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JUDICIARY COMMITTEE
REBECCA BAHAR-COOK, CHAIR
BRIAN McGRAIN
CAROL KOENIG
DEB NOLAN
SHELBY BUPP
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE JUDICIARY COMMITTEE WILL MEET ON THURSDAY, DECEMBER 3, 2009 AT 7:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 12, 2009 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Judiciary Committee – Resolution Honoring [Beryl Frenger](#)
2. Circuit Court/Family Division
 - a. Presentation – John Evans, Director of Michigan Bureau of Juvenile Justice State Child Care Fund (CCF) Overview
 - b. Out of State [Travel Request](#)
3. Controller/Administrator's Office
 - a. Resolution Approving [Various Contracts](#) for the 2010 Budget Year Adjustments
 - b. Resolution Authorizing Adjustments to the 2009 Ingham County Budget and Authorizing the Controller/Administrator to Make Year End [Budget Adjustments](#)

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

JUDICIARY COMMITTEE
November 12, 2009
Minutes

Members Present: Chairperson Rebecca Bahar-Cook, Brian McGrain, Carol Koenig, Deb Nolan, Shelby Bupp and Board Chairperson Deb De Leon

Members Absent: Randy Schafer

Others Present: Sara Deprez, John Nielsen, Janeil Valentine, Maureen Winslow, Jodi Petersen, Eyitayo Onifade, Sean Corbin, Tonya Avery, Kimberly Steed-Page, William Davidson and others

The Judiciary Committee meeting was called to order by Chairperson Bahar-Cook at 7:33 p.m., in the Personnel Conference Room (D & E) of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the October 15, 2009 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE OCTOBER 15, 2009 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

Additions to the Agenda

Revised attachment to Item 3.

Limited Public Comment

None.

1. Circuit Court/Family Division

- a. Presentation - William Davidson, Ph.D., MSU Adolescent Diversion Program, YLS Data (*No Material*)

Dr. Davidson introduced Dr. Eyitayo Onifade, a colleague who has received a prestigious award from the American Psychological Association for his work in this program.

Others involved include Sean Corbin, Christina Campbell and Jodi Petersen. He gave a history of the program and how it has developed in the last 5 ½ years, thanks to the work of MSU and Circuit Court personnel.

Dr. Davidson described the Youth Level of Service Case Management Inventory, a proven risk assessment tool that is relatively easy to use. The YLS measures things that predict future crime. It also gives a profile of treatment needs.

The use of YLS scoring has resulted in more collaboration between staff, more standardized intervention and supervision. The risk assessments have been included in court reports and in case decision making.

Dr. Davidson explained the various data and graphs in his PowerPoint presentation and highlighted the differences between the low risk and the high risk youth. He emphasized the fact that crime statistics are very local.

He answered the committee's questions about tracking by program and predictions of recidivism.

Dr. Davidson went on to describe Best Practice, which is based on the work headed by Mark Lipsey of Vanderbilt University. It is the result of 4000 studies over more than 20 years of interventions with delinquent youth. It was found that recidivism is most likely to be reduced by programs that share a number of characteristics, such as the use of risk assessment tools, frequent monitoring, and cognitive behavioral monitoring. Other factors which Dr. Davidson outlined were length and duration of treatment, limiting caseload, involvement of the family, and locating treatment outside the court building.

He stated what doesn't work is open ended talk therapy, scared straight and boot camp programs, standard probation and just punishment.

He stressed the importance of matching Best Practice interventions only to the areas where kids show need.

Another topic Dr. Davidson addressed in his presentation was Truancy Court. He noted that YLS data is predictive in which kids in Truancy Court would end up in criminal court but does not predict future truancy. He noted that there is a higher level of girls than boys who are truant.

Dr. Davidson described the development of a Short Form for YLS scoring, reducing the number of items from 42 to 11. The categories considered are education, peer relationships, leisure activities, and personality and behavior. Using the Short Form saves time and money and its accuracy matches that of the longer form.

Dr. Onfade and Dr. Davidson answered the committee's questions regarding the Short Form and the statistics reflected in the PowerPoint.

The next project Dr. Davidson described was the study of sex offenders. He stated that the standard risk assessment tool does not work with sex offenders. This project was headed by Jodi Petersen. The assessment tool used was the Juvenile Sex Offender Profile (JSOAP). The study done was in collaboration with Kent County.

The Mapping Project looks at neighborhood factors to assist in prediction. Dr. Onifade answered the committee's questions about this project.

Dr. Davidson reported on the work done in Intensive Neglect Services, a program unique to Ingham County. He stated that they are currently piloting a risk assessment instrument with this group.

