

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW & COURTS COMMITTEE
MARK POLSDOFER, CHAIR
GABRIELLE LAWRENCE
VICTOR CELENTINO
CHRIS TRUBAC
IRENE CAHILL
MYLES JOHNSON
RANDY MAIVILLE
MONICA SCHAFER

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, SEPTEMBER 12, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/81848426836>.

Agenda

Call to Order

Approval of the [August 15, 2024 & August 22, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Justice Millage – Annual Reports
2. Prosecuting Attorney’s Office
 - a. Resolution to [Activate Position #22917 \(Paralegal\)](#) and Authorize the Creation of Two Additional Paralegal Positions within the Prosecutor’s Office
 - b. Resolution to Authorize an Addendum to the Agreement between the Ingham County Prosecutor’s Office and Prosecution by Karpel for an [E-Warrant Interface](#)
3. Circuit Court – Juvenile Division – Resolution to Accept the [Child and Parent Legal Representation Grant](#) from the Michigan Department of Health and Human Services
4. Circuit Court – Resolution to [Amend Resolutions #22-271, #23-244, and #24-069](#) to Reflect Changes in the Pay Scale for the Grant Funded, Special Part-Time Pretrial Services Investigator
5. Office of the Public Defender – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in [Complying with the Compliance Plan and Cost Analysis](#) Approved by MIDC and Creating Seven New Grant Funded Positions
6. Health Department – Resolution to Authorize an Agreement with Michigan Public Health Institute to Provide a Year Three Evaluation of the Lansing/Ingham Peace Maker Fellowship® and to Provide Year Three Fiduciary Services for [Peacemaker Fellowship® LifeMAP](#)

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE

August 15, 2024

Draft Minutes

Members Present: Polsofer, Celentino, Cahill, Lawrence, Maiville (Left at 6:33 p.m.), and Schafer.

Members Absent: Johnson and Trubac.

Others Present: Commissioner Pawar, Prosecutor John Dewane, Honorable Morgan Cole, Chong-Anna Canfora, Nicole Matusko, Steve Kwasnik, Ryan Watts, Greta McHaney-Trice, Ashia Wilson, Claire Powers, Sharon McWilliams, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Polsofer at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the July 11, 2024 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE JULY 11, 2024 LAW & COURTS COMMITTEE MEETING WERE APPROVED AS SUBMITTED. Absent: Commissioners Johnson and Trubac.

Additions to the Agenda

1. Board of Commissioners – Resolution Supporting a Paid Parental Leave Policy for Ingham County Employees
8. Restorative Justice – Presentation

Limited Public Comment

None.

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

4. Sheriff's Office
 - a. Resolution to Authorize a Contract with Michigan State University to Provide Law Enforcement Services
 - b. Resolution to Retire and Replace ICSO K9 Sadie
5. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Contract for Delinquency Attorney Services
 - b. Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Juvenile Division
6. Office of the Public Defender
 - a. Resolution to Authorize a Purchase Order with DBI for Furnishing for the New Office of the Public Defender at 2025 S. Washington Street
 - b. Resolution to Authorize the Purchase of IT Equipment for the Office of the Public Defender
 - c. Resolution to Authorize a Purchase Order with M & M Moving and Storage for the Move of the Office of the Public Defender

7. Community Corrections – Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Users to Maintain Services through December 31, 2024 and to Provide Notice to Judicial Services Group, Ltd. that Additional Funds are Available

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Johnson and Trubac.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Johnson and Trubac.

1. Board of Commissioners – Resolution Supporting a Paid Parental Leave Policy for Ingham County Employees

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

Commissioner Maiville asked why the resolution had been brought before the Law & Courts Committee as the County Services Committee seemed like it would be the starting point.

Commissioner Lawrence stated it was because they wanted the process to start somewhere quickly, because they sat on the Law & Courts Committee, and because they felt it was a very important issue, so it was important that they take action as quickly as possible.

Commissioner Maiville stated he did not have an issue with it but the County Services Committee was meeting on Tuesday August 20, 2024 and asked if this item would be on the agenda at that meeting as well.

Gregg Todd, Controller, stated it could be added.

Commissioner Celentino stated if they referred the resolution to the County Services Committee, then it would be, but if he was correct, this resolution was just giving a directive to have a policy written, which would then go through the County Services Committee and on to the full Board of Commissioners to be adopted.

Todd stated confirmation.

Commissioner Celentino stated the current resolution was just to get the ball rolling and then a resolution to adopt the policy would follow the normal process.

Honorable Morgan Cole, 30th Circuit Court Judge, stated they were present as Morgan Cole and not Judge Cole. Judge Cole further stated the resolution was so important to them personally as they had been with County for over a decade and had three children in that time.

Judge Cole stated they had to put their first child in daycare at just five weeks old because they did not have any more paid time off, and their child did not even have their shots yet. Judge Cole further stated their second child went to daycare at eight weeks old.

Judge Cole stated there was no more difficult position than wanting to care for your brand new child but knowing you had to go back to work to financially support your family. Judge Cole further stated they were not having any more children, but could not be more excited for those that came after them and knowing what this would do for the County, as nobody should have to turn their baby over at such a young age.

Judge Cole stated they did not speak for the whole bench and was just telling the Law & Courts Committee how they felt personally.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Johnson and Trubac.

2. Michigan AFL-CIO Workforce Development Institute – Executive Director, Chong-Anna Canfora
(Presentation)

Chong-Anna Canfora, Michigan AFL-CIO Workforce Development Institute Executive Director, provided an overview of the Michigan AFL-CIO Workforce Development Institute Access for All Program, which was included in the Minutes as Attachment A.

Commissioner Maiville asked, regarding background checks, if they were still able to help justice affected individuals.

Canfora stated confirmation and that many of their instructors, graduates, and employees had been justice involved. Canfora further stated that it depended on the nature of the issue and how it happened, but they did serve justice involved individuals.

Commissioner Celentino asked, regarding their outcomes, when they had 100% enrollment at 352 people, if that was as many as they could service.

Canfora stated it was not and that Access for All had existed for 11 years, but only graduated a few cohorts at a time until a few years ago when they received State grants that gave them the opportunity to supercharge their system, so they were now in 11 cities throughout the state that were focused the underserved population. Canfora further stated that 352 was where they were at with alumni, but they had ability to continue to serve many more.

Commissioner Celentino asked if 78% completed the program, the other 22% would be able to come back and complete it, and if so, if they picked up where they left off.

Canfora stated they did not know where the individuals would start, but they could come back. Canfora further stated they did their best to retain their students.

Commissioner Celentino stated their numbers were high and it appeared the program was very successful.

Commissioner Cahill asked how long the program ran for.

Canfora stated it ran for nine weeks typically, but they had worked with different partners to extend the program with additional course work.

Commissioner Schafer asked how much the stipend was.

Canfora stated it was modest, at \$200 a week, and depended on student attendance. Canfora further stated the program had a good attendance rate because of the stipend, but it was not meant to replace wages.

Canfora stated the Access for All classes did accommodate those who already had a job with evening and weekend classes, as well as virtual options.

Commissioner Cahill asked if any cities were involved.

Canfora stated confirmation and that the City of Saginaw had provided a \$50,000 Grant to work with them, and they were working with the City of Kalamazoo as well.

Commissioner Cahill asked if a city did not have money to give to the program, would the Access for All program still be able to partner with the city.

Canfora stated confirmation and that they had other grants and different ways in which partnerships could work.

Commissioner Cahill stated they loved the program.

Chairperson Polsdofer stated they knew they had awarded \$10,000 to another entity for three parolees.

Ryan Watts, Community Corrections Manager, clarified it had been for probationers and further explained the agreement that had been approved.

Chairperson Polsdofer stated, if there was no objection, that Canfora and Watts should make a connection, since there had been a drop off of communication from the other organization and they hoped there could be a resolution that was tweaked for the next Law & Courts Committee meeting and sent through the Board of Commissioners.

Canfora stated they would love to be of service to the County.

Commissioner Maiville left at 6:33 p.m.

3. Prosecuting Attorney's Office – Presentation

John Dewane, Prosecuting Attorney, and Nicole Matusko, Chief Assistant Prosecutor, presented an overview of the Prosecuting Attorney's Office and the challenges they were facing, which was included in the minutes as Attachment B.

Commissioner Celentino left at 6:51 p.m.

Commissioner Celentino returned at 6:57 p.m.

Chairperson Polsdofer asked if the Prosecuting Attorney's Office had come up with a plan for the issues they were facing that could slide between Chevy and Cadillac, metaphorically speaking, that would be prioritized based on where resources would need to go in order to help alleviate some of the issues. Chairperson Polsdofer further stated if the Board of Commissioners had something like that to look at it would be helpful, and might go to the County Services Committee, as it was a staffing issue.

Todd clarified they were in negotiations but they had not started with the Ingham County Employees Association (ICEA) Assistant Prosecuting Attorneys (APA) yet.

Matusko stated they had been trying to be creative with their resources in order to alleviate stress on the Prosecutors, but there was a limited applicant pool.

Prosecutor Dewane stated they wanted their best Prosecutors to handle all homicide and child sexual assault cases, but they were getting to the point they could no longer do that. Prosecutor Dewane further stated they were trying to figure out how to adjust, but it was difficult because they did not have experienced people.

Commissioner Cahill asked if there was no more State funding.

Matusko stated they had gotten funding from the State and they were working with the Human Resources (HR)

Department and Todd on it. Matusko further stated there had never been Paralegals as long as they worked there, so they had to work through the job description process and the funding was only available through the end of next year, so they were limited on what they could do with it.

Chairperson Polsdofner asked if they could extrapolate that out and provide it to the Capital Region Legislators as a possible standalone allotment to make them whole.

Matusko stated they would try but the funding they got that year was the first time it had been done and was only given to five counties, so they were going to try and spread it out more and the money was not guaranteed yet.

Discussion ensued regarding what the Prosecuting Attorney's Office was doing to alleviate their challenges.

Commissioner Celentino asked, regarding not having Paralegals, if that was a collective bargaining issue or if it was because of funding.

Matusko stated there had not been Paralegals in the Prosecuting Attorney's Office since at least 2001, and they thought it may have been a funding issue. Matusko further stated they were able to cost it out and make the job description comparable with the Public Defender's Office.

Commissioner Celentino asked if other counties had Paralegals.

Prosecutor Dewane stated to their knowledge that other counties of similar size had Paralegals, but in Ingham County they would need them in different areas of the Prosecuting Attorney's Office to be effective.

Matusko stated one of their APA's had come from another county that did have Paralegals and they had been helpful when it came to writing the job description for Paralegals.

Todd stated there had not been a request for Paralegals until that year.

Commissioner Lawrence stated they recently learned about their own law firm's summer associate program and all the things the second year law students got and asked if the County had ever thought about developing a similar program.

Discussion ensued regarding internships.

Commissioner Lawrence asked if paid parental leave would be an attractive policy for the Prosecutor's Office.

Matusko stated their office had a young staff and they themselves had gone on parental leave three times, so it would likely help retain their employees since surrounding counties did not have a similar policy.

Prosecutor Dewane stated a pension was what kept them enticed.

Discussion.

Commissioner Schafer stated they knew many reclassifications had been coming through, and asked if they ever had a reclassification done for the APAs.

Todd stated that reclassifications were based on changes to an employee's job description, so they thought it would be difficult to change the job description enough to get an increase within the legal field.

Steve Kwasnik, APA, stated that a salary adjustment would have the same outcome and that was what they were looking to do.

Commissioner Schafer asked for clarification.

Todd and Matusko provided an overview of the wage structure for APAs and how potential wage scale adjustments or reclassifications would work.

Commissioner Cahill stated they were in a collective bargaining unit themselves and they had tried to add steps but had not succeeded.

Todd stated that in 2022 the County had added steps to the top and taken steps off the bottom for every bargaining unit, which equated to about an eight percent raise across the board, but with the APAs, it was so expansive and was hard to get people where they wanted with such a range.

Discussion ensued regarding wages.

Commissioner Schafer asked if there was a potential to look at the system that was not working for them.

Todd stated it would happen through negotiations.

Commissioner Schafer asked if they could start APAs at higher steps.

Matusko stated there was a process for that.

Commissioner Schafer asked for clarification that the reason for the issue was because employees' wages got stagnant in the middle.

Matusko stated confirmation and they had issues keeping employees with the County because they could not match their wages if they got a better offer somewhere else.

Chairperson Polsdofer stated they were trying to be cautious with the Z List that year, and had not heard from anyone else about any wish list items so far, so if there was a way they could help by adding Paralegals, the clock was ticking on that request.

Discussion.

8. Restorative Justice – Presentation

Commissioner Celentino left at 7:16 p.m.

Greta McHaney-Trice, It Takes a Village, LLC Representative, stated they had been doing work with the Ingham County Jail (ICJ) by teaching restorative classes on conflict resolution, restorative mindsets, and philosophy, since before 2018 when the Justice Millage was passed. McHaney-Trice further stated the classes the Millage supported taught people who were incarcerated various skills and, hopefully, not to come back.

McHaney-Trice stated it was a misconception that folks who were in jail were there for less than a year and for minor offenses, as many people were waiting for their due process, which could elongate their stay for years. McHaney-Trice further provided an overview of Restorative Justice and their goals.

McHaney-Trice stated that Restorative Justice was a mindset which involved conflict resolution, as well as community engagement and involvement for all people. McHaney-Trice further stated the Commissioners would get a report on Restorative Justice, but had brought two individuals who were formerly incarcerated at the ICJ to speak.

McHaney-Trice stated that when the Commissioners received the report from the Sheriff's Department, they liked to come so the Commissioners could see what the Millage money was actually doing in a positive way.

Commissioner Celentino returned at 7:20 p.m.

