

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW & COURTS COMMITTEE  
MARK POLSDOFER, CHAIR  
CHRIS TRUBAC  
VICTOR CELENTINO  
BRYAN CRENSHAW  
ERIN GRAHAM  
ROBERT PEÑA  
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, FEBRUARY 25, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/87458385716>.

Agenda

Call to Order

Approval of the [February 11, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Authorize the Sheriff's Office to Contract with United States [Marshal Service](#) for Federal Inmate Detention Services
  - b. Resolution to Authorize a [Reorganization](#) within the Ingham County Sheriff's Office
2. Office of Homeland Security and Emergency Management
  - a. Resolution to Authorize an Equipment Purchase Agreement with [Motorola Solutions, Inc](#) for the Purchase of One All-Band Emergency Operations Center Dispatch Radio and Twenty Power Adaptors and Antennas
  - b. Resolution to Authorize an Equipment Purchase Agreement with [All Traffic Solutions, Inc.](#) for the Purchase of Two InstAlert 24 Mobile Message Boards
3. Circuit Court – General Trial Division – Resolution to Authorize a Contract with [Global Eagle Company](#) Business Transformation Specialists for the General Trial Division
4. Circuit Court – Friend of the Court – Resolution to Authorize a Contract with [Global Eagle Company](#) Business Transformation Specialists for the Friend of the Court
5. Facilities Department – Ingham County [Justice Complex](#) Update (*Presentation*)

Announcements

Public Comment

Adjournment

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

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

## LAW & COURTS COMMITTEE

February 11, 2021

### Draft Minutes

The meeting was called to order by Chairperson Polsdofer at 6:00 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Polsdofer (Ingham County), Trubac (Ingham County), Celentino (Ingham County), Crenshaw (Ingham County), Graham (Ingham County), Peña (Ingham County), and Schafer (Ingham County).

Members Absent: None.

Others Present: Prosecutor Carol Siemon, Sheriff Scott Wriggelsworth, Undersheriff Andrew Bouck, Major Darin Southworth, Teri Morton, Gregg Todd, Scott LeRoy, Jessica Yorko, Mary Sabaj, Terri Thornberry, Bradley Richman, Janice Dooley, Tracy Hilliard, Jack Harrison, Paul Elam, Dondré Young, and Michael Tanis.

#### Approval of the January 28, 2021 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE JANUARY 28, 2021 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

#### Additions to the Agenda

None.

#### Limited Public Comment

None.

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

2. Circuit Court – Resolution to Amend Contract for Graphic Sciences, Inc. for Supplies and Packing of Circuit Court Files
3. Circuit Court – Family Division
  - a. Resolution to Authorize a Contract with Child and Family Charities for Recruiting and Licensing in a Foster Home
  - b. Resolution to Authorize a Vehicle Lease Agreement between Ingham County and Highfields, Inc

4. Community Corrections – Resolution to Authorize Revisions to Originally Approved FY 2020-2021 State Funded Community Corrections Program Subcontract Allocations
5. 9-1-1 Dispatch Center – Resolution to Renew the Contract with 911 Solutions

THE MOTION CARRIED UNANIMOUSLY.

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

3. Circuit Court – Family Division
  - c. Resolution Honoring Richard Gentry

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.

Commissioner Crenshaw stated that he wanted to thank Richard Gentry for his years of service to Ingham County. He further stated that he had done great work at the Ingham County Youth Center School and would be greatly missed.

Chairperson Polsdofer stated that he appreciated the service of Mr. Gentry to Ingham County.

THE MOTION CARRIED UNANIMOUSLY.

1. Advance Peace – Update from Jessica Yorko, Health Promotion & Prevention Division Manager

Jessica Yorko, Health Promotion & Prevention Division Manager, provided an update to the Law & Courts Committee.

**Commissioner Crenshaw asked Ms. Yorko to resend the information he had asked for at the October 15, 2020 meeting of the Law & Courts Committee.**

Ms. Yorko stated that she would resend it. She further stated that she would also attach additional information from a previous meeting between Major Darin Southworth, Ingham County Sheriff's Office (ICSO), and Captain Robert Backus, Lansing Police Department.

Discussion.

Chairperson Polsdofer asked Ms. Yorko to send the information to the Law & Courts Committee.

Discussion.

Commissioner Celentino asked if the costs outlined for the County were for the County's share.

Ms. Yorko stated that the amount was a sketch. She further stated that after speaking with former Law & Courts Committee Chairperson Slaughter and Peter Spadafore, Lansing City Council, their response was to provide the County and Lansing City Council with an outline of where they could find foundational funding.

Ms. Yorko stated that Carol Siemon, Ingham County Prosecutor, notified her that Advance Peace received a \$21,000 grant from the Department of Justice to support their efforts in the County. She further stated that she received guidance not to find additional foundation funding until Advance Peace received letters of support from city and county officials.

Commissioner Celentino asked if their next step was to receive a resolution of support.

Ms. Yorko stated yes.

Commissioner Celentino asked how the County could incorporate Advance Peace into the budget process.

Teri Morton, Deputy Controller, asked Ms. Yorko when Advance Peace looked to receive funding.

Ms. Yorko stated that as money became available, they would do work.

Commissioner Celentino asked if the next step was to pass a resolution of support.

Ms. Morton stated that it was a good next step. She further stated that it sounded like Ms. Yorko was drafting something like that, and that it would be best for it to be done sooner rather than later.

Chairperson Polsdofer stated that Mr. Spadafore and Carol Wood, Lansing City Council, were also working on this at the city-level.

**Commissioner Graham asked Ms. Yorko to send the PowerPoint presentation to the Law & Courts Committee.**

Commissioner Graham asked for an explanation of the process of what got them to Advance Peace and how community members' voices were involved in that process.

Ms. Yorko and Prosecutor Siemon provided an explanation of meeting DeVone Boggan, Advance Peace Founder and CEO, to the Law & Courts Committee.

Ms. Yorko stated that it had been universal from stakeholders that they wanted to go with Advance Peace because they liked how it was specific to the individuals affected. She further stated that the staff at Advance Peace was diverse, which stood out to people, as opposed to Cure Violence.

Ms. Yorko stated that another reason was that Mr. Boggan was from Lansing. She further stated that his brother was the J.W. Sexton High School Principal, so he had credibility in the community.

Commissioner Schafer stated he supported bringing a resolution to the next meeting of the Law & Courts Committee in support of Advance Peace. He further stated that he would like the inclusion of faith-based groups in the resolution.

Chairperson Polsdofer stated that he would continue to communicate with Mr. Spadafore and Ms. Wood. He further stated that as the County looked to incorporate Advance Peace into the budget, it would be incumbent upon the Lansing City Council to determine their financial contribution.

Chairperson Polsdofer thanked Ms. Yorko for her update to the Law & Courts Committee.

6. Sheriff's Office – Sheriff's Office Reorganization (*Discussion*)

Sheriff Scott Wriggelsworth, Ingham County Sheriff, Undersheriff Andrew Bouck, ISCO, and Major Darin Southworth, ISCO, provided background information about the reorganization of the Sheriff's Office to the Law & Courts Committee.

Commissioner Schafer asked if he was correct that ICSO had about 10,000 bookings a year.

Major Southworth stated that it was less than that, but it was close.

Commissioner Schafer stated that when Commissioners worked on the Justice Complex Millage, part of the concept was to provide programming. He further stated that ISCO had done an excellent job presenting options to the Law & Courts Committee, and he would strongly support it.

Commissioner Schafer stated that when Sheriff Wriggelsworth was first elected, his administrative staff was streamlined by his initiative. He further stated that as a long-serving member, he had the utmost respect for ISCO and for what Sheriff Wriggelsworth had done over the years.

Commissioner Celentino stated that he wanted to compliment ISCO for the reorganization before the Law & Courts Committee. He further stated that he wanted to thank ISCO for compliance with and recognition of the Individuals with Disabilities Education Act (IDEA).

Commissioner Celentino asked if it was typical for law enforcement to come up with agreements when it came to reorganizations.

Sheriff Wriggelsworth stated that ISCO was in preliminary talks with the U.S. Marshal Service to enter into an agreement with them as well as the Federal Bureau of Prisons. He further stated that they had approached ISCO because the County now had a Federal Criminal Judge to hear federal cases.

Sheriff Wriggelsworth stated that hoped to have the agreement before the Board of Commissioners within the next six to eight weeks. He further stated that if ISCO was able to do that with no more than 25 prisoners at a time, they could bring in \$600,000 to \$700,000 of revenue to the County.