At the conclusion of the presentation, Dr. Campbell and Dr. Onifade answered additional questions posed by the committee. Dr. Campbell noted that Ingham County has become a national leader in Best Practice. He stated that the information given in this presentation is far more current than that in his published articles, and he would provide a copy of this PowerPoint presentation to Mr. Neilsen, to be made available to any interested commissioner.

b. Quarterly Report

Sara Deprez and Maureen Winslow answered the committee's questions regarding YLS scoring and there was general discussion of YLS scoring and predictive behavior.

Chairperson Bahar-Cook asked if it would be possible to include YLS scores by intake division in the report?

Ms. Winslow answered that this could be done but would best be done in a separate report.

Ms. Winslow reported that as a result of our community programs and commitment by court staff and judges, we have significantly reduced residential placement and came in well under budget this year. She stated that our numbers are reflecting the work that's being done to keep kids in the community.

Comm. Nolan asked why the 2006 data was included in the report, and the explanation given was that it was provided for comparison. It was from the very first quarterly report given to the committee.

Comm. McGrain asked if there are differences in periods. Are there seasonal trends?

Ms. Winslow answered yes, that, in summer school is out, police go on vacation, and protective services personnel take vacations. Teachers are not there to give reports to protective services. She answered questions and commented on occupancy levels at the Youth Center.

Ms. Winslow reported on Therapeutic Foster Homes, a project of Community Mental Health and the court. A foster parent in this program would be licensed for only one child and would be required to complete from 20-25 hours of specialized training in working with delinquent adolescents, provided by CMH. This placement is for delinquent youth with serious emotional disturbances.

Ms. Winslow reported that our first Title 4E placement occurred today, for which federal funds are used and no county dollars are required.

c. Resolution to Amend the 2009 Budget by Transferring Funds from the Juvenile Justice Millage Within the Child Care Fund

Mr. Neilsen commended the courts and staff for their success in reversing the budget shortfall in the State Ward Account by reducing the number of State Wards, by moving them in to alternative placements.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO AMEND THE 2009 BUDGET BY TRANSFERRING FUNDS FROM THE JUVENILE JUSTICE MILLAGE WITHIN THE CHILD CARE FUND.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NOLAN, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Friend of the Court
 - a. Resolution Amending Resolution Number #08-286 Regarding the Acceptance of a Safe Havens Supervised Visitation and Safe Exchange Grant
 - b. Resolution Authorizing Acceptance of a State Court Administrative Office Access and Visitation Grant Agreement

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

3. Controller/Administrator's Office - Resolution Approving Various Contracts for the 2010 Budget Year

John Neilsen explained the rationale behind listing the various contracts on a table. The contracts included are ones which had been previously approved, are non-controversial, and ones that will be seen year after year. He explained that the items that are struck out on the form are contracts that are going to be bid out, and approval is not being asked for at this time. Revenue items are bolded and labeled as such. Any items that the committee wishes can be pulled from the chart and considered under a separate resolution through the regular liaison committee process.

He reported the changes that were requested by Law Enforcement: listing the contracts by liaison committee rather than alphabetically, listing the dates of the contracts, and how long the county has contracted with each vendor.

Chairperson Bahar-Cook asked that the total increases or decreases over 2009 be listed by liaison committee on the form.

The committee discussed the possibility of renegotiating some contracts with vendors the county has had a long relationship with.

Janeil Valentine answered the committee's questions about the MIS items.

The committee was advised that this did not move out of Law Enforcement. This committee also tabled the resolution until next meeting.

Announcements

Chairperson Bahar-Cook reported on a phone call she had from Comm. Schor, advising her that he had received a request from Derek Merlot, a reporter for the Lansing State Journal's City Pulse, regarding this committee's decision on payments made to public defenders.

John Neilsen announced that there is only one more Law Enforcement and Judiciary Committee meeting this year and because of the Thanksgiving holiday, Judiciary will be the last of the year on December 3.

Public Comment

Sara Deprez stated that the Vista position has been filled, and if the committee was interested in meeting her, she would arrange for the employee to attend a future meeting.

The meeting was adjourned at 9:31 p.m.

Respectfully submitted,

Mary Waller

Agenda Item 1

Introduced by the Judiciary Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING BERYL FRENGER

WHEREAS, Beryl Frenger began her career with Ingham County on April 10, 1989 as a Probation Officer for the 55th District Court; and

WHEREAS, in 1993 she was promoted to Senior Probation Officer and Chief Probation Officer in 1996; and

WHEREAS, upon being appointed as Sobriety Court Coordinator in 2004, Beryl was very instrumental in designing, implementing and coordinating the 55th District Court's Sobriety Court Program; and

WHEREAS, she served on the ICEA (Court Professionals) bargaining committee, as well as various 55th District Court committees, Ingham County Court committees and State committees; and

WHEREAS, her participation on those committees have further advanced the 55th District Court, Ingham County Courts and the field of probation throughout the State of Michigan; and

WHEREAS, Beryl served as President of the Michigan Association of District Court Probation Officers and has demonstrated leadership, teamwork and a solid work ethic throughout her tenure with the court.