McHaney-Trice stated there was a lot more than just conflict resolution within the program and it was really important to know that they had invited the Board of Commissioners and several others in the community because marginalized citizens did not know who they were, but research showed people in those situations were excluded from engaging in conversations. McHaney-Trice further stated that suspension from school increased risk of incarceration, so there was a connection and Restorative Justice focused on how humans were connected, and they invited people like the Prosecutors and Judges to come together as humans to connect and talk.

Sharon McWilliams, It Takes a Village, LLC Representative, read several statements from students in the women's class at the ICJ about how Restorative Justice had impacted them.

Ashia Wilson, Restorative Justice Advocate, stated that they were a returning citizen who was previously incarcerated at the ICJ for several months, but had encountered the Restorative Justice Program, which changed the way they thought. Wilson further stated they had never been taught about self-accountability and de-escalation as they were growing up.

Wilson stated the class taught them how to not act in their anger and made them think about past relationships they had and to dissect their behavior. Wilson further stated that upon their release they stayed in contact with McHaney-Trice and were also faced with the sudden loss of their mother, but they still had probationary requirements on top of being a mother themselves.

Wilson stated that the Restorative Justice Program tools helped them successfully complete their probation and helped them do internal work for both themselves and their peers. Wilson further stated that jail was a very lonely place and many individuals who were incarcerated did not have a support system on the outside.

Wilson stated that the Restorative Justice Program immediately gave them a sense of community and belonging. Wilson further stated they had now been home for five years, and they felt they now had a voice and could share their experiences without judgement.

McHaney-Trice stated Wilson had worked with Nation Outside and had been to a prior Committee meeting with their son.

Wilson stated they were homeless for about two years at one point, but had stayed in a women's and children's shelter with their son for eight months and seven days, while advocating for housing for returning citizens, which did see a bill passed.

McHaney-Trice stated the contact they kept with Wilson was a special case but did want to note there were limited resources for people returning to the community.

Claire Powers, It Takes a Village, LLC Representative, stated they had recently returned from serving their sentence at the ICJ. Powers further stated, prior to the accident that resulted in the death of their son, they worked

in the restorative justice field and ran the maternal wellness program for The Phoenix, a National Sober Active Community.

Powers stated they believed there was a story people told themselves about the kinds of individuals that resided in jails and prisons, but the truth was that they were all humans with stories and things happened. Powers further stated that the day before they stood before the judge at their sentencing hearing, they had written a piece about how they may do with their body what they wished but their mind and their soul would remain their own.

Powers stated it was one thing to say that, but another to live it. Powers further stated they had significant background working with people with trauma and had learned a lot of skills along the way, and it was important they did not forget them while they were in jail.

Powers stated when they arrived in jail, they were told what it would be like, but they found it to be an opportunity to find out who they were and stated they were incredibly fortunate to have a support system of amazing individuals. Powers further stated the ICJ no longer had library for inmates, so there was no access to material.

Powers stated the Restorative Justice Program helped them get some of those things like paper and pens, and they were alive today because they could express themselves through various forms of art. Powers further explained how jail had changed them and that they were present to advocate for an art program within the ICJ.

Powers explained the impact art had on them while they were incarcerated. Powers further stated the current system was not working, as violence was increasing, the ICJ was overburdened, recidivism was high, and they needed to change something that got to the root of the pain.

Wilson stated, in their experience, incarceration was a snowball effect of trauma. Wilson further stated that going into the ICJ they knew they needed to change but did not know where to start.

Wilson stated that none of the court programming settled with them, but the minute they went into the Restorative Justice class, they knew it was what they needed. Wilson further stated it taught them to take a step back and look at themselves and that coming back to see the art show was a beautiful experience.

Wilson stated that the Restorative Justice Program was not just for fun and art, but was very necessary.

McWilliams stated the value of the Restorative Justice class was empowerment and a change of mindset for individuals. McWilliams further stated it was not designed to do something to someone or for someone, but with them.

McHaney-Trice stated the art itself was not the exhibit, but what had been done in the room on the day it took place and with those who were present. McHaney-Trice further explained the impact of the art exhibit and the Restorative Justice program as a whole.

Commissioner Celentino thanked them all for speaking and stated they had seen Restorative Justice in the schools and supported it. Commissioner Celentino further stated he had called it a grassroots program because they were in the trenches helping people and thanked them.

Commissioner Celentino asked how many individuals were in each group.

McHaney-Trice stated they were limited to 20 people. McHaney-Trice further stated they needed to talk about the kinks in the program because looking at a deeper level made the program take on a whole new perspective.

McWilliams provided the Circle Values of the Restorative Justice class which were included in the minutes as Attachment C.

Commissioner Celentino asked if the County had reviewed programs funded by the Justice Millage and what the renewal process was.

Todd stated confirmation and they would receive the annual Millage update at the next Law & Courts meeting, but the determination of additional or expanded programs was often left up to the Sheriff's Department.

Powers stated they were happy to be partnering with a national non-profit called the Human Kindness Foundation who also partnered with Edovo, an electronic resource provided to inmates in jails and prisons across the country. Powers further stated Edovo provided various educational trainings, spirituality resources, and art and stories, which were updated every six months.

Powers stated it would be a wonderful resource to have within the ICJ and provided further overview of Edovo. Powers further stated the ICJ already had some tablets within the facility for inmates to use in their cells.

Commissioner Celentino stated that might be something they want to submit.

Discussion.

McHaney-Trice and Powers stated the female inmates at the ICJ did not have access to a recreation room or library due to overpopulation, and the women had less access to programming than the male inmates.

Commissioner Cahill asked if the inmates could get books on the tablets that were available to them.

Powers stated they could, but the books were very outdated and, as someone with collegiate experience, they did not enjoy what was available to them, so those materials would be even less accessible to those with less experience or education.

Discussion ensued regarding space at the ICJ.

Announcements

Commissioner Cahill stated there would be a backpack giveaway on August 17, 2024 from 12:00 p.m. to 4:00 p.m. at St. Joseph Park in Lansing.

Public Comment:

Commissioner Pawar thanked the Law & Courts Committee for listening to the presentations and stated she found it a very educational meeting. Commissioner Pawar further stated that she was asked by a resident to ask the Law & Courts Committee to think about the state of domestic violence in the County.

Commissioner Pawar stated they should have some numbers regarding domestic violence cases in the County and should know if they were on the rise. Commissioner Pawar further stated she was using public comment to bring domestic violence and the health of the County to the attention of the Law & Courts Committee.

Commissioner Pawar stated she was unsure if the residents were looking for a presentation or a report, but she hoped it could be brought up at a later Law & Courts Committee meeting that year.

Chairperson Polsdofer stated they would have a conversation with Matusko about how they could get that data collected.

Adjournment

The meeting was adjourned at 7:59 p.m.

LAW & COURTS COMMITTEE

August 22, 2024

Draft Minutes

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

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Judge Shauna Dunnings, Undersheriff Andy Bouck, Keith Watson, Scott Leroy, Nick Hefty, Ryan Watts, Barb Davidson, Holly Guild, Nicole Matusko, Jessica Maas, Jill Bauer, Ryan Chesney, Michael Townsend, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Polsofer at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Budget Hearings

The representatives from each of the following departments/affiliated entities indicated, by verbal acknowledgement, silence, or absence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

1. Budget Hearings

- a. Animal Control
- c. Circuit Court – Family Division
- d. Circuit Court – Friend of the Court Division
- e. Community Corrections
- f. District Court
- g. Ingham County 911 Dispatch Center
- h. Office of Homeland Security & Emergency Management
- i. Jury Administration
- j. Probate Court
- k. Prosecuting Attorney
- l. Public Defender
- n. Tri-County Metro Narcotics Squad
- o. Legal Services of South Central Michigan

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. LAWRENCE, TO ADOPT THE FOLLOWING ITEMS ON THE CONTROLLER'S RECOMMENDED BUDGET:

1. Budget Hearings

- a. Animal Control
- c. Circuit Court – Family Division

- d. Circuit Court – Friend of the Court Division
- e. Community Corrections
- f. District Court
- g. Ingham County 911 Dispatch Center
- h. Office of Homeland Security & Emergency Management
- i. Jury Administration
- j. Probate Court
- k. Prosecuting Attorney
- l. Public Defender
- n. Tri-County Metro Narcotics Squad
- o. Legal Services of South Central Michigan

THE MOTION CARRIED UNANIMOUSLY.

- 1. Budget Hearings
 - b. Circuit Court

Nick Hefty, Deputy Court Administrator, requested reconsideration of a proposed position. Hefty further stated the position was crucial to the implementation of the Comprehensive Criminal Justice Monitoring System, as mandated by Resolution #23-593 from December 2023, which mandated collaboration with the Racial Equity Taskforce to create a criminal justice monitoring system that promoted transparency and equitable justice practices.

Hefty stated they believed the resolution authorized preparing a Request for Proposal (RFP) for the system and that the RFP was currently active. Hefty further stated that on March 4, 2024, they had met with prosecuting attorneys from Washtenaw County to discuss a similar initiative, which provided valuable insights for Ingham County.

Hefty stated they had held several meetings with the Racial Equity Taskforce to design the RFP and the need for a Data Coordinator position was something they had been encouraged to formally request. Hefty further stated the importance of comprehensive and reliable data.

Hefty provided an overview of the proposed Data Coordinator position and stated the ability to manage complex of data would ensure the integrity of the system. Hefty further stated that without the position, their data and outcomes could be skewed or incomplete.

Hefty stated the Circuit Court was requesting \$110,143 for the Data Coordinator position as it was critical to their compliance with the resolution. Hefty further stated by approving the position as a part of the budget, it allowed them to contribute complete and accurate data for racial equity and justice reform.

Commissioner Lawrence asked if the position would be finite or have an end date.

Hefty stated it would be finite as long as continued to maintain and track the data.

Scott Leroy, Circuit Court Administrator, provided an example of when they had a Data Coordinator position 19 years ago, and stated the position would continue as long as the relationship with the third party vendor did.

Commissioner Lawrence asked if they still had that Data Coordinator position.

Leroy stated confirmation.

Commissioner Lawrence asked for clarification that it would not work to make the position a contract position.

Leroy stated data would have to be accessed by Circuit Court staff.

Commissioner Lawrence asked for confirmation that the requested \$110,143 was salary and benefits.

Hefty stated confirmation.

Leroy clarified it would be funded at Step 5.

Commissioner Cahill asked how much it would cost the third party vendor.

Hefty stated the RFP was currently active so it was still being determined.

Gregg Todd, Controller, stated the philosophy of the County regarding Z List items was that they were a one-time expense, and was intended for the Commissioners to look at items that were important but did not make it in the budget. Todd further stated that the items were typically funded for one year and not funded past that year, so putting a position on the Z List for one year meant it would likely become a General Fund expense in the future.

Commissioner Celentino stated his agreement with Todd and, while what was said was valid and worthwhile, it was just not the time, as they had vacant positions in other departments and potential layoffs in other areas, so he could not support added positions. Commissioner Celentino further stated if it was a one-time expense and did not have legacy costs, he would understand, but could not support positions and would be voting no, especially with the deficit and Fund Balance availability.

Hefty stated they understood and appreciated the position the County was in, they just wanted to bring it forward so everyone understood that they had to have comprehensive data sets, otherwise their data was skewed. Hefty further stated they wanted to underscore the importance of the position and that they would be required to have the position in order to participate in the program.

Commissioner Johnson asked what it would look like if they could not participate.

Hefty stated if they were to move forward with maintaining data with the third party vendor, they would have skewed and incomplete data sets for Ingham County.

Commissioner Johnson asked if it would be possible to hire someone to look back at those numbers in a year.

Hefty stated they were unsure and apprehensive to clean up data on the back end.

Commissioner Johnson clarified they would wait to put out the data until the position was filled.

Leroy stated the data would de-identify the information and it would be fine to wait until 2026, but they wanted to make data driven decisions and understood the position of the County.

Commissioner Lawrence stated they assumed there was money allocated for the RFP and the process, in order to finish the work of the Racial Equity Taskforce.

Todd stated there was no funding source identified yet and the RFP was due on August 29, 2024, but they had not identified a funding source in the resolution.

Commissioner Lawrence stated they had adopted a resolution that required work which cost money, but did not identify a funding source, and asked if that was typical.

Todd stated it was not typical, but they could fund it through contingency if it was not a big number. Todd further stated that nobody really knew what it would look like or entail.

Discussion ensued regarding funding sources and the RFP process.

Commissioner Lawrence asked if they could include the position when figuring out where the funding came from.

Todd stated they could, but it would be an ongoing expense, so they would have to build that in if it were an annual cost.

Commissioner Schafer stated she remembered the resolution and that she had voted against it because they did not know how much it would cost the County. Commissioner Schafer further stated that she agreed with Commissioner Celentino, as they looked at the Community Health Centers (CHC) issue, they did not know how they could add another job when they had just laid some people off.

Commissioner Maiville stated he would like to see the RFP go ahead, but they needed to hold off on the position. Commissioner Maiville further stated it was not only the positions they laid off, but there were vacant positions that would remain vacant, so it was a large warning on the budget.

Commissioner Maiville stated it was the first budget meeting and they should not start a precedent of putting positions on the Z List.

Commissioner Cahill asked if they could insert anything in the Justice Millage for the position.

Todd stated they could request a legal review of the language but they could not amend the Millage until 2037.

Discussion ensued regarding the Justice Millage.

Commissioner Johnson stated they supported what the Racial Equity Taskforce had brought to the County and they felt for the position, but numerically it did not make sense.

Commissioner Trubac stated the Justice Millage expired in 2037 and asked if they could put it on the ballot before that point.

Todd stated they would check with Legal Counsel.

Discussion.