Commissioner Celentino asked how many unions were involved with the reorganization.

Undersheriff Bouck stated that two unions were involved: ICEA County Professionals and CCLP Supervisory Union. He further stated that both unions supported the reorganization.

Commissioner Celentino stated that he would support the reorganization of the Sheriff's Office.

Commissioner Crenshaw stated that he wanted to compliment Sheriff Wriggelsworth and his staff for a well thought-out reorganization. He further stated that he liked the idea of changing the Major to a Captain and allowing for promotional opportunities.

Commissioner Crenshaw stated that he would support the reorganization of the Sheriff's Office.

Commissioner Trubac stated that he wanted to thank Sheriff Wriggelsworth and his staff for all of the information. He further stated that he continued to appreciate the emphasis on corrections over incarcerations, and when he heard that, it made him proud to be an Ingham County Commissioner.

#### Announcements

None.

#### Public Comment

Bradley Richman, Capitol City Labor Program (CCLP) Executive Director, stated that members appreciated the support of Sheriff Wriggelsworth, Undersheriff Bouck, and Major Southworth for their continued communication. He further stated that the reorganization allowed for his members the opportunity for advancement and professional development.

Chairperson Polsdofer stated that he thought everyone could concur that the opportunities to have a steady hand as the County got into the construction and operation of the Justice Complex would be a good benefit because of this change.

#### Adjournment

The meeting was adjourned at 7:01 p.m.

**February 25, 2021 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

*1a. Sheriff's Office – Resolution to Authorize the Sheriff's Office to Contract with United States Marshal Service for Federal Inmate Detention Services*

This resolution will formalize and expand the existing relationship for housing of federal inmates between the Ingham County Sheriff's Office (ICSO) and the Department of Justice on behalf of the United States Marshals Service (USMS). For many years, ICSO has held federal inmates for the USMS for short term stays under a federal default minimum reimbursement agreement. With the creation of a federal district criminal court in downtown Lansing, the USMS has asked the ICSO to house pre-trial detainees awaiting federal due process. The current agreement pays \$30 per day. The proposed contract will pay \$55 per day, with additional reimbursement for guarding and transporting federal inmates. The estimated revenue increase from this agreement is around \$431,000. The contract period will be for 36 months and is not expected to affect the number of local beds available.

See memo for details.

*1b. Sheriff's Office – Resolution to Authorize a Reorganization within the Ingham County Sheriff's Office*

The proposed reorganization would add two new Corrections Deputies dedicated to the administration of inmate programming, reclassify the Major – Jail Administrator to a Captain, and reclassify the Inmate Referral Coordinator to an Inmate Programming Coordinator. This reorganization is projected to improve the effectiveness of the Sheriff's Office in managing both the workforce and corrective programming services for the inmate population at the Ingham County Jail. The long term cost of this reorganization is around \$293,000, and funding is available in the Justice Millage and the new contract with the United States Marshal Service for Federal Inmate Detention Services (see agenda item 1a.)

Per the County's Reorganization Procedure, the proposed reorganization was presented as a discussion item at the February 11 Law and Courts Committee meeting.

See memo for details.

*2a. Office of Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with All Traffic Solutions, Inc. for the Purchase of Two InstAlert 24 Mobile Message Boards*

This resolution will authorize the purchase of two InstAlert 24 message boards, portable stands, and hitch mounts from All Traffic Solutions, Inc., for \$17,590.00, utilizing funding from the FY2018 Homeland Security Grant. This equipment will be used for quick deployment during emergent or prolonged incidents handled or supported by the Ingham County Emergency Operations Center. All Traffic Solutions, Inc. is a sole source provider for this equipment.

See memo for details.

- 2b. Office of Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of One All-Band Emergency Operations Center Dispatch Radio and Twenty Power Adaptors and Antennas

This resolution will authorize the purchase of one All-Band Dispatch Radio and twenty power adaptors and antennas from Motorola Solutions, Inc., for \$6,835.46, utilizing funding from the FY2018 Homeland Security Grant. This equipment will be used for the workstations at the Ingham County Emergency Operations Center. This is part of the ongoing project to replace the Ingham County Public Safety Radio System.

See memo for details.

3. Circuit Court – General Trial Division – Resolution to Authorize a Contract with Global Eagle Company Business Transformation Specialists for the General Trial Division
4. Circuit Court – Friend of the Court Division – Resolution to Authorize a Contract with Global Eagle Company Business Transformation Specialists for the Friend of the Court

These resolutions will authorize contracts with Global Eagle Company Business Transformation Specialists for online training for the time period of April 1, 2021 through March 31, 2022. The General Trial Division contract will be for a not to exceed amount of \$5,508 and the Friend of the Court Division contract will be for a not to exceed amount of \$4,536.

The Court has conducted periodic staff training to ensure staff is prepared to perform duties in a fluid environment, and to support the overall health of employees. As a result of COVID-19, the General Trial and Friend of the Court Divisions have suspended all in-person training. In order to address the ongoing and changing needs of staff and the public, the Court is proposing to contract with Global Eagle Company Business Transformation Specialists to provide an online training platform. The contracts would grant the Court access to more than 1,000 training videos. The contracts will also allow for the Court to develop specific training curriculums for managers and staff. The training courses will allow staff to safely continue training on topics such as but not limited to: Leadership, Unconscious Bias, Sexual Harassment, Decision Making, Communication, Safety, Team Building, and Coronavirus Return to Work.

See memos for details.

## **PRESENTATION:**

5. Facilities Department – Ingham County Justice Complex Update



## Agenda Item 1a

**TO:** Finance & Law & Courts Committees  
**FROM:** Darin J. Southworth, Chief Deputy – Sheriff's Office  
**DATE:** February 12, 2021  
**SUBJECT:** U.S. Marshals Service agreement to house, guard, transport, and obtain mileage reimbursement for federal inmates

### **BACKGROUND**

Ingham County, on behalf of the Ingham County Sheriff's Office, hereafter Sheriff's Office, and the Department of Justice on behalf of the United States Marshals Service, hereafter USMS, are seeking to formalize and expand our existing relationship for housing of federal inmates. For many years, the Sheriff's Office has held federal inmates for the Bureau of Prisons and USMS for short term stays under a federal default minimum reimbursement agreement. With the advent of a federal district criminal court in downtown Lansing (9/2020), the USMS has asked the Sheriff to house pre-trial detainees awaiting federal due process. The Sheriff's Office has the capacity to support the USMS at this time and believe it is the right action to take in light of being the most conveniently located jail for the federal court.

### **FINANCIAL IMPACT**

#### Current agreement

- Pays only \$30/day per federal inmate and we have no established mechanism to bill for personnel hours.

#### Future agreement would include:

- Target maximum of 25 inmates, male and female
- \$55/day per inmate housing reimbursement
- \$40/hour per deputy guarding/transporting reimbursement
  - Current hourly straight time rate of pay for ICSO deputy is \$29/hr
- Mileage reimbursement at the current federal rate (\$.56 2/2021)

#### Projected Annual Reimbursement:

##### Housing-

- Average of 15 inmates/day X \$55 X 365 = \$301,125
- Average of 20 inmates/day X \$55 X 365 = \$401,500
- Average of 25 inmates/day X \$55 X 365 = \$501,875

##### Approximate Employee Hours Recovered-

- Two deputies/trip, Mason to Lansing round trip 2 X + transition time = 4 hrs
  - 4hrs X \$40 X 3 times/wk = \$480 X 52 = \$24,960
  - 4hrs X \$40 X 4 times/wk = \$640 X 52 = \$33,280

##### Mileage-

- Mason to Lansing round trip = 56mi X \$.56 X 3/week = \$94.08 X 52=\$4,892

Approximate Predictable Reimbursement Projection per year = \$431,000

## **ALTERNATIVES**

Remain at the same reimbursement rate without a new agreement and fulfill what may be required of us by federal courts for pretrial detainees anyway.

## **OTHER CONSIDERATIONS**

Local beds. The Ingham County Jail has a current capacity of 444. Our average daily population has trended downward: ADP of 415 for 2018, ADP of 370 for 2019, ADP of 354 for 2020 January-March 24, pre-COVID response. Since COVID our ADP is 275.

In light of bond reform, others in progress and pending criminal justice reforms, and the current “state of policing,” we do not anticipate any infringements on local bed allocation or observing incarcerations that test our capacity.