WHEREAS, Beryl will be retiring from her position on December 9, 2009. and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Beryl Frenger for over twenty years of dedicated service to the 55th District Court and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

INGHAM COUNTY



OUT-OF-STATE TRAVEL REQUEST

Date 11/17/09

I (we) would like to attend the following conference and request approval.

TITLE OF CONFERENCE: Visiting Court youth in residential placement

LOCATION OF CONFERENCE: Boys Town, NE

DATES OF TRAVEL: 12/9/09 TO: 12/10/09

NAME OF ATTENDEE(S): James Dudzinski, Sara Depez

TOTAL COST: not likely to exceed \$60

EXPENSES TO BE PAID BY: General Fund Non-General Fund

Submitted By: Sara Depez
(Print Name)

Ingham County: Circuit Court – Juvenile Division
(Name of Department)

REASON FOR TRAVEL:

This is to advise the Judiciary committee that Juvenile Court Officer, Jim Dudzinski and Juvenile Program Director, Sara Depez will be traveling to Boys Town in Nebraska to visit the youth who are in a court ordered placement. This is an essential part of Mr. Dudzinski position as a Juvenile Court Officer, supervising youth in residential placements. Additionally, it is an essential part of my job to evaluate the residential programs that Ingham County youth are ordered to.

Notes:

- (1) **If available, attach a copy of the conference brochure to this form.**
- (2) **If applicable, attach airfare estimates and lodging charges.**
- (3) **Please complete the out-of-state travel request form and forward to the appropriate Liaison Committee for approval, in advance of travel.**

Travel Request: Is Authorized
 Is Authorized but Not Funded
 Is Denied

RESOLUTION STAFF REVIEW **DATE** November 18, 2009.

Agenda Item Title: Resolution Approving Various Contracts for the 2010 Budget Year

Submitted by: Controller/Administrator's Office

Committees: LE X JD X , HS X , CS X , Finance X

Summary of Proposed Action: This resolution will approve the attached list of contracts for the 2010 budget year. The list consists only of contracts that are included in the 2010 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

Financial Implications: All listed contracts are included in the 2010 Adopted Budget.

Other Implications: In the past, a limited amount of contract renewals have been included in the annual appropriations resolution. With the amendment of the county contract approval process authorized by Resolution #09-095, which reduced the maximum amount allowed for short form authorizations from \$25,000 to \$5,000, it was decided to expand this list and have the Board of Commissioners consider these contracts as a separate resolution. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

This resolution was presented at the previous round of liaison committees, and no action was taken pending additional information. The attachments have been amended to include begin and end dates of contracts, origination date (where available) and funding source. The attachments have also been reformatted as requested.

Staff Recommendation: MJM JN TL TM X JC
Staff recommends approval of this resolution.

Agenda Item 3a

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2010 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2010 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller/Administrator that: 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract documents approved as to form by the County Attorney.

SUMMARY OF CONTRACTS BY COMMITTEE

Committee	2009 COST	2010 PROJECTED	Proj. Increase over	% Increase over 2009
County Services	\$769,644	\$827,365	\$57,721	7%
Human Services	\$3,708,125	\$3,700,015	-\$8,110	0%
Judiciary	\$2,702,001	\$3,029,143	\$327,142	12%
Law Enforcement	\$216,823	\$220,312	\$3,489	2%
TOTAL	\$7,396,593	\$7,776,835	\$380,242	5%

REVENUE CONTRACTS

DEPARTMENT	2009 COST	2010 PROJECTED	Proj. Increase over	% Increase over 2009
County Services	\$124,073	\$121,693	-\$2,381	-2%
Human Services	\$27,983	\$38,027	\$10,044	36%
Judiciary	\$22,975,079	\$22,972,556	-\$2,523	0%
Law Enforcement	\$4,602,831	\$4,506,948	-\$95,883	-2%
TOTAL	\$27,729,966	\$27,639,224	-\$90,743	0%

COUNTY SERVICES COMMITTEE

NOTE: PMA designates contract as a Preventative Maintenance Agreement.