Chairperson Polsdofer stated it seemed there was a consensus to not add the request to the Z List.

Todd stated, for the record, there had been no layoffs at the CHCs at that point, they were just looking at the process.

Discussion.

1. Budget Hearings
 - m. Sheriff

Andy Bouck, Undersheriff, stated they recognized the position the County was in and they had two Capital Improvement Project (CIP) positions which were not funded. Undersheriff Bouck further stated they had two items for the Z List, both of which were mission- and vision- focused.

Undersheriff Bouck stated the Sheriff's Office requested \$69,600 for 45 Next Generation Glock handguns, Trijicon optics, lights, holsters, and accessories for Ingham County Deputies. Undersheriff Bouck stated they had started the transition to the weapon platform already, but if they were to continue funding through Justice Assistance Grant (JAG) Funds at \$12,000 to \$14,000 a year, by the time they finished, they would have to start again.

Undersheriff Bouck explained the importance of the weapon platform to the Sheriff's Office and stated it would allow them to set the standard.

Commissioner Schafer asked how many the Sheriff's Office already had.

Undersheriff Bouck stated they believed had 12, which were purchased with JAG and Specialty Unit Funds.

Commissioner Johnson asked if the 12 handguns already owned by the Sheriff's Office were fully outfitted.

Undersheriff Bouck stated confirmation.

Commissioner Lawrence asked how many Field Deputies they had.

Sheriff Scott Wriggelsworth, Ingham County Sheriff, stated they 74 licensed Field Deputies and a few positioned in the Ingham County Jail.

Undersheriff Bouck stated they were what one would consider a uniformed police officer.

Commissioner Lawrence asked what happened to the old guns.

Undersheriff Bouck explained they were turned in to a local vendor and that they received credit for them, which was included in their proposal.

Commissioner Celentino asked if, they were requesting 45 and already had 12, not everyone got one, since the numbers did not add up.

Undersheriff Bouck stated that not everyone would get one, as the weapon assignment would be based on the deputy's work assignment.

Commissioner Schafer asked how long they would use the new weapons platform.

Undersheriff Bouck stated they would use it for years to come as it was reliable system and what they called "forever weapon system." Undersheriff Bouck further stated the weapon was already in use by many at the Sheriff's Office and it was the best in the business.

Discussion ensued regarding the specifications of the weapon and potential situations they would be used in.

Commissioner Maiville asked if they had identified another funding source for this.

Todd stated they had not and did not think it would fit in the Justice Millage, so it would have to be JAG Funds, General Funds, or another grant program.

Undersheriff Bouck clarified that they could make the change over the span of several years but then the Sheriff's Office would be using two different platforms and this was a one-time ask in order to do it right the first time.

Undersheriff Bouck stated their second request was \$16,100 for 18 new Honor Guard formal uniforms for the Honor Guard Unit. Undersheriff Bouck further stated the Sheriff's Office had transitioned away from brown uniforms and implemented high-performance black uniforms, which had set the standard.

Undersheriff Bouck clarified that the issue was that the Honor Guard did not make that same transition, so the request would get them uniformed so they all looked the same. Undersheriff Bouck further explained the Honor Guard uniforms were formal and the Honor Guard Unit attended solemn local, regional, state, and national level events, assisted other agencies, and hosted.

Undersheriff Bouck stated their requests totaled \$85,700.

Chairperson Polsdofer asked if their order of priority was that in which they were presented.

Undersheriff Bouck stated confirmation.

Commissioner Trubac stated, regarding the request for \$69,600, what the difficulties of making that transition of weapons systems over time were.

Undersheriff Bouck stated that operation and training were different and they required different skillsets, so the last thing they wanted to do was complicate the training process.

Commissioner Trubac asked if there was a change in cost for purchasing the weapons all at once versus over time.

Undersheriff Bouck stated there was usually a cost increase on an annual basis, as with most things.

Commissioner Trubac asked if there was a cost difference to buy them all at once.

Undersheriff Bouck stated confirmation and that they would get a better price by getting all of the weapons from one vendor.

Discussion.

Commissioner Johnson asked where the funding usually came from.

Undersheriff Bouck stated their funds usually came from JAG Funds, and their Field Services and Special Unit Funds.

Commissioner Celentino asked if there were any grants available for the uniforms.

Undersheriff Bouck stated they were usually a self-funded unit, but the requested amount would require a lot of fundraising. Undersheriff Bouck stated when the Honor Guard Unit needed to buy something, it was usually through a donation account which was currently just shy of \$5,000 explained the uses of those funds.

Discussion ensued regarding funding sources for the Honor Guard Unit.

Commissioner Celentino asked for clarification on why the request was made.

Undersheriff Bouck provided clarification.

Commissioner Cahill left at 6:43 p.m.

Commissioner Celentino stated they had \$300,000 for the Z List and this was a \$85,700 proposal. Commissioner Celentino further stated if the requests were placed on the Z List and were one-time requests, it would leave \$214,300 left for County Services and Human Services.

Commissioner Lawrence asked if it was possible to purchase the guns and not the accessories.

Undersheriff Bouck stated that they could, but it would be the wrong thing to do.

Commissioner Cahill returned at 6:44 p.m.

Discussion ensued regarding the weapons optics and how they worked.

Commissioner Lawrence asked how many members of the Honor Guard there were and if the request would cover uniforms for them all.

Undersheriff Bouck stated there were 18 members and it would cover uniforms for all members and any transitions or changeover could be easily accommodated in the framework of the donation budget or the Sheriff's Office Uniforms and Accessories Budget.

Discussion ensued regarding Honor Guard uniforms and the roles and duties of the Honor Guard.

Commissioner Maiville stated he was surprised the weapons system was not widely used in the County already, so they should think about how comfortable they would feel over the coming years if they did not act on the item now and instead had to wait for the rest of the weapons to deploy.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SCHAFFER, TO ADD 45 NEW GENERATION GLOCK HANDGUNS, TRIJICON OPTICS, LIGHTS, HOLSTERS, AND ACCESSORIES FOR THE AMOUNT OF \$69,600 AND 18 NEW HONOR GUARD FORMAL UNIFORMS FOR THE AMOUNT OF \$16,100 TO THE Z LIST.

Discussion.

Commissioner Maiville amended his motion as follows:

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SCHAFFER, TO ADD 45 NEW GENERATION GLOCK HANDGUNS, TRIJICON OPTICS, LIGHTS, HOLSTERS, AND ACCESSORIES FOR THE AMOUNT OF \$69,600 ~~AND 18 NEW HONOR GUARD FORMAL UNIFORMS FOR THE AMOUNT OF \$16,100~~ TO THE Z LIST.

Ryan Watts, Community Corrections Manager, highlighted the struggles they faced with their uniform during their time in the Honor Guard and the affect the appearance had on the Sheriff's Office.

Commissioner Schaffer stated there had recently been ceremony at the State Capitol in Lansing for fallen officers and the solemnness of the event could bring one to tears, so she was in support of the request.

Commissioner Trubac stated, while they understood the importance of the request, they were not sure the year to do it was this year, but they would support it as the Finance Committee would make the final decisions. Commissioner Trubac further stated the Sheriff's Office was not asking for a terribly large amount of money, so they were okay with the requests.

Commissioner Maiville clarified they had amended their motion.

THE MOTION TO ADD 45 NEW GENERATION GLOCK HANDGUNS, TRIJICON OPTICS, LIGHTS, HOLSTERS, AND ACCESSORIES FOR THE AMOUNT OF \$69,600 TO THE Z LIST CARRIED AS AMENDED.

Yeas: Polsdofer, Celentino, Trubac, Cahill, Maiville, Schafer

Nays: Johnson, Lawrence

Absent: None

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO ADD 18 NEW HONOR GUARD FORMAL UNIFORMS FOR THE AMOUNT OF \$16,100 TO THE Z LIST.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO ADOPT THE CONTROLLER'S RECOMMENDED BUDGET FOR THE CIRCUIT COURT.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CELENTINO, SUPPORTED COMM. MAIVILLE, TO ADOPT THE CONTROLLER'S RECOMMENDED BUDGET FOR THE SHERIFF'S OFFICE.

THE MOTION CARRIED UNANIMOUSLY.

2. Final Rankings

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO RANK THE SHERIFF'S OFFICE Z LIST REQUESTS AS FOLLOWS:

1. 45 NEW GENERATION GLOCK HANDGUNS, TRIJICON OPTICS, LIGHTS, HOLSTERS, AND ACCESSORIES FOR THE AMOUNT OF \$69,600.
2. 18 NEW HONOR GUARD FORMAL UNIFORMS FOR THE AMOUNT OF \$16,100.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Celentino stated it was important to guard their words carefully during the budget process, they all needed to be very clear and not spread misinformation, and he had misspoke when he stated there were layoffs happening. Commissioner Celentino further stated he wanted to point out that there were, however, vacant positions they would not fill and other departments would be doing more work with less.

Commissioner Celentino stated he took no pleasure in being unable to support something he felt was important and wanted it to be clear that he knew everyone that came before the Commissioners had important items and they all worked hard, but they had to look at how they impacted future budgets as well.

Commissioner Cahill stated that Unity in the Community was on August 23, 2024 and many agencies would be there, including the Sheriff's Office and the Women's Commission. Commissioner Cahill further encouraged those present to attend.

Commissioner Schafer stated she had also misspoke regarding layoffs and thanked Todd for the correction.

Commissioner Johnson encouraged everyone to attend Unity in the Community, as they would be in the dunk tank. Commissioner Johnson further encouraged their fellow Commissioners to look into the CHCs and do their own research.

Public Comment:

None.

Adjournment

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

**SEPTEMBER 12, 2024 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2a. Prosecuting Attorney's Office – Resolution to Activate Position #22917 (Paralegal) and Authorize the Creation of Two Additional Paralegal Positions within the Prosecutor's Office

This resolution approves the activation of a Paralegal position and two additional Paralegal positions for the Prosecuting Attorney's Office to be funded through the \$1,000,000 Department of Treasury High Crime Communities grant.

See memo for details.

2b. Prosecuting Attorney's Office – Resolution to Authorize an Addendum to the Agreement between the Ingham County Prosecutor's Office and Prosecution by Karpel for an E-Warrant Interface

This resolution authorizes an addendum to the agreement with Prosecution by Karpel for an E-Warrant interface that will automatically enter all the witness, victim, defendant demographics, and contact information as well as the requested charges.

Funding for the \$12,000 E-Warrant interface is available through the \$1,000,000 Department of Treasury's High Crime Communities grant.

See memo for details.

3. Circuit Court – Juvenile Division – Resolution to Accept the Child and Parent Legal Representation Grant from the Michigan Department of Health and Human Services

This resolution accepts the 2025 MDHHS Child and Parent Legal Representation grant, which will be used to improve the quality of legal representation for children and adults who have had neglect and abuse actions filed with the Court. The total grant award is \$139,262.

See memo for details.

4. Circuit Court – Resolution to Amend Resolutions #22-271, #23-244, and #24-069 to Reflect Changes in the Pay Scale for the Grant Funded, Special Part-Time Pretrial Services Investigator

This resolution amends three previous resolutions that established the pay grade for a Special Part-Time Pretrial Services Investigator to reflect a 2022 reclassification that moved other Pretrial Services Investigator positions from a ICEA Court Pro 6 to an ICEA Court Pro 8 wage scale. The position is grant funded with no impact to the General Fund.

See memo for details.

5. Office of Public Defender – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating Seven New Grant Funded Positions

This resolution authorizes the Public Defender's Office MIDC grant for 2025. The grant, in the amount of \$11,625,284.60, has a local share of \$929,081.63, which is unchanged from last year even though the State funding amount has increased. This funding will allow the Office to hire two additional APAs, one Social Worker, one Investigator, one Paralegal, and two new Clerks.

See memo for details.

6. ***Health Department – Resolution to Authorize an Agreement with Michigan Public Health Institute to Provide a Year Three Evaluation of the Lansing/Ingham Peace Maker Fellowship® and to Provide Year Three Fiduciary Services for Peacemaker Fellowship® LifeMAP***

This resolution authorizes an agreement with MPHI for year three evaluation and fiduciary services for the Advance Peace project in the amount of \$134,485 for the following services:

- A year three Evaluation of the Lansing/Ingham Peacemaker Fellowship®
- Year three Fiduciary Services for Peacemaker Fellowship® LifeMAP Allowances, Horizon Building Journeys, travel and conference registrations for the Local Operator and other local partners, and stipends for Community Co-Chairs not paid by other funding sources

Funding is available in the Health Department's Advanced Peace Initiative budget.

See memo for details.

Additional Items:

1. ***Justice Millage – Annual Reports***

TO: Law & Courts Committee
FROM: Gregg Todd, Controller
DATE: September 3, 2024
SUBJECT: Report on Treatment Programming Funded by the Justice Millage
For the meeting agenda of September 12, 2024

REPORT ON TREATMENT PROGRAMMING FUNDED BY THE JUSTICE MILLAGE

In 2024, a total of \$1,957,738 was allocated for treatment programming funded by the Justice Millage. Funds have been allocated as follows:

- Community Based Programs: \$475,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change
- Community Mental Health Correctional Assessment and Treatment Services (CATS), \$815,130 to continue to fund:
 - Three full time mental health therapists to provide mental health therapy, case management services and to coordinate care as well as to increase collaboration at the Ingham County Jail
 - One full time nurse case manager to work directly in partnership with the Ingham County Health Department/Jail Medical to integrate behavioral health and physical health care, and
 - One full time mental health secretary to provide clerical support for these services
 - One program manager to assist in the direct management of Jail Re-entry; inclusion in the Ingham County Health Department Medication Assisted Treatment (MAT) program; and to manage Jail Diversion activities, both of which include community liaison and development of the services necessary for re-entry purposes
 - One peer recovery coach to work with inmates involved in the MAT program (managed by the Ingham County Health Department) and inmates identified as high risk by the CATS therapists to provide intensive community support for MAT and other clients.
- Ingham County Sheriff's Office/Jail Programming, \$391,093 to fund:
 - inmate initiatives, seeking safety, break out, trauma centered yoga, restorative justice, and parenting education.
 - Two Corrections Deputies to assist in facilitating inmate programming and a portion of the Inmate Programming Coordinator.
- Ingham County Health Department Pathways to Care Program: \$99,804 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid and other substance use disorders.
- Circuit Court/Pretrial Services: \$176,111 to fund a Pretrial Services Clerk and a Pretrial Services Investigator.

