	<u>64,746</u>	<u>77,715</u>	<u>45,794</u>	<u>54,967</u>
Unemployment	324	389	229	275
FICA	4,953	5,945	3,503	4,205
Health	18,235	18,235	18,235	18,235
Current Retiree Hlth	3,585	3,585	3,585	3,585
Future Retiree Hlth	2,914	3,497	2,061	2,474
Dental	936	936	936	936
Vision	135	135	135	135
Life	144	144	144	144
Disability	84	101	60	71
Retirement	17,216	20,664	12,177	14,616
Workers Comp	356	427	252	302
CARES	33	33	33	33
Liability	1,610	1,933	1,139	1,367
Total	<u>115,270</u>	<u>133,739</u>	<u>88,281</u>	<u>101,345</u>

Long Term Cost

Add Deputy Director	133,741
Eliminate Animal Care Manager	(101,346)
Additional Long Term Cost	32,395



Proposed Ingham County Animal Control and Shelter Organizational Chart



DRAFT FOR DISCUSSION

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE INGHAM COUNTY
ANIMAL CONTROL AND SHELTER**

WHEREAS, the current organization of the Ingham County Animal Control and Shelter (ICACS) places the vast majority of administrative functions directly to the Director, and all of the animal care functions to the Animal Care Manager; and

WHEREAS, this organization also causes an imbalance in the organizational chart placing the Director solely in charge of daily enforcement operations, creating inefficiencies when attempting to develop improved animal care plans with the shelter veterinarian and developing animal welfare and community outreach programs; and

WHEREAS, it is the recommendation of the Animal Control Director that the duties of daily operations and animal care be distributed among multiple positions to create layers of redundancy in shelter operations and allow for a system of checks and balances; and

WHEREAS, after review by Human Resources, the Controller's Office and the Animal Control Director, a recommendation for a reorganization is being made; and

WHEREAS, this reorganization includes the reinstatement of the Animal Control Deputy Director position, including an update of the job description and a corresponding increase in classification from MC 9 to MC 10, as well as the elimination of the Animal Care Manager position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of the Animal Care Manager position #421029 (MC 6, \$45,793.70 - \$54,966.92) and the reinstatement of the Animal Care Deputy Director position #421002 (MC 10, \$64,745.56 - \$77,714.89).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the 2020 Position Allocation List and budget in accordance with this resolution.

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: January 21, 2020
SUBJECT: Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)
For the meeting agendas of January 30 and February 5

BACKGROUND

Ingham County has established and maintained financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years and the millage funds were approved by the electorate to operate countywide 9-1-1 emergency telephone and dispatch services since 1988. Authorization for the most recent millage renewal expired on December 31, 2019. This resolution will authorize submitting to a vote of the electorate the renewal of the special millage providing comprehensive emergency telephone services on the August 4, 2020 ballot.

In the past, this millage has been authorized for a four year time period each time it was approved. At the last Law and Courts Committee meeting, the Committee recommended that the renewal be requested for a ten year period, as presented in the attached resolution.

ALTERNATIVES

This millage provides approximately 75% of the operating and capital funds for the 9-1-1 Dispatch Center. Without these funds, some other source(s) of funding would need to be sought in order to continue providing emergency telephone services.

FINANCIAL IMPACT

Based on current taxable value, this millage is projected to provide around \$6.5 million in revenue for 2020. As stated previously, this is the largest revenue source for providing 9-1-1 services to Ingham County.

OTHER CONSIDERATIONS

In order to be included on the August 4, 2020 ballot, this ballot language must be approved to the County Clerk by May 12.

When considering the renewal for a ten year period, the Board of Commissioners should consider the possibility of future Headlee Rollbacks. Since the passage of the Headlee Amendment, units of government are required to annually calculate a Headlee rollback factor. This rollback factor is then applied to the originally authorized millage. Depending on the rollback factor, the actual mills available to be levied may be less than the authorized millage. Once a millage is renewed, it can be returned to its originally authorized rate. Due to low inflation rates and reductions in property values in the recent past, the County has not experienced a Headlee Rollback in several years. Should rollbacks once again become frequent, a millage approved for a longer term may be less desirable, as it would take longer to be returned to its originally authorized rate.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of a resolution submitting to a vote of the electorate a special millage for continuing 911 Services on the August 4, 2020 ballot.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE
A SPECIAL MILLAGE FOR CONTINUING COMPREHENSIVE EMERGENCY
TELEPHONE SERVICES (911 SERVICES)**

WHEREAS, Ingham County has established and maintained financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years; and

WHEREAS, the 911 emergency telephone and dispatch services are of substantial benefit to the citizens of the County of Ingham; and

WHEREAS, the millage funds were approved by the electorate to operate countywide 911 emergency telephone and dispatch services since 1988 and that millage authorization expires on December 31, 2019.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the election to be held on August 4, 2020.

**EMERGENCY TELEPHONE SERVICE (911 SERVICE)
MILLAGE RENEWAL QUESTION**

For the purpose of renewing funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System at the same millage level previously approved by the voters in 1996, 2000, 2004, 2008, 2012 and in 2016, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.8500 mills, \$0.85 per \$1,000 of taxable value, be continued and renewed for a period of ten (10) years (2020-2029) inclusive? If approved and levied in full, this millage will raise an estimated \$6,530,454 for the countywide 911 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the August 4, 2020 ballot and to be prepared and distributed in the manner required by law.