We would enter a 36-month contract with USMS that would be just shy of fulfillment within the existing county jail. We would need to transition all inmates, including federal, to the new facility toward the end of the first contract period. The new facility will have a lesser capacity, about 420. If society changes during that period, timing will be right to renegotiate the federal inmate maximum, if needed.

## **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the Resolution to enter agreement with USMS for reimbursement of services rendered for federal inmates in the custody of the Ingham County Sheriff.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE SHERIFF'S OFFICE TO CONTRACT WITH  
UNITED STATES MARSHAL SERVICE FOR FEDERAL INMATE DETENTION SERVICES**

WHEREAS, the United States Department of Justice, United States Marshal Service (USMS), contacted the Ingham County Sheriff's Office (Sheriff's Office) requesting to enter an Intergovernmental Agreement relating to federal inmates due to the addition of a federal district court in Lansing; and

WHEREAS, the Sheriff's Office has, historically and currently, provided housing for federal inmates at a minimal reimbursement rate of \$30/day; and

WHEREAS, the USMS has proposed financial reimbursement to the Sheriff's Office for daily housing, \$55/day, deputy time for guarding/transporting, \$40/hour, and mileage reimbursement at the current federal rate; and

WHEREAS, this agreement with USMS would also cover inmates assigned to us by the Federal Bureau of Prisons to address probation and parole violators; and

WHEREAS, the Ingham County Jail operational practices meet Federal Detention Standards, meet the needs of federal inmates, and meet the needs of our federal justice system partners operating in Ingham County; and

WHEREAS, the USMS anticipates housing up to 25 inmates in the Ingham County Jail at any given point generating a significant revenue stream while facilitating needed criminal due process efficiently.

THEREFORE BE IT RESOLVED, that the Sheriff's Office will be authorized to contract with the Department of Justice, USMS to provide housing, transportation, and guarding services.

BE IT FURTHER RESOLVED, that the Department of Justice, USMS has proposed a 36-month agreement upon signing.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget.

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:** Law & Courts, County Services and Finance Committees  
**FROM:** Andrew Bouck, Undersheriff and Darin Southworth, Chief Deputy  
**DATE:** February 16, 2021  
**SUBJECT: RESOLUTION TO AUTHORIZE A REORGANIZATION WITHIN THE  
INGHAM COUNTY SHERIFF'S OFFICE**

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The Sheriff's Office recognizes the financial limitations of personnel growth within the County budget. We have identified a few sought after efficiencies that if approved are projected to improve our effectiveness in managing both the workforce and corrective programming services for the inmate population. On behalf of Sheriff Scott Wriggelsworth, we submit the following for Board consideration:

**PROPOSAL**

1. Convert the Jail Administrator, Major to a Captain level position
2. Inmate Program Coordinator increase in pay (formally Intake Referral Coordinator)
3. Add two Deputies to assist in facilitating inmate programming services

**IDENTIFIED PROBLEMS**

Captain, Jail Administrator:

- The Sheriff's Office has two clearly defined Divisions, Corrections and Field Services
- Elimination of positions in recent years has created an imbalanced hierarchy
- The current Major of Corrections being an MCF "at will" discourages internal interest of qualified personnel, particularly related to retirement concessions
- It is important for the Jail Administrator to possess Corrections related supervisory to administrative experience as it is an extremely complex environment
- There is a \$54,910 salary/benefit disparity between Captain and Major over the five step pay scale

Inmate Program Coordinator:

- Responsibilities for this position have evolved and increased significantly as a result of the Justice Millage
- Title change to reflect the true job description were adopted in 2020
- This position serves the organization and inmate population best by supervising and coordinating movement, progress, and people employed by ICSO and working in concert with ICSO
- The incumbent and that position is often regarded as a civilian lieutenant overseeing integral services, programs and people
- Judiciary ordered program attendance has increased, which increases demand on ICSO
- Current scale for this position is ICEA Pro6, tops at \$108,158
- Recommended increase is to Pro7, tops at \$116,215
- Difference of \$8,057

Two (2) Deputies:

- Justice Millage programming has dramatically changed the day and evening operation of the Ingham County Jail, M-F

- COVID-19 response efforts have also impacted our operation to include expansion of virtual environments to facilitate criminal and civil due process and inmate services and programs
  - It is anticipated that when this health emergency has reached its end, many facets of society, will maintain a strong virtual communication medium due to new found efficiencies
  - Virtual court, services and programs for inmates will predictably be continued
- While virtual meetings have become highly efficient for outside entities and certain aspects of the ICSO operation e.g. outside movement of inmates, the Jail has not observed the benefits directly
  - Virtual environments still require inmates to be moved internally to private, recorded, or otherwise secure settings to facilitate the required service
  - Without a trained program provider on site, an ICSO employee must remain in much closer attendance to maintain security during sessions
  - ICJ must also facilitate inmate-attorney visits both virtually and in specified areas of the jail, each requiring staff to move them
- Judiciary ordered program attendance and desired virtual progress reports have increased movement within the facility
- Virtual court and programming facilitation has become an untenable demand within existing staffing allocation
- We have realigned staff assigned to VMC to assist in facilitating virtual court at ICJ
  - When SCAO allows trials to commence, ~4/5/21, court security demand will force this deputy back to VMC

## **PROJECTED BENEFITS**

Captain, Corrections Administrator:

- Balanced rank of Division Commanders
- Creates another union position (CCLP Supervisory Unit)
  - Another career ladder position for Corrections professionals to aspire
  - Providing this option communicates trust and confidence in ICSO staff
- Sheriff will know the capabilities of the next Captain, Corrections Administrator vs. an outsider
  - Shorter learning/transition curve for internal Captain
  - The Justice Complex creates a dynamic, especially in this phase, where enduring a transition with an outsider could impact efficiency
- Captain (from a Lt. rank) would have pronounced Justice Complex knowledge
- We have explored outside options informally and the interest and pool of more qualified options are both shallow
- Cost difference solution has been identified

Inmate Program Coordinator:

- Clearly functions best as and has become a supervisory position
- Compensation becomes commensurate with job responsibilities
- Employee retention
- Cost solution has been identified

Two (2) Deputies:

- Improved span of control for line staff responsibilities related to Jail Operations
  - Services and programs less likely to be delayed or cancelled
- Dedicated vs. rotating staff to fulfill regular services and programs protocols
- Expanded hours of services and programs
- Cost solution has been identified

### **FINANCIAL IMPACT / FUNDING SOURCES IDENTIFIED**

- Major to Captain \$54,910
  - Funding Source: anticipated (on this same Agenda / pending in this Committee / Board cycle), new revenue from Intergovernmental Agreement w/ the United States Marshal Service
- Two deputies \$229,830
  - Funding Source: Justice Millage
- Inmate Program Coordinator \$8,057
  - Funding Source: Justice Millage

Per year Total: ~\$292,797

Controller's Office has evaluated, and is supportive of, the proposed funding solutions

### **STRATEGIC PLANNING IMPACT**

- Balanced hierarchy / Chain of Command
- Improve ability to be more humane and expand programming
- Reduce incarceration

TO: Andrew Bouck, Undersheriff

FROM: Joan Clous, Human Resources Specialist

DATE: February 8, 2021

RE: Memo of Analysis for the reorganization within the Sheriff's Office

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Regarding the reorganization, Human Resources can confirm the following information:

1. The change of the Intake Referral Coordinator classified from ICEA County Pro Level 6 (\$49,542.52 to \$59,473.88) to an Inmate Program Coordinator at an ICEA County Pro Level 7 (\$54,220.00 to \$65,091.67).
2. Captain – no change
3. Correction Deputy – no change.

***Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.***

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

## Andrew Bouck

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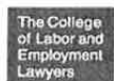
**From:** Jeffrey Donahue <jdonahue@whiteschneider.com>  
**Sent:** Monday, February 8, 2021 12:57 PM  
**To:** Joan Clous; Robert Gengler  
**Cc:** Andrew Bouck  
**Subject:** RE: Change to Captain JD

Joan, we are fine with the changes. Thank you. Jeff

Jeffrey S. Donahue  
White Schneider PC  
1223 Turner Street, Suite 200  
Lansing, Michigan 48906  
[www.whiteschneider.com](http://www.whiteschneider.com)  
P: 517/347-7225  
F: 517/349-8295



White Schneider PC



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**From:** Joan Clous <JClous@ingham.org>  
**Sent:** Friday, February 5, 2021 8:28 AM  
**To:** Robert Gengler <RGengler@ingham.org>; Jeffrey Donahue <jdonahue@whiteschneider.com>  
**Subject:** Change to Captain JD

Please review the attached the JD for changes, there is no change to salary level.