Reports from each of the funded agencies are attached in the following order:

- Community Corrections
 - Electronic Monitoring
 - Psychological Evaluations
 - Day Reporting
 - Moral Reconciliation Therapy (MRT) – Cognitive Behavioral Change
- Community Mental Health Correctional Assessment and Treatment Services
- Ingham County Sheriff's Office

- Hustle 2.0
- Body Connection Yoga
- Moral Reconnection Therapy (MRT) & Seeking Safety Programs
- Parenting Program
- Restorative Justice Program
- Ingham County Health Department – Pathways to Care
- Pretrial Services Division of the Circuit Court
 - Position Expectations Summary
 - Pretrial Services Informational Guide

Please feel free to contact me if you have any questions or if you would like any additional information.

COMMUNITY CORRECTIONS MILLAGE

FUNDED PROGRAMMING

January – June 2024

ELECTRONIC MONITORING

Provider: Judicial Monitoring Services, Ltd (JSG)

FY 2024 Millage Allocation: \$400,000 Jan-June Expenditures: \$336,948 Target

Population: Court Ordered and Determined Indigent

COVID-19 IMPACT: *The impact of COVID-19 on electronic monitoring continues to significantly impact utilization since the onset of the pandemic. Utilization of electronic monitoring, as a direct result of COVID-19, began to increase mid-March of 2020 and has continued through the entirety of 2021, 2022, 2023 and through June, 2024. The number of indigent users has increased significantly due to lost jobs, reduced hours, and diversion from jail. Currently for 2024, 64% of individuals enrolled on an electronic monitor have been deemed indigent, which is double the 32% from May of 2020. Further, Utilization of the electronic monitoring budget is on track to surpass the allocated \$400,000 before the year end considering approximately 84% of said budget allocations have been expended through the first six months of 2024.*

PROGRAM DESCRIPTION: JSG accepts referrals from Circuit and District Courts, Pretrial Services, FOC, and the Ingham County Sheriff's Office. A full range of equipment, including home monitoring, active GPS, and Breath and Transdermal Alcohol monitoring is available, as well as monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources. JSG services include enrollment, installation, removal and maintenance of monitoring equipment, input of monitoring specifications, equipment activation within 24 hours after referral/same day, when possible, fee assessment and collection, and non-compliance alerts and notifications to referral source personnel as required as specified by the referring agency.

KEY 2024 DATA (from January 1 - May 31):

Average daily number of EM users overall has increased from 349 in June of 2023 to 358 in June of 2024.

Pay Type: Offender Pay (31%) / Indigent (64%) / Other Grants, incl. Specialty Courts (4%)

EM Devices: GPS (62%) / Soberlink Breath Alcohol (18%) / Scram Transdermal Alcohol (19%)

Referral Source: Pretrial (70%) / Probation (29%) / Early Jail Release (2%)

Terminations:

Successful Completion Rate: 68%

Unsuccessful: Jailed: (11%) / Non-Payment (14%) / Client Removal (7%)

PSYCHOLOGICAL EVALUATIONS

FY 2024 Millage Allocation: \$5,000 Jan-May Expenditures: \$2,800

PROGRAM DESCRIPTION: Conducting a clinical assessment is essential to understanding the nature and severity of the patient's health and social problems that may have led to or resulted from the substance use. This assessment is critical in determining the intensity of care that will be recommended and the composition of the treatment plan. Tailoring the treatment to specific needs increases the likelihood of successful treatment engagement and retention. Research shows that those who are matched with the appropriate level of treatment using ASAM (American Society of Addiction Medicine) criteria participate more fully in treatment and typically have better outcomes. (3X improvement in addiction severity outcomes at 3

months/30% reduction in dropout from treatment/25% - 300% reduction in no shows to next stage of treatment) (*ASAM, D. Gastfriend, MD*).

Psychological Evaluations determine the severity of a specific mental health concern or to determine an individual's capacity for adequate functioning. Assessments and evaluations may be required to develop a sentence that includes appropriate treatment placements and programming.

DAY REPORTING

Provider: Northwest Initiative – ARRO

FY 2024 Millage Allocation: \$52,000 Jan-May Expenditures: \$15,655

Target Populations: Sentenced Misdemeanants, Felons not eligible for PA511 funding, Felons eligible for PA511 funding when funds are exhausted.

PROGRAM DESCRIPTION: Day Reporting provides supervision and rehabilitation services. Working to stabilize the client in the community and achieve successful integration into the community, the program provides fundamental needs services and addresses barriers unique to each participant. By working very closely with each participant and their assigned probation agent to create a successful outcome, Day Reporting has become the “go-to” program for agent's whose clients are dealing with multiple issues and barriers.

The program design requires participants to physically report at the appropriate frequency (1 to 3 days per week) for a minimum of three hours per report session.

A comprehensive intake including a Blueprint for Success needs assessment is conducted and an Individualized Plan for Success is developed with the full involvement of the participant. Based on individual need, Fundamental Needs Services are provided by the program including emergency food, clothing and personal hygiene distributions, assistance with acquisition of vital records including State ID, assistance with Ingham Health Plan enrollment, Medicaid, DHS, Bridge Card, transportation assistance and other appropriate FNS.

Also based on individual need, appropriate referrals are made and communicated to the assigned probation agent for non-program or off-site services (e.g., GED testing, substance abuse treatment, and employment assistance, housing resources, etc.)

During reports, progress relative to compliance with probation requirements is discussed and progress on the participant's Individual Plan for Success is reviewed, updated and modified as appropriate.

Documentation verifying off-site activities is reviewed with the participant. Participants remain on-site to participate in planned activities for a minimum of three hours. Activities include working on obtaining an ID, homework required by other PA511 programs and GED preparation, filling out job applications, participating in supervised on-site activities, groups, and workshops, and mapping out personal action steps to achieve identified goals.

The program continues to improve and expand its ability to provide assistance in key criminogenic needs areas including Residential Instability, Vocational/Education, Cognitive Thinking and Behavior, and Self-Efficacy for women. This is accomplished by training program staff and developing relationships with community partners.

VOCATIONAL EDUCATION AND TRAINING: A strong focus on vocational education and training opportunities and employment assistance is provided by developing and offering onsite workshops and

classes and one-on-one assistance, by cultivating relationships with employers; and, by finding and creating vocational training opportunities.

Based on experience with apprenticeship failures, the program added a curriculum called MC3 to improve outcomes. MC3 provides a pathway to union careers in the construction trades by better preparing participants to successfully complete the apprenticeship. Components of this program include Developing a Good Work Ethic, Industry Awareness, Construction Trade Awareness, Tools and Materials, Word Key Basic Construction Math, Diversity, Green Construction, OSHA, CPR, Blueprint Reading. The curriculum also includes Employment Development, Physical Fitness, Hands on Training, Sexual Harassment, and Rights and Responsibilities.

EDUCATION: Onsite programming also includes a focus on Education with onsite access to Cyber Education which allows participants to earn a high school diploma, onsite GED preparation, facilitating and scheduling GED testing, assistance with LCC registration and financial aid applications.

HOUSING: The program helps participants find appropriate housing and assists them with the documentation and processes required for financial assistance, as well as Fair Housing Coalition advocacy as needed.

OTHER ONSITE SERVICES: Other onsite services include financial literacy, life skills, NA/AA. Other support groups available to Day Reporting participants are Restorative Justice groups, Seeking Safety support groups, CBT and MRT, Anger Management, and DBT. Day Reporting also provides onsite and offsite community service opportunities. The program monitors compliance and provides agents with reports on the number of hours completed, helping clients with Court ordered community service requirements.

MORAL RECONATION THERAPY-COGNITIVE BEHAVIOR CHANGE

Provider: Prevention and Training Services, Inc (PATS)

FY 2024 Millage Allocation: \$18,600 Jan-May Expenditures: \$13,500

Target Populations: Sentenced Misdemeanants, Felons not eligible for PA511 funding, Felons eligible for PA511 funding when funds are exhausted.

PROGRAM DESCRIPTION: Moral Reconciliation Therapy (MRT) is a systematic treatment strategy to decrease recidivism among adult criminal offenders by using 16 objectively defined steps focusing on seven basic treatment issues to promote positive change. MRT is a cognitive-behavioral treatment approach that is probably the most widely researched offender treatment modality (*Meta-Analysis, G. Little, 2005*). 200 outcome studies have been conducted up to 20 years after treatment and release of over 100,000 individuals. Overall, finding lower recidivism rates, improved personality variables, and enhanced treatment compliance. (S. Swan, 2013)

Expanding this State funded Community Corrections program will increase the number of offenders served, including those who are not eligible under State MDOC approved criteria. Both 55th and 54-A District Courts have significantly increased their referrals to this program post-training with the CCAB department.

Community Mental Health Report July 1 2023 – June 30, 2024
Integrated Treatment and Recovery Services
Correctional Assessment & Treatment Services Justice Behavioral Health
(JBH)

The Justice Behavioral Health (JBH) mental health program has independently served **274 unique clients** inside the Ingham County Jail.

- JBH is staffed with three mental health therapists (MHT), one nurse care manager (NCM), one peer recovery coach (PRC) and one secretary.
 - JBH MHT provides weekly therapy both in individual and group modalities. Overall, **JBH has provided 1180 individual therapy sessions**. JBH considers individuals under the 18 years of age as a high priority population, so youths are served as soon as possible.
 - JBH MHT facilitate weekly Coping Skills, Anger Management and Dialectical Behavioral Therapy groups. **JBH has provided 1160 group encounters**.
 - **JBH PRC provided 106 peer recovery coaching services for jail re-entry**. Focusing on clients with opioid use disorder and/or Medicated Assisted Treatment (MAT) needs.
 - JBH NCM continues to play a vital role in integrated healthcare between the CMH and jail medical for behavioral health needs. The NCM has had **192 coordination of care services** which includes assistance to liaison for psychiatric services, **857** clients were assisted with psychiatric services.

Staffing shortages have had an impact on services, primarily gaps in two Mental Health Therapist positions. Despite staffing vacancies, the majority of the contact encounters have remained consistent. It should be noted that there was nearly a **300% increase in psychiatric service supports** from the previous reporting year.

The JBH secretary position has been deliberately left vacant due to limited staffing. However, as of mid-May 2024 JBH has resumed proper staffing so further evaluation regarding clerical support is needed.

Ingham County Correctional Facility
2024 Programming Update

Inmate Initiatives

Samuel Krease
Inmate Program Coordinator
skrease@ingham.org
517-676-8357

Education Department at ICJ is in full swing. Throughout the past year we have become more accustomed to our new facility. We continue to maximize inmate opportunities and try to give them the best programming available to build them up for success in and out of jail. In the following pages, we have reports from our core instructors and classes along with the statistics of our other programs we offer.

Attached Reports:

1. Restorative Justice
2. Trauma Sensitive Yoga
3. MRT (Breakout), Parenting, and Seeking Safety

Background

Inmate Initiatives allow ICJ discretionary opportunity to facilitate the needs of our population. Whether it's buying Hustle 2.0 books, mailing children's books with our Connections in Corrections program, or getting new technologies to improve other programs we are always on the lookout for new programs and other ways to help our population succeed in and out of jail. To date, the main programs Inmate Initiatives allow us to conduct are the Hustle 2.0 Program and Connections in Corrections.

Connections in Corrections

Our partnership with the Capital Area District Library continues with our Connections in Corrections program. We have sent over one-hundred books and audio records to children and family members of our incarcerated population. Research shows building family ties can help reduce recidivism and prevent children from becoming delinquent. Also giving children access to free books enhances reading opportunities which builds literacy and brain development. This program would be impossible without the Inmates Initiatives fund.

Hustle 2.0

Hustle 2.0 continues to be a popular in-demand program at the jail. Hustle 2.0 reduces crime, violence, and recidivism by equipping incarcerated people with the motivation, knowledge, and skills to transform their lives by changing their thoughts and behaviors. The curriculum addresses criminogenic needs by bringing evidence-based, trauma-informed concepts to life through testimonials, case studies, art, and humor contributed by people with incarceration experience. Hustle now offers 3 books our inmates can work through. When the third book is completed, inmates earn college credits through Southern Utah University. We have had 9 inmates complete Book 3 so far. This year, we have enrolled a total of 94 inmates in the Hustle program. The average test score is 89% and our inmates rate the Hustle program 9.7 out of 10.

ARISE

The ARISE program is finally becoming what was promised. ARISE stands for A Rebuilding of Individuals through Skill Trades and Education. July became the first month where started to offer the skill trades element to the ARISE program. We have partnered with Lansing Community College to offer a 6-month self-paced Electric Vehicle Materials Bootcamp program. Once complete, inmates will become Certified Logistics Associates (CLA). The CLA certificate is recognized across the manufacturing sector and will give our

population an advantage when applying to factory and manufacturing jobs. We currently have 56 inmates enrolled in the program and are enrolling more every day.

Program Stats and Surveys

Our last round of program surveys completed by inmates show all Education Programs in the jail are highly rated. The average instructor rating is 9.5 out of 10 and inmates on average rate the classes as excellent. Surveys also show inmates find our classes extremely relatable to their lives in and outside of jail and the feel extremely comfortable voicing opinions and life experiences in class.