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT (See NOTE)	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
1	Board of Commissioners	Capital Area Rail Council	Annual Agreement with Capital Area Rail Council	Jan-10	Dec-10	\$2,350	\$2,350	\$0	0%		General Fund
2	Clerk	Tyler Technologies	PMA - Licensing and Support Agreement for Vital Records System	Oct-10	Sep-11	\$17,685	\$19,450	\$1,765	10%		General Fund
3	Economic Development	MSU Extension	Salary + all Benefits Econ Development and Brownfield administration by S. Pigg	Dec-09	Nov-10	\$82,074	\$82,074	\$0	0%	Dec-04	General Fund
4	Economic Development	D. Mitchell	Services for Business Sustainability	Mar-10	Mar-11	\$29,376	\$29,376	\$0	0%		General Fund
5	Facilities	Schindler Elevator	Maintenance & Inspection- GPB	May-10	May-11	\$5,685	\$5,969	\$284	5%	2004	General Fund
6	Facilities	Nelson Trane	PMA - Hilliard Bldg Chiller Service Agreement	Apr-10	Mar-11	\$5,110	\$5,366	\$256	5%	2004	General Fund
7	Facilities	Simplex Grinnell	Test & Inspect Fire Alarm System @ GPB	Jun-10	Jun-11	\$6,976	\$7,325	\$349	5%		General Fund
8	Facilities	Guardian Alarm	Building alarm monitoring for Hilliard and courthouse	Jan-10	Dec-10	\$25,584	\$27,133	\$1,549	6%	2005	General Fund
9	Facilities HSB	Nelson Trane	PMA - McQuay Chiller test and inspect and maintain	May-10	Apr-11	\$9,500	\$9,975	\$475	5%		HSB Operating (1)
10	Facilities HSB	Safety Systems	Monitors building entry alarms	Jun-10	Jun-11	\$17,100	\$17,955	\$855	5%	2004	HSB Operating (1)
11	Facilities HSB	Nelson Trane	Inspect, maintain and repair 2 rotary screw chillers	May-10	Apr-11	\$9,267	\$9,730	\$463	5%	2004	HSB Operating (1)
12	Facilities- Jail	Schindler Elevator	Elevator maintenance and inspection	Nov-09	Nov-10	\$8,977	\$9,426	\$449	5%	2004	General Fund
13	Facilities VMC	Otis Elevator	Elevator Maintenance & Inspection	Jan-10	Dec-10	\$16,271	\$17,085	\$814	5%	2007	VMC Operating (2)
14	Facilities VMC	Simplex Grinnell	Annual Test & Inspect fire alarm system	Jun-10	Jun-11	\$5,733	\$6,020	\$287	5%	2005	VMC Operating (2)
15	Facilities VMC	Smith's Detection	Inspect and maintain x-ray equipment	Jun-10	Jul-11	\$8,640	\$8,295	-\$346	-4%	2005	VMC Operating (2)
16	Fair	D & E Cleaning	Cleaning Community Hall & Office	Jan-10	Dec-10	\$13,000	\$10,000	-\$3,000	-23%	n/a	Fair Fund
17	Financial Services	Maximus	Cost allocation plan	Jan-10	Dec-10	\$10,000	\$10,000	\$0	0%	n/a	General Fund
18	MIS	Leibert	PMA - 3 yr Uninterrupted power supply	Oct-10	Sep-11	\$7,835	\$8,619	\$784	10%	Oct-07	Network Fund (3)
19	MIS	Munis OSDBA	PMA - OSDBA (Operating System Database Administrator) contract, database	Jun-10	Jun-11	\$15,000	\$16,500	\$1,500	10%	2004	MIS Fund (4)
20	MIS	Munis-GUI Support	PMA - GUI(Graphical User Interface Maintenance)	Jun-10	Jun-11	\$3,300	\$4,000	\$700	21%	2004	MIS Fund (4)
21	MIS	Munis	PMA - Financial/HR system	Jun-10	Jun-11	\$115,000	\$126,500	\$11,500	10%	2004	MIS Fund (4)
22	MIS	Novell	PMA - Netware & groupwise licenses-county	Oct-10	Sep-11	\$29,000	\$31,900	\$2,900	10%		Network Fund (3)
23	MIS	Numara	PMA - Track-IT Annual Maintenance	Jun-10	May-11	\$5,286	\$5,815	\$529	10%	Jun-09	Network Fund (3)
24	MIS	AT&T/IDS	Video Surveillance Maintenance VMC/GPB	Feb-10	Jan-11	\$10,000	\$11,500	\$1,500	15%		Network Fund (3)
25	MIS	VMWare	PMA - Annual Support	Feb-10	Jan-11	\$10,329	\$13,000	\$2,671	26%		Network Fund (3)

COUNTY SERVICES COMMITTEE

NOTE: PMA designates contract as a Preventative Maintenance Agreement.