Joan

**Joan Clous SHRM-CP**  
Human Resources Specialist  
**Ingham County**



## Andrew Bouck

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**From:** Joan Clous  
**Sent:** Monday, February 8, 2021 09:52 AM  
**To:** Andrew Bouck  
**Subject:** FW: Inmate Program Coord

Andy,

Please use this email in your packet as proof of approval by the ICEA Pro.

Joan

**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Monday, February 8, 2021 9:37 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Inmate Program Coord

It wasn't clear if I needed to approve but if so, approved.

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, February 8, 2021 9:34 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** RE: Inmate Program Coord

As soon as the Sheriff's Office can get it to the BOC.

**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Monday, February 8, 2021 8:49 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Inmate Program Coord

Do you know when the change will be made?

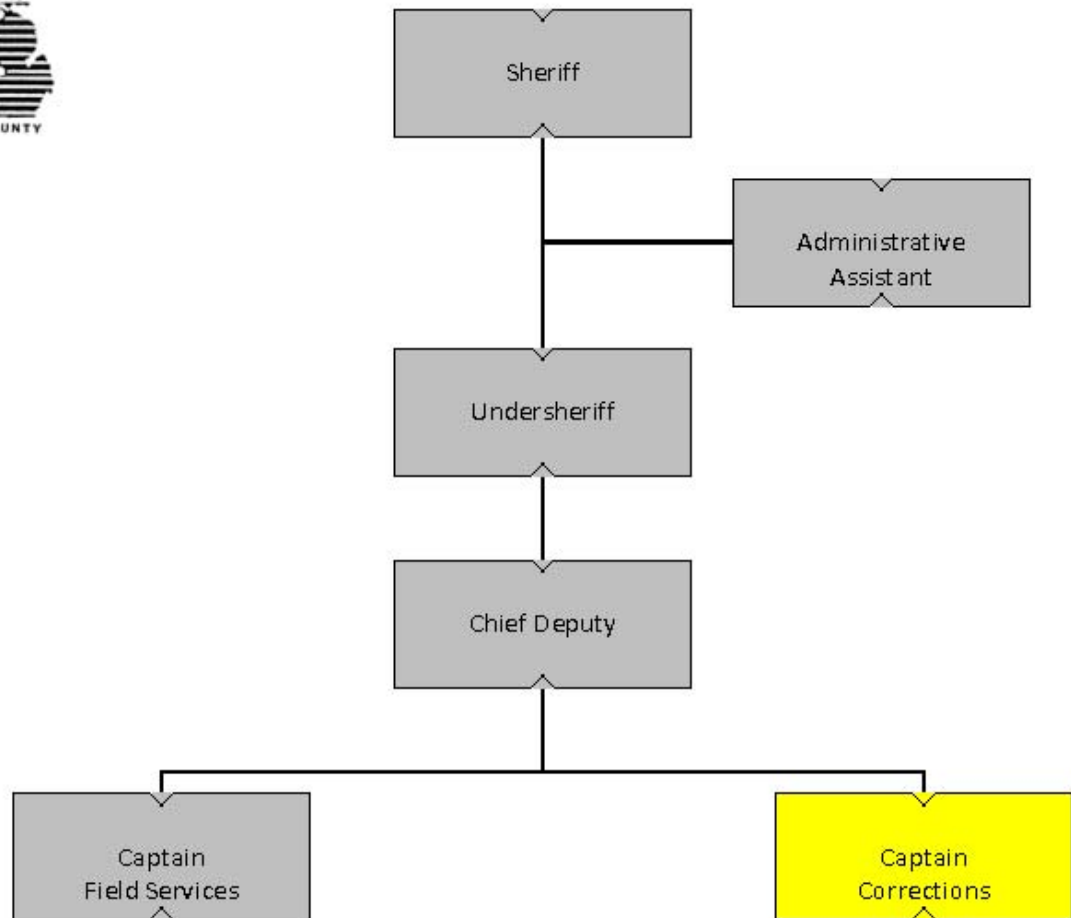
**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, February 8, 2021 6:44 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** Inmate Program Coord

Desiree,

We factored out the Inmate Position, we came in at an ICEA Pro 7, which has a salary range of \$54,222.00 - \$65,091.67. Please Let me know if you have any questions.

Thanks,  
Joan

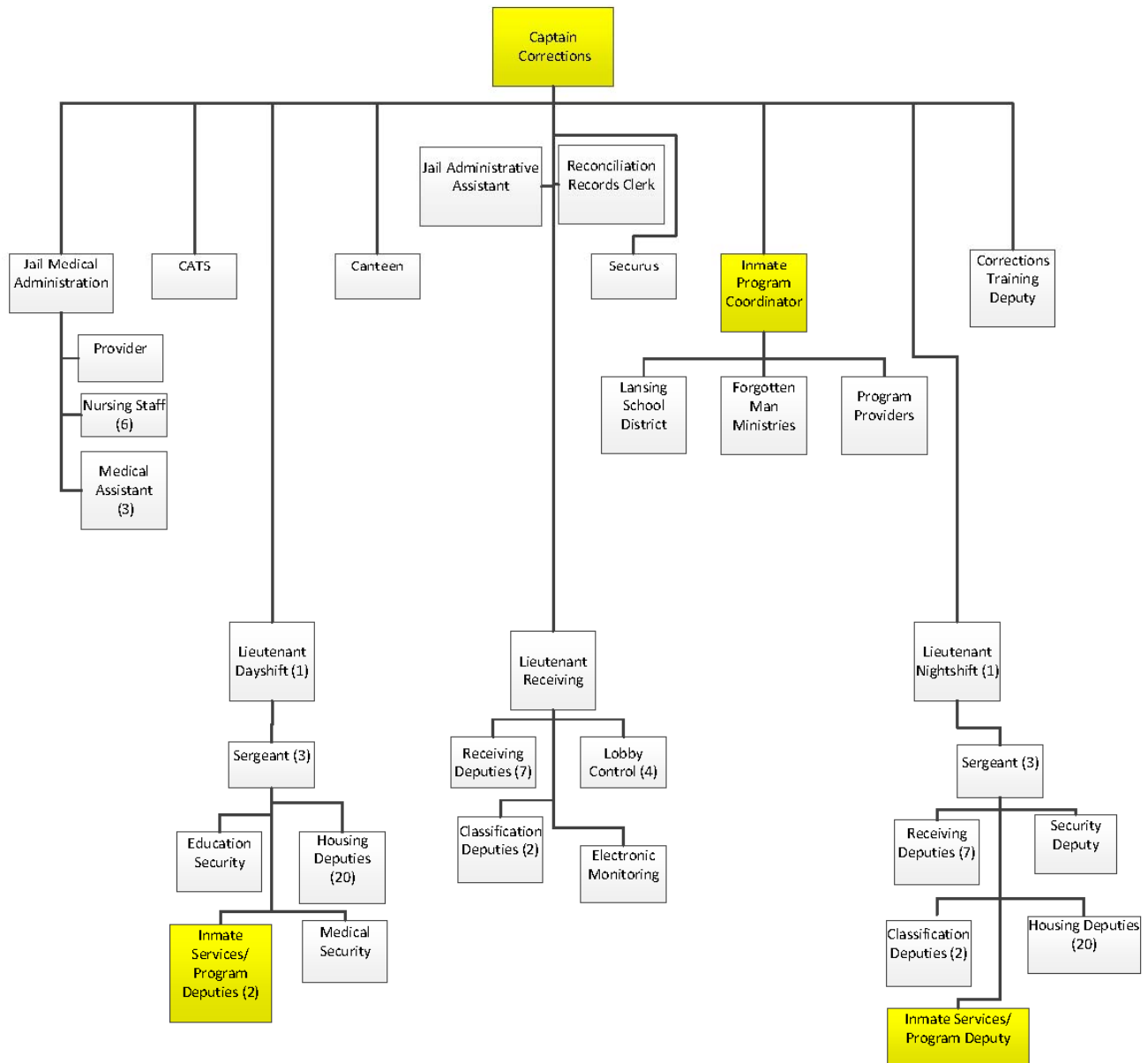
Joan Clous SHRM-CP





# Ingham County Sheriff's Office

## Corrections Division



# **INGHAM COUNTY JOB DESCRIPTION**

## **CAPTAIN**

### **GENERAL SUMMARY:**

A Captain is appointed by the Sheriff to serve as a Division Commander. The Division Commander shall be responsible to the Sheriff via the established chain of command. Captains will remain proficient in the knowledge, skills, and abilities required of line staff. The Division Commanders shall be responsible for the handling of all duties assigned within their Division and for the dissemination and enforcement of all rules and regulations, policies and procedures, and local, state and Federal laws.