Below is a chart with the overall numbers for total inmates enrolled, dropped, classes held, average attendance, and completed/certificate earned. Dropped can mean anything from transitioning out to another facility, released, or dropped due to attendance, or poor behavior.

Attendance for July 2023 Through July 2024					
Program	Enrolled	*Dropped	Classes Held	Average Attendance	Completed
Breakout Men	201	148	97	16	32
Breakout Women	128	89	96	12	21
Seeking Safety Men	134	86	50	13	32
Seeking Safety Women	92	68	50	7	12
Parenting Men	138	96	52	14	26
Parenting Women	86	62	52	4	12
Restorative Justice Men	127	87	54	12	19
Restorative Justice Women	87	66	53	6	5
GED Men	129	98	198	8	15
GED Women	45	35	198	3	3
ARISE	68	51	210	9	6
AA Men	200	163	92	11	N/A
AA Women	99	86	51	9	N/A
Yoga Men	84	74	54	6	N/A
Yoga Women	104	94	54	4	N/A
<i>Totals</i>	1722	1303	1361	Avg. Class Size: 9	183

The Future

The coming year is going to be very exciting at ICJ. We are looking to offer some new and returning programs. The new programs are NA meetings, Peckham Employment Readiness Class, GMCA Skill Trades Classes, and after a two years hiatus, CASE Credit Union Financial Literacy Classes will be starting back up in August. We are working hard to make the Education Department at ICJ the best it can be and to offer our population the best classes and programs available.

Ingham County Correctional Facility

2024 Programming Update

Trauma Sensitive Yoga

Debra Hartnagle
Deb Hart Meditation and Movement
debhart9@gmail.com
517-980-0334

PROGRAM SUMMARY

[Research indicates that up to 95%](#) of people incarcerated in County jails have experienced at least one significant trauma, but typically more than one.

Protocols employed in facilitation of two Trauma Sensitive Yoga classes (60 minute sessions each for women and men) weekly at County were formulated upon evidence-based research culled over twenty-plus years at the [Center for Trauma and Embodiment](#), from where Deb Hart received 340 hours of training and continues to receive on-going support and education to remain a facilitator in good standing.

This specific, culture neutral, invitation-based movement session offers choice-making and interoception (noticing the body) and has been shown in studies to be as effective as, or more effective than, cognitive behavioral therapy. Recent studies also indicate that this particular style of yoga may reduce PTSD symptoms.

The reason for giving options of whether or not to explore what's offered by the facilitator is because the root of trauma is an individual's power being stripped from them, leaving them without choice/s, whether that occurred in childhood or as an adult. Offering choice making can enhance participants' sense of agency, to initiate and control one's actions in the world.

It is not uncommon for persons who've experienced complex/chronic trauma (especially in childhood) to 'dissociate', to not be connected to their physical self, as the physical body is/was where trauma occurred. This is why participants are invited to notice if they observe muscle sensations, their breath, etc., as a means of observing that they have a body and that they can control their body.

Hypervigilance is not uncommon in people who've experienced trauma, so if a person feels safe enough to rest or sleep during class, that is also their choice. Sleep deprivation can be a contributing factor to anxiety and depression and can negatively affect the ability of the brain to function. Participants are offered the option to 'rest' during class if they choose, either seated or lying down. Often times individuals who have experienced trauma (and those who are incarcerated) maintain a state of hyper vigilance, which can be physically, mentally and emotionally exhausting. Sometimes the choice is to rest during yoga, which is designed to be a safe space. Classes are capped at ten participants each week and there are waiting lists for both classes.

CLASS OBJECTIVES

The objective of offering Trauma Sensitive Yoga to the population at County is with the intention that it may transfer to the individual's life during and after incarceration, offering a tool that may be useful in creating more positive life outcomes. A typical class involves noticing the body and the breath, exploring movements and physical forms offered and an optional, anonymous survey for before and after class regarding pain, anxiety and mood.

DATA AND OUTCOMES

Between May of 2023 and April 30, 2024, 673 inmates attended class (242 Females/359 Males) and 543 (81%) filled out anonymous, optional surveys which are provided weekly to the Program Director:

- 1) Those reporting 'no pain' before class grew from 53 to 81 percent.
- 2) People reporting 'no discomfort' rose from 33 percent before to 77 percent after.
- 3) Those indicating 'yes' to anxiety/stress/agitation levels fell from 32 percent before class to 7% post.
- 4) 16 percent of participants reported not noticing their body in contact with the floor before; that number fell to 5 percent afterwards.
- 5) Awareness of breath increased from 64 percent before, to 90 percent after class.
- 6) 62 percent of participants reported their mood as 'good' before class and after, 95 percent of participants indicated their mood as 'good'.

Note: Some participants occasionally fill out half the survey, skip a question or answer more than one option per question.

INMATE TESTIMONIALS

There is a comment section on the survey. Please note that 'W' indicated a woman's response and 'M' is a man's response. Below is a selection of those comments over the past year:

"Much appreciated. TY."

"Instructor is always great!"

"I learn to have balance. Great class."

"Grateful for you and this class, thank you."

"I appreciate you coming here Ms. Deb you are the highlight of our week!"

"Thank you for your time."

"You are the highlight of my week. I enjoy yoga very much, more than any class."

“Thank you for being here. This is much appreciated.”

“The exercises help me feel comfortable.”

“I love yoga. It is truly the highlight of the week. It helps calm my nerves and release stress that I’ve been feeling through or over the week.”

“The better I get with the practice, the more I focus on the practice instead of letting my mind wander. Thank you.” M 7/19/23

“Thank you for this class. Really does help out a lot. I do really appreciate you so much. This does help me with my body physically, mentally and you’re an awesome yoga teacher. Keep up the great work. Thanks!” W 7/19/23

“Would like to do this more often.” M 8/9/23

“Esta bien. Thank you.” M 8/16/23

“Best class every week.” W 8/16/23

“Per usual, the highlight of my week! Thanks so much!” M 8/30/23

“Helped me out with my hip pain and I’ve learned different stretches that can alleviate pain in my hip.” M 9/20/23

“Relaxing, blood circulating, helps me think, more problem solve.” M 9/27/23

“Thanks, Deb. This really is a great class. You’re awesome.” M 9/27/23

“I like this class.” M 9/27/23

“I feel wonderful. Thank you!” M 10/18/23

“I wish you peace. Thank you so much!” W 10/18/23

“Thanks a lot. I liked the class. Needed it.” W 11/13/23

“Thank you. I feel better.” M 11/13/23

“Thanks Deb. I feel much better. Always appreciative of this experience.” M 11/13/23

“I feel great! I wish you peace. Thanx.” W 11/15/23

“Great, thank you for being here. B the light you brought in to share. Happy Thanksgiving, Deb!” M 11/22/23

“I really enjoyed this it helped reduce my anxiety and got my body warm.” W 11/29/23 (it was quite cold in the room).

“Thank you for the peace of mind.” M 12/20/23

“It is very helpful with the yoga session, it easing my body muscles, peaceful mind and relaxation.” M 1/3/24

“Best part of (my) weeks and time here thank YOU.” M 1/3/24

“Love this class. When I’m free I’ll be getting more into yoga. Thank you so much.” M 1/10/24

“Thank you for holding space for peace and calm today.” W 1/24/24

“Floating. Thanks! I’ll miss you guys bunches! I wish you peace (smiley face, heart, peace symbol) W (going home in a few days) W 1/24/24

“It was really helpful.” M 1/24/24

“Thank you for your time.” M 2/7/24

“Very good session!” M 2/7/24

“Great sessions. More improvement of flexible, peace of mind/body/spirit and strength many many part of muscles all over.” M 2/28/24

“Continue with this class it helps the guys a lot.” M 4/3/24

Ingham County Correctional Facility
2024 Programming Update

MRT/Breakout, Seeking Safety, and Parenting

Lori Haney, PsyD (ABD)
Life Launch Institute, LLC
lorihaney.lli@gmail.com
619-726-5257

MRT BREAKOUT PROGRAM

Program Summary

The *MRT Breakout* Program assists in preparing participants for release back into the community through interactive education. Focusing on recovery from substance misusing, abusing and dependent behaviors, participants identify poor decision making that led to criminogenic thinking and identify goals to achieve once released.

MRT Breakout is based on *Moral Recognition Therapy* (MRT) which is a form of cognitive-behavioral (CBT) programming designed for criminal justice offenders. Jail Re-Entry Planning and Life Skills offers clients the opportunity to establish short-term achievable goals, identify strengths and barriers and develop a strategic plan to capitalize on their strengths and minimize the barriers to success.

The *MRT Breakout* program is open-ended, allowing new participants to join at different stages. MRT is a manualized treatment program that occurs twice weekly in group settings for men and for women. Participants utilize a workbook that is used to guide the therapy over the 12-week program at which time a certificate is earned.

Classes are facilitated by an MRT trained and certified facilitator. The class is an EER (earned early release) opportunity for inmates to earn days off or be released for attendance and/or course completion. If a student inmate is court ordered, upon program completion the facilitator email contacts the judge that the inmate has completed and received their certificate.

Class Objectives

MRT Breakout classes can help clients improve their moral reasoning and decision-making skills. MRT is a type of cognitive-behavioral therapy that uses psychological practices to help clients develop a positive identity and make conscious choices in their everyday lives. MRT classes can help clients achieve the following objectives:

Assess relationships

Clients learn how their behavior can affect their relationships and how to improve them.

Understand consequences

Clients identify the negative consequences of their past behavior and learn how to make better decisions in the future.

Delay gratification

As clients progress through the therapy, the amount of effort required to complete new steps increases.

Develop coping mechanisms

Clients learn to manage stress and frustration effectively, which can help them avoid impulsive reactions and harmful behaviors.

Class Capacity

Capacity for enrollment is set to 20 student inmates. Currently, the Men's class is at full capacity with a waitlist of 54 student inmates. The Women's class is full of a waitlist of 5 student inmates.

Data and Outcomes

MEN

Classes held = 97
Total enrolled = 201
Certificates Earned = 32
= 148

WOMEN

Classes held = 96
Total enrolled = 128
Certificates Earned = 21

Dropped

Dropped = 89

**Dropped - can mean anything from transitioning out to another facility, released, or dropped due to attendance, or poor behavior.

Inmate Testimonial

After working with the following student inmate over several months, encouraging her to; attend and complete classes, work with her counselor, write to Pathways to Care, ask for treatment at Bear River, or other treatment facility, suggest she write her judge/support her letter writing with reviews – the judge read her letter and within a week she was transferred to Bear River for treatment where she will work on recovery until sentencing, stating his is not going to stand in the way of her recovery. Below is a transcribed letter from an Inmate who is that attends Breakout:

Honorable Judge Jamo,

I arrived at ICJ on December 30th, 2023! I was upset, closed minded and wanting to go home. Nothing else mattered. As time passed, I began to take a look at where I am today and everything I lost along the way. It is no excuse however I would like you to know a bit about my past which I believe links to my present situation. I was just 15 years old when my mother and father passed away after battling decades of drug abuse. I was taken away and put in foster care three times before their passing due to abuse and neglect and their drug use. After their passing I bounced around the system in foster homes until I met and married my husband at the age of 17. Had my children and would later divorce. After years of physical and mental abuse along with drug use, I now have a 19-year-old daughter who is due to bring my first grandchild into the world on August 30th, 2024 and a 16-year-old daughter. Both of which need their mom with them.

I realized talk is cheap. Freedom requires action that back these words up! My goal is to free myself from substance use, stay alive, build healthy relationships, gain control over my feelings, learn to cope with day-to-day situations, protect myself from destructive people and situations entertain a stability period and to do that I need goals like these, realistic but ambitious along with establishing positive habits. I understand the odds are stacked against me and I am fighting an uphill battle. But nothing changes if nothing changes.

I enrolled in everything that was offered to me and started relentlessly pursuing my best future. The following is each class that I enrolled in and completed along with how they helped me.

AA / Celebrate Recovery - I now have access to a sponsor and know how to find an AA meeting wherever I happen to be. My plan is to start 90/90 AA meetings upon my release.

Pathways - I started the suboxone program months ago and I am well adjusted to the medicine. I am working with Derek Miller here and we have made plans for a doctor as soon as I am released to avoid any lapse of the suboxone.

Breakout MRT - I attended 24 classes, finished the program and attached are both certificates. I also sent with this letter my goals that I made in class for my one year, five year and 10 year goals, along with a detailed list of everything I learned in the class. This class was my "make it or break it" class. It honestly changed which path I'm going down in life and I recommend everyone take this class!!!

Seeking Safety - I attended 10 classes! Completed and enclosed is my certificate.

C.A.T.S. - I am going to biweekly counseling, one-on-one and biweekly group counseling, as well. My goals include healthy coping skills to triggers for use and to develop relapse prevention plan. I also have seen the psychiatric Dr. that works directly with C.A.T.S. and started medication for my bipolar / manic depression along with anxiety - with months of use, I am well adjusted to the medication.

I also attend Church, Trauma-Based Yoga and Bible Study.

I did not write this letter the day I got here, the first week, or even the first month. I waited 1/2 a year to write you. Time was so important to me, because with time comes change and I believe I did just that along with all of the above mentioned. I also wrote Eaton County and Kent County writ forms, went to court and got all holds and bonds taken care of. Which brings me to why I wrote you this letter. Judge Jamo, I never thought I would say this, but I am thriving here. I have finished all programming ICCF offers, but I am not done. I am no longer under control of drugs. I am no longer afraid to ask for help - I want more. I understand that my charge is very serious, and I am in no way trying to lessen the punishment - that is why I am respectfully asking you to consider releasing me with a PR bond to rehab until sentencing, so I can continue to learn how to live a sober life. Not just for a while, but forever!