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT (See NOTE)	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
26	MIS	AVI / FTR	PMA - Annual FTR (For The Record) software support for all courts and hardware support for Judge Gidding's court	Nov-09	Nov-10	\$7,000	\$7,700	\$700	10%	Nov-08	General Fund
27	MIS	ImageSoft	PMA - Imaging Application Maintenance	Dec-09	Nov-10	\$20,000	\$22,000	\$2,000	10%	2008	Network Fund (3)/IJIS Fund (5)
28	MIS-IJIGS	APS (E-Citation)	PMA - E-Citation Annual Support	Feb-10	Jan-11	\$7,500	\$9,000	\$1,500	20%	Feb-08	IJIS Fund (5)
29	MIS-IJIGS	ACS (Omni)	PMA - Jury Systems Maintenance	Sep-10	Aug-11	\$11,932	\$13,125	\$1,193	10%		IJIS Fund (5)
30	MIS-IJIGS	Lexis Nexis	PMA - Monthly Support	Sep-10	Aug-11	\$16,344	\$17,978	\$1,634	10%		IJIS Fund (5)
31	MIS-IJIGS	Maximus	PMA - CourtView 2000	Jan-10	Dec-10	\$130,000	\$143,000	\$13,000	10%		IJIS Fund (5)
32	MIS-IJIGS	Oracle	PMA - Database Silver Support	Feb-10	Feb-11	\$10,503	\$11,553	\$1,050	10%		IJIS Fund (5)
33	MIS-IJIGS	Webtechs	PMA - Annual Maintenance	Sep-10	Aug-11	\$12,000	\$13,200	\$1,200	10%		IJIS Fund (5)
34	MIS-IJIGS	Vista Solutions	PMA - Imaging Support (Split by MIS and IJIGS)	Aug-10	Aug-11	\$6,596	\$7,255	\$660	10%		Network Fund (3)/IJIS Fund (5)
35	MSU Ext	Michigan State Univ	Salary for Horticulture Educator	Feb-10	Jan-11	\$47,892	\$50,392	\$2,500	5%	Feb-81	General Fund
36	Parks	State of Michigan	Water tests	Jan-10	Dec-10	\$10,800	\$10,800	\$0	0%	N/A	General Fund
37	Parks	Ingham County Sheriff	Seasonal Officer Training	Jan-10	Dec-10	\$0	\$6,000	\$6,000	0%	N/A	General Fund
38	Potter Park Zoo	Ayles	Tree Trimming	Jan-10	Dec-10	\$20,000	\$20,000	\$0	0%		Zoo Millage
TOTALS:						\$769,644	\$827,365	\$57,721	7%		

REVENUE CONTRACTS

	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	Jan-10	Dec-10	\$90,000	\$85,000	-\$5,000	-6%	
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	Jan-10	Dec-10	\$34,073	\$36,693	\$2,620	8%	2006
TOTALS:						\$124,073	\$121,693	-\$2,381	-2%	

Notes on Funding Sources:

- (1) HSB Operating Fund is funded by building tenants. Approximately 17% of this funding comes directly from the General Fund.
- (2) In the VMC fund, non-personnel items are funded 50% by the General Fund and 50% by the City of Lansing.
- (3) The Network Fund is funded by chargebacks to user departments.
- (4) The MIS Fund is funded by chargebacks to user departments.
- (5) The IJIS Fund is funded by chargebacks to user departments.

HUMAN SERVICES COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
1	Ingham County	Capital Area Transportation Authority (CATA)	Annual Renewal of Special Transportation Contract	Jan-10	Dec-10	\$3,645,925	\$3,629,065	-\$16,860	0%		Transportation Millage
2	Ingham County	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	Jan-10	Dec-10	\$25,000	\$33,750	\$8,750	35%		General Fund
3	Health Department	Volunteers of America	Homeless Day Center	Oct-09	Sep-10	\$30,000	\$30,000	\$0	0%		General Fund
4	Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Rd	Oct-09	Sep-10	\$7,200	\$7,200	\$0	0%		General Fund
TOTALS:						\$3,708,125	\$3,700,015	-\$8,110	0%		

REVENUE CONTRACTS

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date
1	Veteran Affairs	Michigan Veterans Trust Fund	Services provided for Ingham County Trust Fund	Oct-09	Sep-10	\$7,800	\$7,800	\$0	0%	
2	Veteran Affairs	Clinton County	Services provided to Clinton County	Jan-10	Dec-10	\$20,183	\$30,227	\$10,044	50%	
TOTALS:						\$27,983	\$38,027	\$10,044	36%	