### **TYPICAL DUTIES:**

1. Assists in the formulation of the budget for the Division.
2. Plans, directs, and coordinates the activities of the Division, which includes the management of all personnel and operations involving internal and external resources.
3. Supervises all subordinate staff within the Division to ensure duties are being properly, effectively, and consistently carried out.
4. Establishes staffing requirements and assures that appropriate work schedules are disseminated as required.
5. Implements and maintains industry best practices for organizational efficiency and effectiveness.
6. Serves as Department liaison for news media and other agencies.
7. Prepares reports, reviews data, and conducts research for a variety of Divisional objectives.
8. Identifies needed training for personnel and facilitates implementation in coordination with the Training Unit, Human Resources and other entities as needed.
9. Manages personnel performance and conduct through administrative investigations and discipline processes as needed.
10. Inspects physical plant and associated assets to ensure safety, security, and functionality are maintained for constant operational readiness.
11. Manages Strategic Planning for the division.

### **ESSENTIAL JOB FUNCTIONS:**

- With or without accommodations, will be required to communicate verbally and effectively by listening to people and by giving information, directions, and commands.

- Must be able to perform the duties required of the Division to include working various shifts and schedules and attend training to remain proficient in job specific knowledge, skills and abilities, required of the position.
- Is required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Must be capable of physically restraining persons involved in police actions and inmates if necessary.
- Must be capable of reading and comprehending rules, regulations, policies, and performing enforcement activities.
- Must meet all physical qualifications associated with a field services and corrections officer position as listed:
  - Weight must be in proportion to height as determined by physical examination.
  - Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses.
  - No greater than 20/40 vision in each eye correctable to 20/20 with glasses.
  - Must not be color blind.
  - Must have no prior felony conviction (includes expunged convictions).
  - Must possess and maintain a valid Michigan driver's license.

### **EDUCATION/EXPERIENCE:**

- High school graduate or equivalent. College degree or course completion ~~training~~ in Criminal Justice preferred.
- Must currently hold the department rank of Lieutenant and have completed the probation ~~to~~ period of that rank.
- 

If certification is required by the State for either corrections or law enforcement, the applicant must meet the requirements of those certifications. Corrections Captain must be M.S.C.T.C. Corrections Academy certified. Field Services Captain must be M.C.O.L.E.S. certified.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Note:** This is a position designated as a career ladder position by a collective bargaining agreement. If three (3) or more eligible members from within the unit apply, this position will be closed to outside applicants.

February, 2021  
CCLP-SUPERVISORS

**INGHAM COUNTY**  
**JOB DESCRIPTION**

**CORRECTIONS DEPUTY**

**General Summary:**

Corrections Deputies are assigned to the Corrections Division of the Ingham County Sheriff's Office. Corrections Deputies must maintain custody and control of the inmates at all times, in a firm but fair manner; with emphasis on maintaining their health, welfare and safety.

Corrections Deputies are under the direct supervision of the Correctional Command Staff. Corrections Deputies are expected to perform any and all duties assigned to them by Command officers. Corrections Deputies are expected to conduct themselves in an exemplary manner both on and off duty.

**Essential Functions:**

1. Conduct inspections to assure that all inmates are accounted for and properly secured, according to their housing classification.
2. Assist in meeting the inmates' personal needs, requests and problems, in a fair, humane manner, following established policies.
3. Monitor, control, and document the movement of all persons on and off the officers assigned duty station-
4. Coordinate the movement and participation of inmates to and from the various programs within the facility and maintain security of programming staff.
5. Assist in maintain records, gather data, prepare reports specific for grants, Justice Millage, and other correctional related needs.
6. Maintain a chronological record of daily activity.
7. Responsible to assure all inmates receive meals, medication, mail, personal property (as allowed), and clean laundry as provided for in policies.
8. Escort and search inmates as policies dictate.
9. Maintain key control and inspect safety equipment daily.
10. Write reports relating to inmate rule violations and other situations.
11. Maintain competency in the use of the security radios.
12. Respond promptly to calls for back-up from co-workers.
13. Administer first aid, CPR and otherwise render aid for injuries and medical emergencies.
14. Attend court on and off duty when required by a subpoena.

15. Attend and participate in Sheriff's Office authorized training, including Corrections Academy if not certified prior to hiring.
16. Work mandatory overtime when directed by a supervisor.
17. Follow the lawful orders from their superior officers concerning all aspects of the Sheriff's Office pertaining to assignments, duties and tasks.

### **Employment Qualifications:**

**Education:** High school graduate or equivalent required. College degree or course completion in Law Enforcement, Criminal Justice or Corrections preferred. Michigan Corrections Academy certification preferred.

**Experience:** Prior corrections work or Military experience preferred, not required.

### **Other Requirements:**

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must be a minimum of 18 years of age.
- Must meet entrance requirements for Sheriff's Office as stated above.
- Must pass a security clearance.

*(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.)*

### **Physical Requirements/Working Conditions:**

- Required to communicate verbally and effectively by listening to people and by giving information, direction, and commands.
- Must be able to perform Corrections Deputy functions while working rotating shifts and unanticipated overtime.
- Required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Must be capable of controlling physical resistance and counter assaultive behavior through employment of trained skills, when necessary.
- Must be capable of reading and comprehending rules, regulations, policies, and procedures for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the inmates.
- Must be capable of performing tasks which require lifting, carrying, dragging people or heavy objects while performing cell checks, rescues or other general corrections functions.

### **Michigan Sheriff's Coordinating Training Council Minimum Standards (MSCTC):**

Effective 1/1/2013 all corrections deputies in the State of Michigan must meet several standards developed by the MSCTC that include:

- Physical Agility Test\*
- Reading and Writing Test
- Psychological Test\*\*
- Pass a comprehensive illegal substance test
- Must not be less than 18 years of age
- Must be a United States Citizen
- Must have earned a high school diploma or General Education Degree equivalent
- Must have no prior felony convictions
- Must possess a valid Michigan Operator's License

Those who apply for this position must pass the Reading and Writing test that is administered by EMPCO which is a test contractor for the Michigan Corrections Council. Your application must be accompanied with a certificate that you have passed this testing. Go to [www.empcoco.net](http://www.empcoco.net) to sign up to take the test.

The Physical Agility test schedule information [http://www.misctc.org/downloads/LCOPAT\\_Schedule.pdf](http://www.misctc.org/downloads/LCOPAT_Schedule.pdf)

The Psychological testing will be provided to any applicant after they pass a thorough background investigation and final interview, if given a conditional job offer.

*(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.)*

**CCLP/Corrections**  
**0401**  
**01/2021**



## **INGHAM COUNTY JOB DESCRIPTION**

### **INMATE PROGRAM COORDINATOR**

#### **General Summary**

Under the supervision of the Corrections Administrator, coordinates inmate activities within the jail. Coordinates, facilitates and supervises several jail rehabilitative programs and their facilitators. Screens and classifies inmates for placement in educational, recreational, treatment, and community support programs. Consult with outside agencies and family regarding inmate programs. Prepares a variety of activity written proposals, activity/status reports and documents for court, medical, behavioral health, administration and Board of Commissioners review. Researches/monitors national "best practices" for program implementation here at Ingham County. Contributes to the design and content of the Sheriff's Office Web site.

#### **Essential Functions**

1. Analyzes inmate program requests based on expressed need, correctional demographics, social, emotional, medical, educational, and vocational and substance abuse history. Determines eligibility of inmates for programs in accordance with jail policy and procedure.
2. Refers inmates to appropriate programs within the jail to match expressed needs as well as eligibility requirements.
3. Meets regularly with inmates to encourage their participation in recommended programs and to review their status.
4. Produces custom reports from the record management system or other reporting software.
5. Compiles a variety of weekly documents, which are used for recreation and educational programs. Provides program reports and other data for administrative/BOC status reports and inclusion in the Sheriff Office annual report.
6. Manages and coordinates the staff and programming occurring in the education wing of the Correctional Center.
7. Meets regularly with the local Adult and Alternative Continuing Education staff to evaluate educational programming and to maximize class offerings.
8. Prepares a variety of correspondences to document educational achievements and to respond to other correctional facilities' requests for inmate educational records. Enters and updates information into the computer database.
9. Directly supervises several volunteers, college interns and inmates relating to program content, program attendance, movement of inmates, the garden project and other duties.
10. Consults with inmate family members, community agencies, educational institutions, and correctional facilities in reference to inmate programs.
11. Assists inmates with enrollment procedures into Lansing Adult Education classes. Administers diagnostic academic testing.