Thank you for taking time to read my letter.

M.S.

6/4/2024

SEEKING SAFETY PROGRAM

Thank you for the opportunity to serve the Ingham County Jail (ICJ), providing instruction for the *Seeking Safety* Program since contract award April 2022.

Program Summary

Seeking Safety therapy is an evidence-based treatment program that helps people with trauma, posttraumatic stress disorder (PTSD), and substance misuse. The primary goals of the *Seeking Safety* Program are to reduce trauma, PTSD, and/or substance abuse symptoms and to increase safe coping in the areas of participant relationships, thinking, behavior and emotions. The *Seeking Safety* intervention prepares participants by providing tools to apply to their trauma and recovery care. Classes are facilitated by a trained and certified facilitator.

The *Seeking Safety* Program is open-ended, allowing new participants to join at different stages. Participants examine 25 workbook topics. The program takes place once a week for men and for women. Participants receive weekly handouts and are issued homework over the 10-week program at which time a certificate is earned. A 15-minute motivational video related to class content is shown at the end of class with a follow-up discussion.

Class Objectives

The Seeking Safety treatment is based on five principles: (1) safety as the priority of treatment; (2) integrated treatment of PTSD and substance abuse; (3) a focus on ideals; (4) content areas of cognitive, behavioral, interpersonal, and case management; and (5) attention to therapist processes.

Each topic in the Seeking Safety approach offers a safe coping skill relevant to trauma and substance problems.

- **Interpersonal:** Honesty, Asking for Help, Setting Boundaries in Relationships, Getting Others to Support Your Recovery, Healthy Relationships, Community Resources
- **Cognitive: PTSD:** Taking Back Your Power, Compassion, When Substances Control You, Creating Meaning, Discovery, Integrating the Split Self, Recovery Thinking
- **Behavioral:** Taking Good Care of Yourself, Commitment, Respecting Your Time, Coping with Triggers, Self-Nurturing, Red and Green Flags, Detaching from Emotional Pain (Grounding)

Class Capacity

Class Capacity for enrollment is set to 20 student inmates. Currently, the Men's class is at full capacity with a waitlist of 25 and Women's class is at full capacity with a waitlist of 3.

Data and Outcomes

MEN

Classes held = 50
Total enrolled = 134
Certificates Earned = 32
= 86

WOMEN

Classes held = 50
Total enrolled = 86
Certificates Earned = 12

Dropped

Dropped = 68

**Dropped - can mean anything from transitioning out to another facility, released, or dropped due to attendance, or poor behavior.

Testimonial

In early July of this year, the Social Worker for Office of the Public Defender contacted the Parenting, MRT Breakout and Seeking Safety facilitator, Lori Haney to request a meeting for introductions to work together regarding her clients. The Social Worker was given an overview of programming for all three classes and now has communicates via email and phone on behalf of her clients/inmates and their progress in classes. One student who is working with the Social Worker has shown an all-around improvement in his work and attitude. When asked to provide a letter of progress the facilitator submits, as requested.

PARENTING PROGRAM

Thank you for the opportunity to serve the Ingham County Jail (ICJ), providing instruction for the *Parenting Program* since contract award January 2021

Program Summary

This Cognitive-Behavioral program focuses on family values and individual priorities and is appropriate for all parents. The *Parenting Program* examines how to: promote children's development, improve child/parent attachment, improve child/parent communication skills, enhance self-esteem of participants, improve child/parent social control, and reduce aggressive behaviors by children and their caregivers.

Class Objectives

The *Parenting Program* is open-ended, allowing new participants to join at different stages. Participants complete homework from the 12-module workbook, *Parenting and Family Values*, a Cognitive-Behavioral Workbook. In group, each participant shares his or her workbook responses.

The *Parenting Program* is a 10-week research-based program. It is designed to address past parenting behaviors, present family interactions, and assist parents in planning for a healthy family future. This behavior-based approach to parenting encourages parents to recognize the value of taking responsibility for the choices they make and actions they take.

The program takes place once a week for men and for women over 10-weeks, at which time a certificate is earned. Classes are facilitated by a trained and certified facilitator.

At Program Finish students are asked to report the following to the group:

1. What you thought when you came into this group.
2. What you think now.
3. When you would go for outside parenting help.
4. The most important thing you learned about yourself.
5. The most important thing you learned about your child/children.
6. The best think about your group members.

The most frequent responses to the above:

1. *'I thought this class was going to expose me as a bad parent.'*
2. *'After completing this workbook, I know I'm a good parent who got off track.'*
3. *'Most report they would absolutely seek outside parenting help.'*
4. *'I'm a good parent.'*
5. *'My kids are awesome and resilient.'*
6. *'My group members supported me.'*

Class Capacity

Class Capacity for enrollment is set to 20 student inmates. Currently, the Men's group is at full capacity with a Waitlist of 22 and Women's class has 16 inmates enrolled with 2 on the waitlist.

Data and Outcomes

MEN

Classes held = 52

Total Enrolled = 138

WOMEN

Classes held = 52

Total Enrolled = 86

Certificates Earned = 26

Dropped = 96

Certificates Earned = 12

Dropped = 62

**Dropped - can mean anything from transitioning out to another facility, released, or dropped due to attendance, or poor behavior.

Inmate Testimonial

The following is a transcribed letter from an Inmate that attended the Parenting Program:

Dear Judge JAMO,

My name is (L.G.) and I hail from the Caribbean country of Grenada. I am a national volleyballer, also a pilot. I previously resided in Trinidad and Tobago for four (4) years where I undertook studies in computer science and business management. I have been to the United States of America on two occasions, first in 2009 and 10 years later in 2019. In 2019, I was admitted to Andrews University located in Berrien Springs, Michigan where I pursued studies in aviation management. COVID-19 created breaks in training and financial and emotional strain, but I was able to obtain my private pilot license and maintained a GPA of 3.85+. Since then, I have been able to commence accumulating the required flight hours to make me eligible for advanced flight training. I am currently four to five flight hours shy of that goal.

I have been at the Ingham County Correctional Facility for approximately 7 months. I enrolled in and completed Parenting and Family Values program as an effort to put plans in place for my fiancé and myself. I am currently enrolled in the Restorative Justice/Conflict Management and MRT Breakout programs, offered by this facility. Both those programs place a heavy emphasis on our way of thinking. I must admit, these have appealed to my mindset enabling me to become more understanding and positive, in spite of my current situation. Even so that my MRT Breakout program facilitator Lori Haney didn't have to say much to convince me to write this letter, as I previously had reserved opinions about such

Becoming a pilot has been a lifelong dream since I was a toddler. Should I be convicted of a felony, I will be removed from this country and all possibilities of return forfeited. The ramifications of being deported, accompanied with a felony record seems to be steep, almost as a life-or-death sentence. This will result in extreme prejudice and difficulty toward the possible completion of my advanced training elsewhere.

I can say I am not guilty, I will not. I can ask for some form of leniency, I will not. I can ask for my case to be dismissed, I will not. The only thing I will ask for is consideration. I have been in front of the court on 4 occasions approximately 7 to 10 minutes combined, and I have not been able to speak my truth. This has proven frustrating as it feels as if judgment has been determined with relevant factors being omitted/overlooked. Please your honor, kindly have consideration for me when I next stand before your court.

I thank you for your time as I have sensed how busy your docket may be. I also thank you for your kind consideration in this case.

Respectfully,

L.G.

7/16/24

Closing

I, Lori Haney provide instruction for 3 programs: MRT/Breakout, Seeking Safety and Parenting Programs. During these classes there is a consistent promotion of other programming to student/inmates for; GED, Arise, Restorative Justice, Yoga and Ministry programming. Students who are in one class, are encouraged to enroll in other programming.

During class, as needed, time is made for one-to-one student check-ins. Any concerns, or problems can be brought up and referrals are made to assist students; see Chaplain, speak with a Deputy, or contact Education, contact Pathways to Care, enroll in other classes, review letters to judges, or attorneys for spelling/appropriateness, provide encouragement, answer questions on class assignments.

Should you have any questions, please contact me directly. The following pages contain two more letters from Inmates that attend my classes:

Honorable Judge Samo,

I arrived at CCS on December 30 2023! I was upset close minded and wanting to go home. Nothing else mattered. As time passed I began to take a look at where I am today and every thing I lost along the way. It is no excuse, however I would like you to know a bit about my past which I believe links to my present situation. I was just 15 years old when my mother and father passed away ~~from~~ After battling decades of drug abuse I was taken away and put in foster care three times before their passing due to Abuse and Neglect and their drug use. After their passing I bounced around the system in Foster Homes until I met and married my husband at the age of 17. Had my children and would later divorce After years of physical and mental Abuse along with drug use. I now have a 19 year old daughter whom is due to bring my first grandchild into the world on Aug 30 24 and a 16 year old daughter. Both of which need their mom with them.

I realize talk is cheap. Freedom requires action that back these words up! my goal is to free my self from Substance use, stay alive, build healthy relationships, gain control over my feelings, learn to cope with day to day situations, protect myself from destructive people and situations and attain stability. To do that I need goal like these, realistic but ambitious along with establishing positive habits. I understand the odds are stacked against me. and I am fighting an uphill battle, But nothing changes if nothing changes

started

I enrolled in everything that was offered to me and relentlessly pursuing my Best future. The following is each class that I enrolled in and completed along with how they helped me.

• AA/Celebrate Recovery - I now have access to a sponsor and know how to find an AA meeting wherever I happen to be. My plan is to start 90/90 AA meetings upon my release.

• PathWAYS - I started the Suboxone program months ago and I am well adjusted to the medicine. I am working with Derrick Miller here and we have made plans for a doctor as soon as I am released to avoid any lapse of the Suboxone.

• Break Out/MRT - I attended 24 classes finished the program and attached both certificates. I also sent with this letter My goals that I made in class for my 1 year, 5 year, and 10 year goals along with a detail list of everything I learned in the class. (this class was my "make it or break it" class it honestly changed which path I'm going down in life and I recommend everyone take this class)!!!

• Seeking Safety - I attended 10 classes! Completed and
encl t of

Restorative Justice - I completed 15 classes and enclosed my Certificate!

CATS - I am going to biweekly counseling one-on-one and Biweekly Group counseling as well. My goals include healthy coping skills, to triggers for use and to develop a relapse prevention plan. I also have seen the psychiatric doctor that works directly with cats and started medication for my Bipolar/manic depression along with anxiety. With months of use I am well adjusted to the medication.

I also attend church, trauma based yoga, Bible study.

I did not write this letter the day I got here, the first week, or even the first month. I waited a half of a year to write you. Time was so important to me because with time comes change, and I believe I did just that. Along with all of the above mentioned I also wrote Eaton County and Kent County writ forms, went to court and got all holds and bonds taken care of. Which brings me to why I wrote you this letter. Judge James, I never thought I would say this, but I am thriving here. I have finished all programming ICCF offers, but I am not done. I am no longer under the control of

After you have completed the **Important Relationships in My Life** exercise, there are two easy exercises you must also complete. Both of these

4 of 4

drugs, I am no longer afraid to ask for help I want more. I understand that my charge is very Serious and I am in no way trying to lessin the punishment that is why I am respectfully asking you to consider releasing me with a PR Bond to rehab until sentencinng so I can continue to learning how to live a sober life. Not just for a while, but forever!! Thank you for taking time to read my letter.

Male Inmate Letter:

Draft.

15 July 2024

Dear Judge Jarno:

My name is _____ and I hail from the Caribbean country of Grenada. I am a national volleyballer and also a pilot. I previously resided in Trinidad and Tobago for four (4) years where I undertook studies in Computer Science and Business Management.

I have been to the United States of America on two occasions, first in 2009 and 10 years later in 2019. In 2019, I was admitted to Andrews University located in Berrien Springs, Michigan where I pursued studies in Aviation Management. Covid-19 created breaks in training and financial and emotional strain, but I was able to obtain my private pilot license and maintained a GPA of 3.85+. Since then, I have been able to commence accumulating the required flight hours to make me eligible for advanced flight training. I am currently 4.5 flight hours shy of that goal.

I have been at the Ingham County Correctional ^{Facility} ~~Facility~~ for approximately 7 months. I enrolled in, and completed Parenting and Family Values program as an effort to put plans in place for my fiancée and myself. I am currently enrolled in the Restorative Justice / Conflict Management and MRT-Breakout programs offered by this ^{Facility} ~~Facility~~. Both these programs place a heavy emphasis on our way of thinking. I must admit, these have appealed to my mind set enabling me to become more understanding and positive in spite of my current situation. Even so, that my MRT-Breakout program facilitator (Cheri Hurvey) didn't

have to say much to convince me to ^{pen}write this letter as I previously had reserved opinions about such.

Becoming a pilot has been a lifelong dream since I was a toddler. Should I be convicted of a felony, I will be removed from this country and all possibilities of return forfeited. The ramifications of being deported, accompanied with a record felony record seems to be steep, almost as a life or death sentence. This will result in extreme prejudice and difficulty toward the possible completion of my advanced training elsewhere.

I can say I am not guilty, I will not. I can ask for some form of leniency, I will not. I can ask for my case to be dismissed, I will not.

The only thing I will ask for is consideration. I have been in front of the court on four occasions (approximately 7-10 minutes combined), and I have not been able to speak my truth. This has proven frustrating as it feels as if judgement has been determined with relevant factors being omitted/overlooked.

Please your Honor, kindly have consideration for me when next I stand before your court.

I thank you for your time as I have sensed how busy your docket may be. I also thank you for your kind consideration in this case.