JUDICIARY COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
1	Circuit Court	TEL/Thalner	Technology support for the Courtrooms (excluding Courtrooms 1 and 2)	Jan-10	Dec-10	\$20,000	\$23,000	\$3,000	15%	Jan-01	General Fund
2	Family Court	MSU Psychology Department	Diversion program - Reduces days/cost for out of home care.	Oct-09	Sep-10	\$168,361	\$163,449	-\$4,912	-3%		50% GF/50% State of MI
3	Family Court	Peckham Inc., Footprints Group Home	Short term female residential. NOTE: JJM Fund.	Oct-09	Sep-10	\$447,319	\$433,679	-\$13,640	-3%		50% JJM/50% State of MI
4	Family Court	Clarinda Group Home	Female transition from long term treatment NOTE: JJM Fund.	Oct-09	Sep-10	\$527,796	\$511,962	-\$15,834	-3%		50% JJM/50% State of MI
5	Family Court	Peckham, Crossroads	Educational and vocational program for delinquent youth.	Oct-09	Sep-10	\$319,542	\$306,772	-\$12,770	-4%		50% GF/50% State of MI
6	Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists.	Oct-09	Sep-10	\$432,625	\$585,850	\$153,225	35%		50% JJM/50% State of MI
7	Family Court	Ingham Intermediate School District	Day Treatment Program - teachers & para-professionals.	Oct-09	Sep-10	\$404,156	\$481,031	\$76,875	19%		50% JJM/50% State of MI
8	Family Court	Highfields	Evening Reporting Program - transportation and behavioral specialists. Further program expansions for FY 2010 with an increase in the number of students from 20 to 30 per night.	Oct-09	Sep-10	\$185,084	\$312,650	\$127,566	69%		50% JJM/50% State of MI
9	Family Court	Four Attorneys: Annette Skinner, Jennipher Martinez, Antoinette Frazho, Robin Eagelson	Guardian-At-Litem contracts to represent children in abuse and neglect hearings. 3 full contracts and 1 contract @ 75% of a full contract, the total of which not to exceed \$200,000. Mileage is an additional charge which is not included amounts showing on this document. These contracts are paid from the same account that individual attorney payments are paid.	Jan-10	Dec-10	\$186,750	\$200,000	\$13,250	7%		General Fund
10	Family Court	Lakeside	Residential placements	Jul-10	Jun-11	Residential \$174 ; Sex Off \$199/day	Range from \$170 to \$210/day	\$11	6%	Jul-09	50% JJM/50% State of MI
11	Family Court	Woodward	Residential placements	Jul-10	Jun-11	Residential \$135/day; Sex Off \$195/day	Range from \$140 to \$200/day	\$5	3%	Jul-09	50% JJM/50% State of MI
12	Family Court	Abraxas	Residential placements	Jul-10	Jun-11	\$395/day	\$400/day	\$5	1%	Jul-09	50% JJM/50% State of MI
13	FOC	Maximus	Cooperative Reimbursement Program billing/consulting	Oct-09	Sep-10	\$10,368	\$10,750	\$382	4%		34% GF/66% CRP Reimb
TOTALS:						\$2,702,001	\$3,029,143	\$327,142	12%		

REVENUE CONTRACTS

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date
1	Family Court	State of Michigan	Annual Child Care Agreement	Oct-10	Sep-11	\$18,067,341	\$17,817,222	-\$250,119	-1%	
2	FOC	State of Michigan	Cooperative Reimbursement Program	Oct-10	Sep-11	\$4,860,049	\$5,107,645	\$247,596	5%	
3	Work Study	Cooley Law School, Detroit College of Law, Michigan State University	Annual Work Study Grants	Continuing	Continuing	\$47,689	\$47,689	\$0	0%	
TOTALS:						\$22,975,079	\$22,972,556	-\$2,523	0%	

LAW ENFORCEMENT COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
1	Animal Control	MSU	Shelter Veterinarian	Jun-10	Jun-11	\$10,823	\$10,823	\$0	0%	Jun-06	General Fund
2	Community Corrections	Westaff	Provides CCAB Manager with assistance essential to daily operations	Jan-10	Dec-10	\$55,606	\$43,589	-\$12,017	-22%		\$31,089 GF/\$12,500 State of MI
3	Prosecuting Attorney	Westlaw	Law Books	Jan-10	Dec-10	\$25,500	\$25,500	\$0	0%	Dec-07	General Fund
4	Prosecuting Attorney	Lexis	Law Books	Jan-10	Dec-10	\$10,500	\$5,000	-\$5,500	-52%		General Fund
5	Prosecuting Attorney	PAAM	PAAM Interns (2)	Jan-10	Dec-10	\$10,800	\$10,800	\$0	0%		General Fund
6	Prosecuting Attorney	Maximus, James Olson	Application and Billings for 2010	Oct-09	Sep-10	\$0	\$6,000	\$6,000	0%	Oct-09	34% GF/66% CRP Reimb
7	Sheriff	Communication Services/Jeff Broughton	911 Vendor, Radio Repair - Warranty Expired	Jan-10	Dec-10	\$42,600	\$42,600	\$0	0%	2006	General Fund
8	Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	Jan-10	Dec-10	\$22,500	\$22,500	\$0	0%	Jan-08	General Fund
9	Sheriff	I.D. Networks	Software in Jail - Main/Live Scan	Jun-10	Jun-11	\$7,000	\$7,000	\$0	0%	Jun-02	General Fund
10	Sheriff	Prisoner Transport Services	Inmate Extraditions	Jan-10	Dec-10	\$25,000	\$40,000	\$15,000	60%	Continuing	General Fund
11	Sheriff	Maurers	Kitchen Uniforms	Jan-10	Dec-10	\$6,494	\$6,500	\$6	0%	Continuing	General Fund
TOTALS:						\$216,823	\$220,312	\$3,489	2%		