12. Contributes to the design and content of the Sheriff's Office Web Site.
13. Maintains a variety of records on inmate group meetings, testing, and other program areas.
14. Attends and contributes to monthly Corrections Command meetings.
15. Serve as a liaison between Sheriff's Office personnel and civilian service providers.
16. Trains new civilian staff, volunteers and interns in the safe and effective practices for working in the correctional setting.
17. Manages the inmate greenhouse and garden projects to include material procurement, maintenance, and consultation with experts and produce delivery.

### **Other Functions**

None listed.

*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 employees may be expected to perform.)*

### **Employment Qualifications**

**Education:** Possession of a Bachelor's Degree in Sociology, Psychology, Criminal Justice or a related area.

**Experience:** Two or more years' experience working in a correctional setting or in a capacity translatable to correctional system programs and operations.

**Other Qualifications:** Certification as a G.E.D. tester and supervisory experience are desirable.

*(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 non-powered hand tools such as shovels, hoes, spades and other gardening tools

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, stooping/crouching, squatting, kneeling crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, twisting, bending, lifting, carrying, reaching, and grasping.

- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)*

**11/25/2020**  
**ICEA COUNTY PRO 07**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION WITHIN  
THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office has identified a reorganization projected to improve its effectiveness in managing both the workforce and corrective programming services for the inmate population; and

WHEREAS, the reorganization proposes to convert the Major – Jail Administrator to a Captain, reclassify the Intake/Referral Coordinator to an Inmate Programing Coordinator, and to add two new Corrections Deputies to assist in facilitating inmate programming services; and

WHEREAS, converting the Major – Jail Administrator to a Captain will create a balanced rank of Division Commanders and add another career ladder position for Corrections professionals, among other benefits; and

WHEREAS, reclassifying the Intake/Referral Coordinator to an Inmate Programing Coordinator will recognize the added responsibilities of the position with the expansion of the programming provided through Justice Millage funding; and

WHEREAS, adding two Corrections Deputies to assist in facilitating inmate programming services will improve the span of control for line staff responsibilities related to Jail Operations, provide for fewer delays and cancelations in services and programs, and allow for expanded hours of services and programs; and

WHEREAS, Justice Millage funds will be used to fund the increased cost of the Inmate Programming Coordinator reclassification and two new Corrections Deputies; and

WHEREAS, newly identified revenue within the Sheriff's general fund budget will be used to fund the increased cost of the conversion of the Major – Jail Administrator to a Captain; and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of each position, approved the new job descriptions, and submitted a Memo of Analysis; and

WHEREAS, the Capitol City Labor Program Supervisory Unit, the Capitol City Labor Program Corrections Unit and the Ingham County Employees' Association have reviewed and are in support of the reorganization proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Ingham County Sheriff's Office.

BE IT FURTHER RESOLVED, that position number 301218, Intake Referral Coordinator is reclassified from ICEA 6 (\$49,542.52 - \$59,473.88) to Inmate Program Coordinator ICEA 7 (\$54,222.00 - \$65,091.67).

BE IT FURTHER RESOLVED, that position number 301006, Major – Jail Administrator is eliminated.

BE IT FURTHER RESOLVED, that a new Captain position CCLP Supervisor (\$84,564.54 - \$87,066.03) is created.

BE IT FURTHER RESOLVED, that two new Corrections Deputy positions CCLP Corrections (\$38,655.10 - \$60,847.07) are created.

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

## Agenda Item 2a

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management  
**DATE:** February 16, 2021  
**SUBJECT:** Resolution to authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the purchase of one All-Band Emergency Operations Center Dispatch Radio and twenty power adaptors and antennas.

For the meeting agenda of *February 25, 2021, March 3, 2021*

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### **BACKGROUND**

This Resolution is for the approval to utilize FY2018 Homeland Security Grant Program Funding as part of an ongoing project to replace the Ingham County Public Safety Radio System. Specifically, grant funding will be used to purchase one all-band Dispatch Radio and twenty power adaptors and antennas for the workstations at the Ingham County Emergency Operations Center (EOC) at a cost of \$6,835.46.

### **ALTERNATIVES**

Ingham County contracted with Motorola Solutions, Inc. for the Ingham County Public Safety Radio replacement project (Resolutions #18-260, #18-550, #18-552).

### **FINANCIAL IMPACT**

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal. The FY2018 HSGP funding was approved in Resolution #18-546.

### **STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the EOC to maintain effective communications during an EOC activation to deliver timely, potentially life-saving services; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the EOC Dispatch Radios to the new radio communications system.

### **OTHER CONSIDERATIONS**

The EOC Dispatch console serves as an alternate Dispatch station that can be utilized during an EOC activation. The power adaptors and antennas will better facilitate the use of portable radios at EOC workstations in the event of an EOC activation.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of one all-band EOC Dispatch Radio and twenty power adaptors and antennas.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR THE PURCHASE OF ONE ALL-BAND EMERGENCY OPERATIONS CENTER DISPATCH RADIO AND TWENTY POWER ADAPTORS AND ANTENNAS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2018 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the Ingham County Public Safety Radio System is being replaced with the MPSCS/Motorola system; and

WHEREAS, the Ingham County Board of Commissioners, with Resolution #18-550, previously contracted with Motorola Solutions, Inc. for the replacement of the Ingham County Public Safety Radio System; and

WHEREAS, the grant funding will be used to purchase one all-band Dispatch Radio and twenty power adapters and antennas for the Ingham County EOC; and

WHEREAS, the Dispatch Radio serves as an alternate Dispatch Station in the event of an EOC Activation and the power adaptors and antennas are necessary at workstations during an EOC activation; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is \$6,835.46.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one All-Band EOC Dispatch Radio and twenty power adaptors and antennas from Motorola Solutions, Inc., for \$6,835.46, utilizing funding of \$6,835.46 from the FY2018 Homeland Security Grant Funding.

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

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

## Agenda Item 2b

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management  
**DATE:** February 16, 2021  
**SUBJECT:** Resolution to authorize an Equipment Purchase Agreement with All Traffic Solutions, Inc. for the purchase of two InstAlert 24 mobile message boards.

For the meeting agenda of *February 25, 2021, March 3, 2021*

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### **BACKGROUND**

This Resolution is for the approval to utilize FY2018 Homeland Security Grant Program Funding for the purchase of rapid deployment message boards. Specifically, grant funding will be used to purchase two foldable, mobile InstAlert 24 message boards, portable stands, hitch mounts and software for quick deployment and use during emergent or prolonged incidents handled or supported by the Ingham County Emergency Operations Center (EOC) at the cost of \$17,590.00.

### **ALTERNATIVES**

All Traffic Solutions, Inc. is a sole source provider.

### **FINANCIAL IMPACT**

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal. The FY2018 HSGP funding was approved in Resolution #18-546.

### **STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the EOC to provide rapid, effective communications at scenes during an EOC activation, emergent situation, or prolonged scene in order to deliver timely, potentially life-saving services; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County.

### **OTHER CONSIDERATIONS**

These message boards would be eligible to be utilized for a variety of occasions and applications, to include non-emergent situations. Messages are customizable to be able to provide messages to the public, responders, or for general traffic management.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of two InstAlert 24 message boards, portable stands, and hitch mounts.





Wednesday, February 10, 2021

Sg. Bob Boerkoel  
Ingham County Sheriff's Office  
630 North Cedar Street  
Mason, MI 48854

Dear Sg. Boerkoel,

The instALERT® variable message sign is a proprietary product solely engineered and manufactured by Intuitive Control Systems, LLC, the parent company of All Traffic Solutions. All Traffic Solutions products are manufactured within the United States using domestic labor and components.