Respectfully

Ingham County Correctional Facility
2024 Programming Update

Restorative Justice Program

Greta McHaney-Trice

It Takes a Village Educational Consulting

2100 Roberts Ln, Lansing MI 48910

mchaneyt@yahoo.com

517-974-7772

PROGRAM SUMMARY

The Restorative Justice (RJ) class meets weekly to help incarcerated men and women learn conflict resolution skills and techniques that help them to engage with society. These skills help reduce tensions, violence, and disciplinary actions within jail and upon release. The RJ class began at Ingham County Jail in 2016, prior to millage funding. It utilizes philosophies from indigenous peoples across the globe which are based on the concept of “community”- shared values for relating to each other and the environment. It encourages a paradigm shift from individualism toward accountability and responsibility to the community, and clarifies the harm created when wrongdoings and conflicts occur. It works to repair those harms within a framework of building strong and positive relationships fostered by a sense of belonging to the community. Those incarcerated are too often familiar with punishment, separation, dispassionate, and disengagement that create cycles of recidivism in the U.S. criminal legal systems with “76.6% of prisoners rearrested within five years of release” (Harvard Political Review <https://harvardpolitics.com/recidivism-american-progress>). The class redirects their focus towards reparations for their families, victims, and themselves. They practice active participation in decision making through productive dialogues geared for mutual understanding, positive relationships, and embracing values centered on engagement and reintegration. To the extent possible, RJ invites all those who have a stake in a specific offense or conflict to collectively identify and address the needs and obligations necessary to heal and make things as right as possible. The question “What needs to happen so that this is your last time being incarcerated?”, is a proactive journey embedded in the class. Research has shown a reduction of recidivism by as much as 32% or more in some programs using RJ (<https://pitjournal.unc.edu/2023/03/22/impacts-of-restorative-justice-on-recidivism/>).

During our “circle” dialogues, students become aware of the intersection between the micro and macro systems that exist in their lives. Issues of power, education, class, poverty, race, family structure, and personal trauma arise and the impact they may have on conflicts and crime. World views and behaviors are transformed through shared experiences, dignity, respect, active listening, empathy and desires to change. These weekly lessons employ principles that support authentic connections to break the harmful cycles of incarceration on Ingham County as a whole. Through the lens of restorative justice participants begin to understand they are no longer victims and much more than mere offenders. They better see themselves as humans with the capacity and opportunity to be a change agent in their own lives.

Staff sometimes request a formal conflict resolution meeting to thwart potential violence or to respond to other conflicts. As one student noted- “this is jail you know, and things can jump off no matter what you do or not- just doing nothing!” RJ “circles” have included deputies and/or the Director of Education as participants. Not as authority figures, but as someone who is also impacted and should be part of the solution. Students often defuse issues between the residents who don’t even attend the class. They can more appropriately respond to emotional and physical upheavals such as addictions, deaths of loved, and mental instability of others.

Outside community members are invited into these classes as often as possible, benefiting both those incarcerated and the visitors. Interacting together as humans decreases the stigma of incarceration for those in jail and those who have little concept of jail before they come. Ashia Wilson was released from ICJ 5 years

ago. She participated in many RJ classes and had since struggled to stay free, overcoming homelessness and finding gainful employment to support her young son. Her encouragement to the women was among the voices speaking that day that knew firsthand both sides of what the women face. Ms. Wilson and Antonio Gant work with Nation Outside <https://www.nationoutside.org/> to assist returning citizens succeed when released. She was ecstatic to be invited and to “give back” in such a powerful way.

CLASS OBJECTIVES

- **Understand** the restorative philosophy as compared to other habits of mind
- **Work** towards developing and operating with a restorative mindset
- **Improve** communications and engagement skills within professional, social and personal situations
- **Apply** restorative practices to resolve and prevent conflicts and address harm they have both caused and suffered from
- **Model** restorative behavior in jail for others in jail and with those outside the facility
- **See** possibilities of transformed circumstances and behavior

METHODOLOGY AND CLASS COMPONENTS

- Group dialogue and lessons on the history, philosophy, and values of Restorative Justice
- Role plays, activities, some homework for skill development-listening, empathy, respect and speaking
- Engage in circle or conference facilitations designed for problem solving conflict resolution, building communication skills, fostering relationships
- Award certification of participation training on basic restorative training after 15 classes
- Award certification of participation training with ability to facilitate basic circle process for conflict resolution after 30 classes

DATA AND OUTCOMES:

***** This class does not count for “early release” by attending like some other programs and is rarely court ordered by judges. The consistent attendance is mostly intrinsic and thereby provides deeper understanding of the skills and principles.**

JULY 2023 – JUNE 2024	MEN	WOMEN
Classes Held (classes are made up for holiday/vacation when possible)	50	49
Average Number of Participants	11.5	5.5
Mode (class size appearing the most)	12	5 and 6
Highest class attendance	18	11
Certificates awarded- 15 week	16	5
Certificates awarded- 30 week	3	0
***Total Certificates awarded	19	5

CLASS HIGHLIGHTS: JUSTICE COMMUNITY EVENT JUNE 27, 2024

A facilitated restorative conversation to share art and poetry produced by women in the class was an idea birthed from the women themselves. Members from the prosecutor's office, County Board of Commissioners, judges, and other community stakeholders were invited. The sheriff and jail staff participated. It was more than observing the women’s expression through poetry, drawings, letters, etc., but having shared engagement around how restorative justice helps with things everyone has in common such as grief, mistakes, problems, finding

peace and coping-using art to express humanity. Domestic abuse, parenting from jail, avoiding jail violence, and being accountable for their actions came through the art, which was created in the dorms, not class. As one student stated, “The meeting helped them to see us as people, instead of numbers and criminals.” Furthermore, the women were very grateful to the visitors who took time from their schedules to show up and participate. “It meant a lot to see the Sheriff who during the meeting was just “Scott” and Deputy Torrez outside their roles and be just one of us. I have more respect for them now!” The women were heard, validated, and inspired. They saw themselves as equal participants in our community, many for the very first time. Despite desiring to change, those incarcerated can give up believing there is reason to change. This gave them hope for the future.

COMMENTS FROM COMMUNITY ATTENDING EVENT

#1. From Ellsworth, kellsworth@lafcu.com Wednesday, July 10, 2024

Hi Greta,

Thank you again for the opportunity to take part in the restorative justice program at the Ingham County Jail. I have to say, the program was pretty amazing. Having everyone come into the space on equal footing without titles, just showing up for each other was a stroke of genius. I loved having each person engage in the circle by interpreting the art that the ladies created, whether it was a drawing, a 3-D piece or poetry. There was so much power and healing in that process. I felt incredibly blessed to be included. I am looking forward to a future opportunity!

*Best regards,
Kelli Ellsworth Etchison (she/her)
Chief Marketing Officer & Chief Diversity Officer
106 N. Marketplace Blvd.
Lansing, MI 48917*

#2 From: Isha Bhatt isha@cismichigan.org Wednesday, July 17, 2024

In June 2024, I was invited to participate in an arts program session at Ingham County Jail by Greta Trice. Though I didn't know what to expect initially, I am beyond grateful for being able to participate as a community member. It was an eye-opening experience for me, to say the least. I learned about the amazing women who created the art with toilet paper and rolls, candy, and pens. The women showed us how art can be created with limited supplies and passion. It was beneficial to have the ICJ staff present to hear their perspectives and see the immense internal work the women do. They build strong communities with each other, and I hope the ICJ staff creates an even more supportive environment for them to flourish as they experience more of these sessions together. I look forward to attending in the future. Thank you to those who participated in total transparency and authenticity!

*Isha J. Bhatt | (she/her/hers), isha@cismichigan.org
Chief Learning & Equity Officer
721 N Capitol Ave, Suite 1, Lansing, MI 48906*

TESTIMONIAL STATEMENTS: Letter From Male Class Participant



The Restorative Justice course is the most unique course offered at the Ingham County Jail. The impact it has on individuals that participate and the potential it has for our communities are unprecedented. If we were to compare our current legal system with our health system, for example, we would see a common trend. We see professionals utilizing "quick-fix" options and dealing with individuals as a number rather than a unique individual. Rather than spending the time necessary to ask candidly why a person is thinking or displaying certain behavior, a lot of the time our health professionals simply prescribe another one-pill-fix-all solution. As a result our pharmaceutical companies have become some of the wealthiest in the world, utilizing misery for many as financial gain for some.

Likewise, our legal system has adapted the same approach. By simply sending individuals to prison rather than exploring more restorative options, our legal system has effectively created the largest incarceration per-capita rate in the world, thus failing our communities. But, Restorative Justice implements true individual assistance to members of our communities, reinforcing the individual's humanity and keeping these individuals from becoming merely a number.

Implementing Restorative Justice in our legal system would drastically change not only our communities, but our nation for the better, seeking to heal individuals rather than discarding them. What if our nation took this step? What if our legal system valued humanity and healing rather than conviction rates and ^{mass-incarceration} ~~mass-incarceration~~ resulting in fatherless homes? What a shame it would be to lose such a program as vital as Restorative Justice. RJ has the potential to not only change lives and the way things are done in Ingham County, but to change our communities and our nation, which so desperately is in need of change.



TESTIMONIAL STATEMENTS: Letter From Female Class Participant

To Whom It May Concern,

In 2019, I was a resident of the Ingham County Jail. I was released on August 17, 2019. Upon my release, I was also sentenced to complete two years of probation. With a successful completion, I was released roughly eight months early from probation. Since then, I have used my experience as a returning citizen to not only advocate for other returning citizens but also to be a role model for those who are currently incarcerated.

On June 27, 2024, I was invited back into the Ingham County Jail by Greta Trice to participate in the art show. During my time at the ICJ that day, I could tell that the women were happy to express themselves through art. The various art expressions were amazing to see. When looking around the room at the art, I could feel the emotion the women carried as they expressed it in their own ways. There were so many creative pieces made by various women. Some expressed themselves through pictures, others wrote poems, and some even made flowers. Sitting in the restorative circle, I felt a sense of community. I was also reminded of my stay in the Ingham County Jail and when I first participated in the circle as an inmate. I had no idea about restorative justice. The more I took part in the class, the more it taught me self-accountability, which was new to me. It helped me begin to heal from things I had carried for so many years. I was happy to see the women receive that same opportunity.

Upon release, many people are released to nothing and no one—no form of support. Restorative justice is the support that so many people need. In the circle, people were able to be vulnerable, feel supported, understood, and also feel like they have a voice. The art show evoked many positive emotions that day. It was a change of pace, like a breath of fresh air. Once we finished the circle, we were able to speak to the inmates, and I was happy to hear how they felt about the circle and being able to participate in the art show. Many mentioned that they were very happy to have the art show and to see people from the community, such as myself, who have experience with the criminal justice system.

Personally, I am honored to use my life experiences to not only grow as a person but also change the lives of others. I also think that restorative justice is very necessary for those at the Ingham County Jail. It has such a positive impact on every person who steps into the circle. It's the safe space that so many people have never had.

Ingham County Health Department Pathways to Care New Beginnings Program
a Client-Centered Approach to Working with Substance-Involved Individuals Incarcerated at the Ingham County Jail

8/15/2024 Ingham County Health Department Report:
Treatment Programming as Authorized by Ingham County Justice Millage

Program Description

The Pathways to Care New Beginnings Program within the Health Promotion and Prevention Division of Ingham County Health Department (ICHHD) seeks to reduce recidivism and fatal and non-fatal overdoses among Ingham County residents. The program utilizes evidence-based practices to assist jail residents with substance use disorders (SUD) to allow jail residents to successfully navigate and overcome barriers to treatment, recovery and other social needs during and following incarceration. The purpose of the program is to create access and adherence to healthcare interventions and social services supports, including but not limited to Medication Assisted Treatment/Recovery (MAT/MAR) and other evidence-based recovery services, Harm Reduction Services (i.e. Naloxone training and kits, Syringe Exchange Services, etc.)

Staffing for this program includes one full-time Community Health Worker (CHW), Sterling Wendt who is cross trained as a State Certified Peer Recovery Coach, and one part-time SUD Program Specialist, Darrick Miller who has extensive training in overdose prevention, peer support services, and harm reduction practices. Staff are overseen by a Clinical Social Worker (Sarah Kenney, MSW, CPS) and a Prevention Programs Coordinator (Tammy Maidlow-Bresnahan, MPH, CPS).

With the knowledge that access to care and social services impact rates of recidivism and overdose, program staff work collaboratively with partners in the Ingham County Jail; Community Mental Health Authority of Clinton, Eaton and Ingham; Ingham Community Health Centers; Centers for Medicaid & Medicare; private health plans; and other harm reduction, recovery and treatment providers and community partners.

Services provided by Pathways to Care New Beginnings include:

- Re-entry planning and coordination of services before release
- Post-release home visits for up to one year
- Navigational support to assist clients in securing long-term healthcare
- Linkage to treatment and recovery resources
- Connection to social determinates of health such as housing, food, clothing, and other person-centered needs
- Employment supports
- Social connections
- Resources to increase natural healthy supports, build recovery capital, and improve the likelihood of long-term recovery
- Overdose prevention education
- Partnering with Correctional Assessment and Treatment Services (CATS) and jail medical to coordinate MAT/MAR services starting within the jail as well as post-release

Impact and Barriers to Service

Restrictions on jail visiting due to COVID-19 in 2023-2024 were for the first time in four years no longer a factor.

During 2023 the new Justice Complex opened the jail implemented more structured visiting protocols and procedures for staff to access and visit clients. These procedures ensure safety and allow for jail staff to have a more predictable schedule for the jail residents. The procedures also to an extent reduce the number of Pathways participants that can be seen in a day. Despite the changes program staff continue working with staff at the Ingham County Jail to adjust to new visiting protocols and continue to improve and streamline services to increase capacity every year. Pathways staff appreciate the variety of features offered by the justice complex as well as the dedication to increased safety. Staff continue to embrace and adjust to new protocols.