REVENUE CONTRACTS

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date
1	Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Program	Oct-09	Sep-10	\$967,747	\$986,165	\$18,418	2%	
2	Prosecuting Attorney	State of Michigan	Annual Grant for Victim/Witness Program	Oct-09	Sep-10	\$225,000	\$225,000	\$0	0%	
3	Prosecuting Attorney	State of Michigan	Domestic Violence Prevention Program	Oct-09	Sep-10	\$53,890	\$53,890	\$0	0%	
4	Prosecuting Attorney	State of Michigan	Anti-Drug Abuse Program	Oct-09	Sep-10	\$203,808	\$165,948	-\$37,860	-19%	
5	Prosecuting Attorney	State of Michigan	Juvenile Accountability Incentive Block Grant	Oct-09	Sep-10	\$13,500	\$15,990	\$2,490	18%	
6	Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	Oct-09	Sep-10	\$320,328	\$248,002	-\$72,326	-23%	
7	Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	Oct-09	Sep-10	\$10,000	\$6,327	-\$3,673	-37%	
8	Sheriff	State of Michigan	Annual Grant for Emergency Management	Oct-09	Sep-10	\$37,221	\$37,221	\$0	0%	
9	Sheriff	Michigan Department of Corrections	Annual Renewal of Contract for Jail beds	Oct-09	Sep-10	\$2,496,600	\$2,496,600	\$0	0%	
10	Ingham County	Tri-County Metro Narcotics Squad	Annual Grant for Drug Assets Forfeiture Program	Oct-09	Sep-10	\$274,737	\$271,805	-\$2,932	-1%	
TOTALS:						\$4,602,831	\$4,506,948	-\$95,883	-2%	

MEMORANDUM

November 18, 2009

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Fourth Quarter 2009 Budget Adjustments, Year End Adjustment and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County Budget for the fourth quarter of 2009. The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Adjustments are made for a variety of reasons, such as updated revenue and expenditure projections, increased grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The only adjustment being made at this time is the reversal of the General Fund transfer of \$500,000 to the Budget Stabilization Fund as authorized by Resolution #09-226. Due to the current projected 2009 General Fund shortfall of somewhere around \$3 million, this transfer is no longer advisable at this time. Even without this transfer, Ingham County's Budget Stabilization Fund will be within its goal of 13 to 15% of the average of the last five year's General Fund Budgets. After the reversal of the transfer, the Budget Stabilization Fund will be at 13.4% of this average.

This resolution also authorizes the County Controller/Administrator, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2009 Budget. The General Fund Budget will be adjusted to the amount of \$82,118,486 for the fourth quarter of 2009.

Also, included is an update of Contingency Fund spending so far this year. The current contingency amount is \$245,479. The attached document details how the Board has allocated the Contingency Funds throughout the year, beginning with a balance of \$583,495.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2009 INGHAM COUNTY BUDGET AND AUTHORIZING THE CONTROLLER/ADMINISTRATOR TO MAKE YEAR END BUDGET ADJUSTMENTS

WHEREAS, the Board of Commissioners adopted the 2009 Budget on October 28, 2008 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

WHEREAS, the Board of Commissioners annually authorizes the Controller/Administrator to make the necessary year end transfers to comply with State Statute.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2009 BUDGET 11/15/09</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$82,618,486	(\$500,000)	\$82,118,486
257	Budget Stabilization	0	0	0

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the State Statute and to balance the 2009 Ingham County General Fund budget at \$82,118,486.