Unique instALERT features include:

- **Compact:** Built for ease of installation, the sign can be mounted and removed in seconds.
- **Portable:** Designed specifically for quick deployment, it folds to fit in the trunk of a car for maximum portability (*instALERT 24 only*).
- **Flexible:** Permanent or portable, it mounts almost anywhere and accommodates almost any power source so a single sign can be used to address a wide range of situations.
- **Simple to Use:** Easily manage with onboard buttons, a wireless PDA or remotely using web-based services.
- **Internal Radar:** Adding internal radar allows for complete speed-dependent messaging and the ability to record data.
- **Web-based Apps:** User interface automatically updates to the most current, feature-rich version. Optional Smart Apps allow for centralized, web-based management of all signs and reporting functions, including GPS mapping and remote diagnostics. Only our radar speed and message signs include wireless communication capability as a standard feature maximizing reliability. All Traffic Solutions holds the Patent for "collecting data on side of road, transmitting to a server, and reporting the data wirelessly". **US Patent 8,417,442**

We appreciate your interest in All Traffic Solutions traffic safety products. Please direct further inquiries to my attention (Toll Free) +1 (866) 366-6602, ext. 250 or by e mail at [lstyskin@alltrafficsolutions.com](mailto:lstyskin@alltrafficsolutions.com)

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Styskin".

Julie Styskin  
Senior Sales Manager – CO, MI, NJ, NM, OR, PA, WA

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH  
ALL TRAFFIC SOLUTIONS, INC. FOR THE PURCHASE OF TWO INSTALERT  
24 MOBILE MESSAGE BOARDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2018 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the grant funding will be used to purchase two InstAlert 24 rapid deployment message boards, stands, hitch mounts, and software for the Ingham County Emergency Operations Center from All Traffic Solutions, Inc.; and

WHEREAS, all Traffic Solutions, Inc. is a sole source provider for this purchase; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is \$17,590.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of two InstAlert 24 message boards, portable stands, and hitch mounts from All Traffic Solutions, Inc., for \$17,590.00, utilizing funding of \$17,590.00 from the FY2018 Homeland Security Grant Funding.

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

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

**TO:** Board of Commissioners; Law & Courts and Finance Committees  
**FROM:** Janice Dooley, Deputy Court Administrator, General Trial Division  
**DATE:** 02/12/2021  
**SUBJECT:** Resolution Authorizing the General Trial Division to Enter into a Contract with Global Eagle Company Business Transformation Specialists

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**BACKGROUND**

The resolution attached with this memorandum requests the authority to contract with Global Eagle Company Business Transformation Specialists for staff training. For the past several years, the General Trial Division has conducted staff training periodically throughout the year. Training topics have included: Working Effectively with Others, Implicit Bias, Suicide Prevention, Blood Borne Pathogens, Safety in the Workplace, Dealing with Stress and Self Care, along with a host of other training topics related to working with the public and supporting the General Trial Division. These trainings are conducted to ensure our Division is prepared to perform duties in a fluid environment, and to support the overall health of our employees. As a result of COVID-19, the General Trial Division has suspended all in-person training.

In order to address the ongoing and changing needs of our staff and the public, the General Trial Division is interested in contracting with Global Eagle Company Business Transformation Specialists to provide an online training platform. The contract would grant the General Trial Division access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees. The contract will allow for the General Trial Division to develop specific training curriculums for managers and staff. The training courses allow the General Trial Division staff to safely continue training on topics such as but not limited to: Leadership, Unconscious Bias, Sexual Harassment, Decision Making, Communication, Safety, Team Building, and Coronavirus Return to Work.

**ALTERNATIVES**

If the resolution is not approved, the General Trial Division, which includes some judicial suite staff and Court Clerks Office employees, would have a significant training gap during the COVID-19 crisis.

**FINANCIAL IMPACT**

The General Trial Division has funds in the existing FY21 budget proposal to support this request. The annual total cost of the training is \$5,508.00 or \$81.00 per user.

**STRATEGIC PLANNING IMPACT**

The contract supports Ingham County's values listed in the Strategic Plan, specifically: Quality resident services; diversity, equity and inclusion; honesty, integrity and ethics; and creativity and innovation. Furthermore, the contract supports the goals listed in the strategic plan, specifically: Services to Residents, Communication, Management Finance and Governance, and Human Resources and Staffing.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to contract with Global Eagle Company Business Transformation Specialists for staff training.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GLOBAL EAGLE COMPANY BUSINESS TRANSFORMATION SPECIALISTS FOR THE GENERAL TRIAL DIVISION**

WHEREAS, the General Trial Division traditionally performs in-person staff training periodically throughout the year; and

WHEREAS, all in-person staff trainings have been suspended due to the COVID-19 pandemic; and

WHEREAS, the General Trial Division believes that it is critical to continue staff training by moving to an online platform; and

WHEREAS, Global Eagle Company Business Transformation Specialists provides highly effective award-winning training videos using proprietary software to enhance and support the successful transfer of knowledge to employees; and

WHEREAS, Global Eagle Company Business Transformation Specialists can provide specific training curriculums for both managers and staff.

THEREFORE BE IT RESOLVED, that the Ingham County Circuit Court, General Trial Division, is hereby authorized to enter into a contract, not to exceed \$5,508.00, with Global Eagle Company Business Transformation Specialist for online training for the time period of April 1, 2021 through March 31, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2021 budget necessary to properly budget and account for these expenditures.

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

## Agenda Item 4

**TO:** Board of Commissioners; Law & Courts and Finance Committees  
**FROM:** Helen Walker, Deputy Court Administrator/FOC Director  
**DATE:** February 12, 2021  
**SUBJECT:** Resolution Authorizing the Friend of Court to Enter into a Contract with Global Eagle Company Business Transformation Specialists

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### **BACKGROUND**

For the past several years, Ingham County Friend of the Court staff have attended in-person seminars, conferences and trainings on topics such as professionalism and ethics, implicit bias, diversity and inclusion, advanced customer service training, and the like. However, due to health concerns surrounding COVID-19, all in-person trainings have been suspended since March 2020.

In order to expand training opportunities in an effort to keep staff sharp and up-to-date, the Friend of Court is interested in contracting with Global Eagle Company Business Transformation Specialists to provide an online training platform. The contract would grant the Friend of Court access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees. The contract will allow the Friend of Court to develop specific training curriculums for managers and staff on topics such as: Leadership, Professional Development, Professional Productivity, Unconscious Bias, Sexual Harassment, Workplace Bullying, Decision Making, Communication, Safety, Team Building, and Coronavirus Return to Work, just to name a few.

### **ALTERNATIVES**

If the resolution is not approved, the training opportunities available to Friend of Court staff will be limited due to health concerns surrounding COVID-19.

### **FINANCIAL IMPACT**

The Friend of Court has funds in the existing FY21 budget proposal to support the request. The total cost of the training for one year would be \$4,536 annually or \$81 per user. Additionally, the contract would be eligible to receive 66% reimbursement under the Cooperative Reimbursement Program (CRP) rules.

### **STRATEGIC PLANNING IMPACT**

The contract supports Ingham County's values listed in the Strategic Plan, specifically: Diversity, Equity and Inclusion; Honesty, Integrity and Ethics; and Creativity and Innovation. Furthermore, the contract supports the goals listed in the strategic plan, specifically: Services to Residents, Communication, Management Finance and Governance, and Human Resources and Staffing.

### **OTHER CONSIDERATIONS**

None

### **RECOMMENDATION**

That the resolution be authorized

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GLOBAL EAGLE COMPANY BUSINESS TRANSFORMATION SPECIALISTS FOR THE FRIEND OF THE COURT**

WHEREAS, the Friend of Court staff traditionally attend in-person training on a variety of topics throughout the year; and

WHEREAS, all in-person staff trainings have been suspended due to the COVID-19 pandemic; and

WHEREAS, the Friend of Court feels it absolutely necessary to continue staff training by moving to an online platform; and

WHEREAS, Global Eagle Company Business Transformation Specialists provides highly effective award-winning training videos using proprietary software to enhance and support the successful transfer of knowledge to employees; and

WHEREAS, Global Eagle Company Business Transformation Specialists can provide specific training curriculums for both managers and staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract not to exceed \$4,536 with Global Eagle Company Business Transformation Specialist for online training for the time period of April 1, 2021 to March 31, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2021 budget necessary to properly budget and account for these expenditures.

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.



## PROJECT UPDATE

January 2021

**Overall Project Budget:**  
\$79,000,000

### Project Phases:

Phase 1 – Make Ready – CoGen Renovation, Demolition of Post 3/6/9 Bldg, Fleet Maintenance Bldg, and Utility Relocations – November 2020

Phase 2 – New Justice Complex Construction - April 2020

Phase 3 – Demolition of Existing Complex – March 2023

Phase 4 – Sitework and Parking Lots – May 2023



### Important Upcoming Project Date(s):

New Justice Complex Construction Documents - January 8, 2021

Bid Package No. 5 (New Justice Complex Building) Bid Results – March 2021

### KMG Leadership:

Tom Shanley, Project Director

Mike Morgan, Vice President

### Project Partners:

BVK Group (Architecture / Engineering)

Wolverine Engineering (Geotechnical)

Granger Construction (Construction Manager)

Soils and Structures (Materials Testing)

**EXECUTIVE SUMMARY:** The construction documents (CD) phase of the design is now complete for the new Justice Complex building. Design efforts will continue for the final phase of work which include the site improvements and final drives and parking lots. Since this phase will not start until 2023 after the new Justice Complex is complete, this bid package will not be procured until later in the project. The construction estimate has been published to include the latest construction documents phase, and has been reconciled with the soft costs projections. While construction costs increased since the last estimate, these costs have been offset by reductions in the soft costs that balance the budget, with all contingencies remaining intact.

Construction activities for the Make Ready phase began in November. Currently, renovations to the CoGen building are only weeks from completion, which will become the new location of the vehicle maintenance garage. This relocation will facilitate the demolition of the current vehicle maintenance garage, which is currently located in the footprint of the new building. The abandoned 3/6/9 post is also being demolished to make way for a temporary staff parking area and loading / unloading zone for deliveries during construction. This phase will also include relocation of underground utilities to reroute them away from the new building footprint. That work is scheduled to begin as soon as the weather allows.





## FINANCIAL UPDATE:

### Ingham Co - Justice Complex Budget Status Report As of January 2021

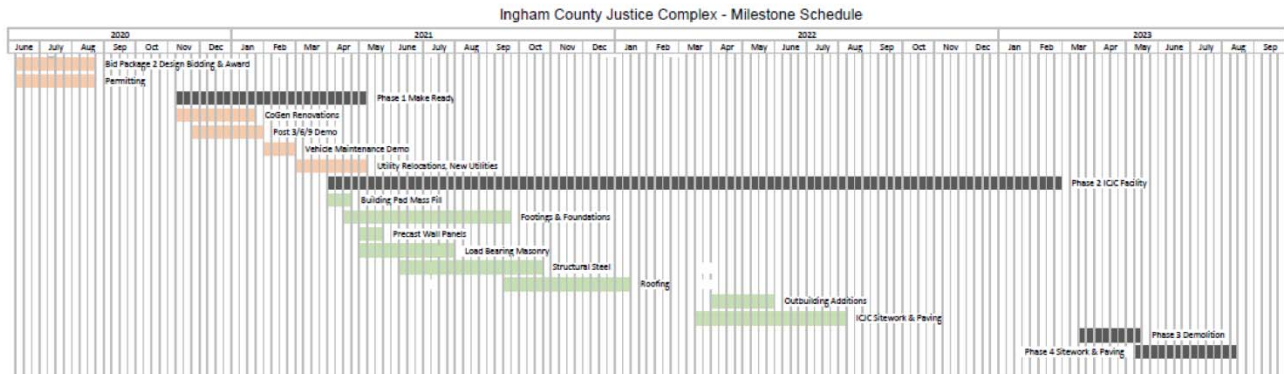
Line Item	Description	A Original Budget	B Approved Budget Changes	C A + B Current Budget	D Pending Budget Changes	E Projected Budget
00	Construction Manager	63,525,000.00	1,855,725.00	65,380,725.00	2,731,958.00	68,112,683.00
040-0000-00	CM Precon Services	84,840.00	90,550.00	175,390.00	0.00	175,390.00
040-1200-00	CM Staffing	1,491,525.00	0.00	1,491,525.00	0.00	1,491,525.00
040-1201-00	CM General Conditions Reimbursables	123,100.00	489,455.00	612,555.00	0.00	612,555.00
040-1202-00	CM Winter Conditions Allowance	0.00	0.00	0.00	0.00	0.00
040-1203-00	CM Performance & Payment Bond	0.00	24,497.00	24,497.00	656,517.00	681,014.00
040-1204-00	CM CGL Insurance	0.00	12,228.00	12,228.00	560,588.00	572,816.00
040-1205-00	CM Builders Risk Insurance	0.00	0.00	0.00	0.00	0.00
040-1206-00	CM Trade Contracts	0.00	3,586,899.00	3,586,899.00	0.00	3,586,899.00
040-1207-00	CM GMP Contingency	0.00	0.00	0.00	0.00	0.00
040-1208-00	CM Fees	0.00	217,644.00	217,644.00	1,112,649.00	1,330,293.00
040-9000-00	CM Design Contingency	0.00	1,855,725.00	1,855,725.00	(1,237,921.00)	617,804.00
040-9100-00	CM Construction Contingency	3,850,000.00	0.00	3,850,000.00	(2,602,036.00)	1,247,964.00
040-9101-00	CM Unallocated Funding	57,975,535.00	(4,421,273.00)	53,554,262.00	4,242,161.00	57,796,423.00
01	Soft Costs	10,953,061.00	333,718.15	11,286,779.15	(2,731,083.15)	8,555,696.00
050-1200-01	AE Fees	2,633,850.00	273,810.00	2,907,660.00	(3,500.00)	2,904,160.00
050-1201-01	AE Reimbursable	131,693.00	0.00	131,693.00	0.00	131,693.00
050-4000-01	Hazardous Material Consultant	200,000.00	0.00	200,000.00	(100,000.00)	100,000.00
050-4001-01	Environmental Consultant	0.00	0.00	0.00	0.00	0.00
050-4002-01	Construction Testing Consultant	142,500.00	0.00	142,500.00	(19,863.75)	122,636.25
050-4003-01	Geotechnical & Soil Boring Consultant	0.00	19,863.75	19,863.75	0.00	19,863.75
050-4100-01	Owner's Representative Services	1,331,900.00	0.00	1,331,900.00	0.00	1,331,900.00
050-4101-01	Owner's Representative Reimbursements	25,000.00	0.00	25,000.00	0.00	25,000.00
050-4102-01	Move Coordinator	150,000.00	0.00	150,000.00	0.00	150,000.00
050-4201-01	Plan Review Fees	0.00	0.00	0.00	0.00	0.00
050-4202-01	Permits	250,000.00	0.00	250,000.00	(243,120.00)	6,880.00
050-4206-01	Exterior Signage	0.00	0.00	0.00	0.00	0.00
050-4400-01	Commissioning Consultant	180,000.00	0.00	180,000.00	0.00	180,000.00
050-5500-01	Fixtures, Furnishings and Equipment	2,508,118.00	0.00	2,508,118.00	(1,060,368.00)	1,447,750.00
050-5501-01	FF&E Consultant	0.00	0.00	0.00	0.00	0.00
050-5600-01	Information Technology Equipment	2,000,000.00	0.00	2,000,000.00	(1,385,000.00)	615,000.00
050-5601-01	Audio-Visual Equipment	900,000.00	0.00	900,000.00	0.00	900,000.00
050-5602-01	Voice & Data Cabling	0.00	0.00	0.00	0.00	0.00
050-5603-01	Security Equipment	500,000.00	0.00	500,000.00	95,000.00	595,000.00
050-5604-01	Network & Switches	0.00	0.00	0.00	0.00	0.00
050-5605-01	Technology & Security Consultant	0.00	1,840.00	1,840.00	(1,840.00)	0.00
050-6000-01	Administrative Costs	0.00	38,204.40	38,204.40	(12,391.40)	25,813.00
050-7000-01	Miscellaneous Owners Equipment	0.00	0.00	0.00	0.00	0.00
99	Contingency	2,521,939.00	(189,443.15)	2,332,495.85	(874.85)	2,331,621.00
099-9001-99	Owner Contingency	2,310,000.00	0.00	2,310,000.00	0.00	2,310,000.00
099-9002-99	Owner Contingency	0.00	0.00	0.00	0.00	0.00
099-9900-99	Unallocated Funding	211,939.00	(189,443.15)	22,495.85	(874.85)	21,621.00
Totals		77,000,000.00	2,000,000.00	79,000,000.00	0.00	79,000,000.00

Kramer Management Group 1305 S. Washington Avenue, Suite 101 Lansing, MI 48910





## PROJECT MILESTONE SCHEDULE:



## PROGRESS PHOTOS:



**Project Photo**  
**Demolition of Post 3/6/9**  
 Photo dated 1/23/21

**Project Photo**  
**New Fleet Maintenance Area**  
 Photo dated 1/23/21