GENERAL FUND REVENUES

	2009 Budget – <u>11/15/09</u>	Proposed <u>Changes</u>	2009 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	47,947,802		47,947,802
Property Tax Adjustments	(100,000)		(100,000)
Delinquent Real Property Tax	50,000		50,000
Unpaid Personal Property Tax	25,000		25,000
Industrial Facility Tax	475,000		475,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
Transfer from Rev. Sh. Res. Fund	5,927,744		5,927,744
Convention/Tourism Tax - Liquor	1,699,280		1,699,280
Health and Safety Fund	89,564		89,564
Use of Fund Balance	1,851,701	(500,000)	1,351,701
Department Generated Revenue			
Animal Control	659,542		659,542
Circuit Court - Family Division	815,321		815,321
Circuit Court - Friend of the Court	519,362		519,362
Circuit Crt - General Trial	2,264,627		2,264,627
Cooperative Extension	114,518		114,518
County Clerk	590,800		590,800
District Court	2,804,892		2,804,892
Drain Commissioner/Drain Tax	160,000		160,000
Economic Development	64,942		64,942
Elections	36,650		36,650
Emergency Operations	264,142		264,142
Equalization /Tax Mapping	30,800		30,800

Facilities	147,453		147,453
Human Resources	34,073		34,073
Probate Court	302,178		302,178
Prosecuting Attorney	901,099		901,099
Register of Deeds	1,576,376		1,576,376
Remonumentation Grant	103,009		103,009
Sheriff	5,734,505		5,734,505
Treasurer	7,094,789		7,094,789
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	356,577		356,577
Total General Fund Revenues	82,618,486	(500,000)	82,118,486

GENERAL FUND EXPENDITURES

	2009 Budget – <u>11/15/09</u>	Proposed <u>Changes</u>	2009 Proposed <u>Budget</u>
Board of Commissioners	610,262		610,262
Circuit Court - General Trial	7,741,757		7,741,757
District Court	2,595,121		2,595,121
Circuit Court - Friend of the Court	1,359,747		1,359,747
Jury Board	1,757		1,757
Probate Court	1,473,557		1,473,557
Circuit Court - Family Division	6,503,604		6,503,604
Jury Selection	71,032		71,032
Elections	268,108		268,108
Financial Services	708,543		708,543
County Attorney	418,856		418,856
County Clerk	772,524		772,524
Controller	871,026		871,026
Equalization/Tax Services	705,735		705,735

Human Resources	610,432	610,432
Prosecuting Attorney	6,313,385	6,313,385
Purchasing	262,640	262,640
Facilities	1,885,658	1,885,658
Register of Deeds	622,767	622,767
Remonumentation Grant	103,009	103,009
Treasurer	704,587	704,587
Drain Commissioner	936,692	936,692
Economic Development	152,879	152,879
Community Agencies	202,265	202,265
Equal Opportunity Committee	500	500
Women's Commission	500	500
Environmental Affairs Comm	108	108
AC Shelter Advisory Board	500	500
FOC Advisory Committee	3,642	3,642
Historical Commission	500	500
Tri-County Regional Planning	102,900	102,900
Jail Maintenance	321,847	321,847
Sheriff	19,582,349	19,582,349
Community Corrections	134,481	134,481
Animal Control	1,452,313	1,452,313
Emergency Operations	391,471	391,471
Board of Public Works	440	440
Drain Tax at Large	325,000	325,000
Health Department	12,116,171	12,116,171
Medical Examiner	402,928	402,928
Substance Abuse	853,875	853,875
Community Mental Health	2,089,722	2,089,722

Department of Human Services	1,523,488		1,523,488
Tri-County Aging	80,237		80,237
Veterans Affairs	450,936		450,936
Cooperative Extension	821,549		821,549
Parks and Recreation	1,994,145		1,994,145
Contingency Reserves	245,479		245,479
2-1-1 Project	25,000		25,000
Strengthening Communities Grant	17,000		17,000
Transfer to Budget Stabilization	500,000	(500,000)	0
Capital Improvements	3,285,462		3,285,462
Total General Fund Expenditures	82,618,486		82,118,486

General Fund Revenue Adjustments

Use of Fund Balance Due to projected General Fund shortfall, reverse \$500,000 use of fund balance for transfer to Budget Stabilization Fund authorized by Resolution 09-226.

General Fund Expenditure Adjustments

Tsf to Bud. Stabilization Due to projected General Fund shortfall, reverse \$500,000 transfer to Budget Stabilization Fund authorized by Resolution 09-226.

Non-General Fund Adjustments

Budget Stabilization (F257) Due to projected General Fund shortfall, reverse transfer in from General Fund authorized by Resolution 09-226.

2009 CONTINGENCY

Adopted Contingency Amount	\$583,495
R09-024: Inmate Telephones	(156,000)
R09-117: Telecommunications Expense Management	(48,000)
R09-118: LEAP Membership	(35,000)
R09-121: 1 st Quarter Adjustment	(6,141)
R09-214: FOC/Family Support Imaging	(40,551)
R09-227: 2 nd Quarter Adjustment	(12,849)
R09-240: Strengthening Communities Local Match	(17,000)
R09-333: Rayner Park Appraisal	(3,975)
R09-355: Digital Aerial Imagery	(15,000)
R09-356: Review of Potential Savings	(3,500)
Current Contingency Amount	\$245,479