Projects and Accomplishments

In 2023 and 2024, program staff worked on key projects to improve care coordination and access to care for jail residents both during and following incarceration. Highlights include:

- Updates to Ingham County SUD Resource Guide [SUDguide.pdf \(ingham.org\)](https://www.ingham.org/SUDguide.pdf)
- Creation, updating and distribution of new Harm Reduction resource cards and posters to ICJ residents and partnering programs
- Mobilization of the Backpack program. Using funding from the Building Bridges Grant Pathways to Care New Beginnings distributed almost seventy Backpacks to unhoused returning citizens in the community
- Procuring more sleeping bags and tents through the utilization of NACCHO Reducing Overdoses through Community Approaches (ROCA) grant funding, supporting the most needed pieces of the backpack program
- Pathways to Care CHW/Recovery coach was trained and certified to provide SMART Recovery groups in the community
- Pathways to Care CHW/Recovery Coach and Supervisor worked with Lifeboat Recovery Services to secure a space and a weekly time to provide SMART Recovery groups increasing recovery capital for New Beginnings participants and community members
- CHWs working within the jail received extensive training related to HIV and HCV resulting in both being awarded certification as HIV/HCV counselors
- Pathways to Care and multiple partners within the jail worked with Wayne State University to create a new process for enrolling jail residents into Medication Assisted Treatment (MAT) programming (Attach Map)
- Utilized a menu of MAT providers to expedite post-release connection to MAT services in the community
- Pathways to Care New Beginnings worked with the Health and Resource Navigation Department, and the Jail Programs coordinator to begin screening jail residents for Medicaid lapses. This further increased access to Medicaid funded tether programming for individuals who would otherwise remain incarcerated. Additionally, the partnership with Health and Navigation team reduces the time it takes for returning citizens to receive needed Medicaid services.

Outcomes and Data	
Total Clients Enrolled in Program Services	200
Visits in the Jail	506
Post Release Visits	206
Clothing & Food Bank Referrals	113
Treatment Referrals	70
Re-entry Plans Completed	90
Health Insurance Enrollment	47
EBT/ Food Assistance Enrollment	53
Connected to Health Care and Dental Providers	64
MAT Referrals	51
Recovery Housing Referrals	53
Shelter Placement	19
Successful Connection to Employment	34
Backpacks Distributed	69

Upcoming Projects

In June 2024, ICHD staff worked with ICSO staff, partners from CMH-CEI and Wayne State University to submit a federal funding request for \$1,300,000 under the Comprehensive Opioid, Stimulant and Substance Use Program (COSSUP). If awarded, these funds will expand capacity to provide MAT and Release Coordination Services within the Ingham County Jail. This year the ICJ has more than quadrupled induction of residents for MAT. This practice is evidence-based and proven to improve successful outcomes for people living with opioid use disorder. This uptick in programming supports jail residents but is also a large undertaking for the staff in the jail that have to monitor and transfer patients to jail medical daily. If awarded this grant, this project will be using funds to stand up a collaborative, multi-disciplinary *Release Coordinating Unit* within the Ingham County Jail that will provide comprehensive SUD service assessments, referrals, navigation support and transfers to appropriate settings during pre-booking, booking, sentencing, incarceration, release and/or re-entry with a goal of creating access to therapeutic, re-entry and recovery supports within Ingham County criminal justice systems. To this end, if awarded, the project will also use funds to provide MAT services utilizing a monthly injection to 900 people at the Ingham County Jail and to provide Naloxone training and distribution in the jail, police departments, courts, fire department/EMS and prosecutor offices.

Success Stories

The services offered by Pathways to Care New Beginnings can be life-changing for participants. Changes are client-centered and focus on multiple areas related to wellness including; physical health, mental health, emotional well-being, connection to treatment, and connection to community.

Pathways to Care Justice Millage program staff had many stories to tell this year. Here are just two of the stories of the people served by this program this year:

Participant A

Pathways to Care met with Participant A who was lodged in the Ingham County Jail. During a visit the CHW noticed the participant's behaviors were indicative of an untreated illness that prior to this the participant had not disclosed to staff. CHW recognized the situation was becoming emergent and reached out for help. He was able to work with medical to ensure the staff was alerted and the participant received immediate care. CHW followed up, after the incident and provided Health education to Participant A regarding their chronic health condition, and the importance of transparency when it comes to the need for medical care. Due to the support and the relationship with the CHW, Participant A became proactive about maintaining his health. After the CHW supported Participant A in receiving care, they were interested in engaging in other health related behavior changes. Participant A had a history of alcoholism and stated that he needed help but did not know where to turn. CHW was able to navigate Participant A to residential treatment and after he completed, recovery housing. Today Participant A is sober and living a productive healthy lifestyle with stable employment and an apartment of his own.

Participant B

Pathways CHW met with Participant B who was incarcerated within the Ingham county jail. The CHW was able to conduct a screening based on the social determinants of health. Participant B was about to be released from jail and did not have safe place to return to. During this time local shelters were over capacity and despite his efforts the CHW was unable to secure a spot in a local shelter or recovery housing. Through the backpack program, the CHW was able to provide Participant B a tent, sleeping bag, and warm clothes. The CHW continued to work closely with the individual to connect them with primary care, food, and clothing resources. While living in their tent the CHW was able to assist Participant B with creating a resume to look for employment. Participant B was able to find employment soon after and work with a private landlord to find an apartment. Participant B is still working with the same employer and has been able to maintain their apartment. Participant B has maintained sobriety and is currently enrolled in school at LCC pursuing a career in business management.

**Pretrial Services
General Trial Division
30th Circuit Court of Ingham County**

INFORMATIONAL GUIDE

2024

*Ingham County Pretrial Services is Committed to the Promotion of Pretrial
Justice and Community Safety*

TABLE OF CONTENTS

Contents

Introduction	1
Mission Statement, Vision, Principles	2-3
Organizational Structure & Contact Information	4-10
Bond Recommendation Reports & Pretrial Risk Assessment Instrument	11-12
Pretrial Supervision	13
Pretrial Services Clerk	14-17
Performance Measurements & Outcomes	18-35
Conclusion	36
References	37

PRETRIAL SERVICES INFORMATIONAL GUIDE

INTRODUCTION

PRETRIAL SERVICES

The Ingham County Pretrial Services Division is a core component of the 30th Circuit Court of Ingham County – General Trial Division.

Pretrial Services strives to provide the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.

Pretrial Services also provides supervision and monitoring activities for felony defendants who are in a pretrial status and have been released into the community on a conditional bond release.

PRETRIAL SERVICES – PART OF THE SOLUTION

The Ingham County Courts and Ingham County Sheriff's Office are charged with the responsibility of determining an appropriate utilization of jail space and resources. Pretrial Services endeavors to assist the Courts and the Sheriff's Office with this obligation as it relates to individuals that are in a pretrial status.

As national averages show, a significant percentage of a local county jail's inmate population are "*pretrial*" detainees – those individuals who are not yet convicted of a crime and have the presumption of innocence.

The cost of pretrial detainment does add a significant burden to the budget of Ingham County. The average cost to lodge an inmate per day within the Ingham County Jail has increased from \$68.07 in 2016 to \$100.64 in 2024. Pretrial detainment can detrimentally impact the accused, his/her family, and the community. If an individual is identified as low-risk for court non-appearance and / or public safety, extended detainment can have adverse effects upon that individual's employment, housing, relationships, and other related quality of life issues.

It is critical that individuals identified as high-risk for court non-appearance and / or public safety are detained, or placed under an appropriate level of pretrial release supervision and monitoring.

Pretrial Services offers a mechanism to provide those services needed to better discern the proper balance between the rights of an individual, the integrity of the judicial process, and the safety of the public.

INFORMATIONAL GUIDE

The members of the Pretrial Services Division have worked together in developing an informational guide to assist the honorable members of the Ingham County Board of Commissioners, the Ingham County Bench, the 30th Circuit Court of Ingham County Administration, our community partners and stakeholders, and the citizens of Ingham County to better understand who we are and what we do.

PRETRIAL SERVICES INFORMATIONAL GUIDE

MISSION, VISION, & PRINCIPLES

MISSION STATEMENT

Ingham County Pretrial Services is Committed to the Promotion of Pretrial Justice and Community Safety.

VISION

Ingham County Pretrial Services is dedicated to gathering and providing accurate and complete information to the Court, to be used in the determination of release / detainment decisions and conditions of pretrial release.

Ingham County Pretrial Services is dedicated to utilizing an objective evidence-based risk assessment instrument and other methodologies based on the recommended practices and standards of the National Association of Pretrial Services Agencies (NAPSA) and other pretrial professionals, in the delivery of pretrial services to Ingham County.

Ingham County Pretrial Services is dedicated to assisting the Court in recommending the least restrictive conditions of release for individuals charged with a felony offense(s), consistent with appearance for court and public safety.

Ingham County Pretrial Services is dedicated to carrying out pretrial supervision and monitoring activities and interactions in a fair, respectful, dignified, and professional manner.

PRINCIPLES

Ingham County Pretrial Services will seek to adhere to its vision and mission statement by observing the following core principles and values:

Integrity: Employees will demonstrate honesty and carry out their duties in compliance to the highest standards.

Respect: Employees will show courtesy and professionalism in their interaction with clients, visitors, co-workers, management, judicial officials, and other county employees.

Service: Employees will deliver excellent service to clients, visitors, co-workers, management, judicial officials, and other stakeholders, while utilizing effective communication skills.

Teamwork: Employees will strive to have positive interaction with co-workers, practice cooperation with one another, and recognize the contributions of all members.

Work Ethic: Employees will exhibit dependable performance of work assignments and the efficient and effective use of time and resources.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Diversity and Inclusion: Employees will embrace the cultural and individual differences of others and strive to develop a welcoming and positive environment.

Professional Development: Employees will be encouraged to seek continual learning, improvement, and professional development.

PRETRIAL SERVICES INFORMATIONAL GUIDE

ORGANIZATIONAL STRUCTURE & CONTACT INFORMATION

ORGANIZATIONAL STRUCTURE

The Pretrial Services Division is a sub-unit within the General Trial Division of the 30th Circuit Court of Ingham County and is under the direct supervision of the Deputy Circuit Court Administrator for the General Trial Division.

Pretrial Services is currently comprised of a Senior Pretrial Services Investigator, (5) Pretrial Services Investigators, a Pretrial Services Clerk, and a part-time Pretrial Services Investigator. The part-time position is funded by a State of Michigan grant administered through the Office of Community Corrections.

The Justice Complex Millage, passed by the residents of Ingham County in August 2018, established designated program funding in addition to the construction of a new jail and district court facilities.

Pretrial Services was identified as an entity that can assist Ingham County in reducing the number of felony pretrial detainees lodged at the Ingham County Jail. The addition of a full-time Pretrial Services Investigator and Pretrial Services Clerk, made possible through the Justice Complex Millage, has provided Pretrial Services the ability to increase the number of risk assessments / bond recommendation reports completed and to more effectively and efficiently supervise those defendants who are released into the community while their cases are pending.

PRETRIAL SERVICES STAFF MEMBERS

Gregory Feamster – Senior Pretrial Services Investigator:

Mr. Feamster has been employed as a Pretrial Services Investigator since July 2015 and has been performing the duties of the Senior Pretrial Services Investigator since March 2019.

Mr. Feamster is responsible for overseeing the training and development for Pretrial Services and acts as a team leader for the Pretrial Services Division. The Senior Pretrial Services Investigator position is also responsible for assisting in the development of policies and procedures related to the duties of the Pretrial Services Investigators and Pretrial Services Clerk. The Senior Pretrial Services Investigator also serves as the LEIN Terminal Agency Coordinator (TAC) for the Pretrial Services Division and the Local Agency Security Officer (LASO) for the 30th Circuit Court. Mr. Feamster is also responsible for conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Mr. Feamster previously served twenty-one years as a police officer / sergeant with the City of Fenton Police Department (1993-2014) in Genesee County, prior to entering the field of pretrial services as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County.

Mr. Feamster holds a Master of Public Administration Degree with a concentration in Criminal Justice Administration, from the University of Michigan – Flint ('07) and a Bachelor of Science Degree in Criminal Justice, from Northern Michigan University ('93). Mr. Feamster is also a graduate of the Oakland Police Academy – Oakland Community College.

Mr. Feamster has attended the National Association of Pretrial Services Agencies (NAPSA) national conferences in Pittsburgh in 2017 and Atlanta in 2022. Mr. Feamster is planning on obtaining Certified Pretrial Service Professional status through the NAPSA certification examination process.

Professional Statement: "I am committed to the development of a Pretrial Services structure that encompasses processes that facilitate pretrial justice and promote public safety within Ingham County, utilizing allocated Ingham County resources in an effective and efficient manner".

Jessica Escobedo-Emmons – Pretrial Services Investigator:

Mrs. Escobedo-Emmons has been employed as a Pretrial Services Investigator since July 2015.

Mrs. Escobedo-Emmons is responsible for interviewing individuals arrested for felonies and completing a bond recommendation report, utilizing the Michigan Risk Assessment Instrument (PRAXIS) to objectively identify a person's risk to fail to appear in court and / or commit another criminal offense if released.

Mrs. Escobedo-Emmons' primary assignment is to complete pre-arraignment bond recommendation reports for 54-A District Court and post-arraignment bond reports for all three district courts (54-A, 54-B, and 55th), as well as for the 30th Circuit Court.

Mrs. Escobedo-Emmons is also responsible for conducting the supervision and monitoring of a limited caseload of defendants who have been released from custody, on conditional bond release.

Mrs. Escobedo-Emmons previously served fourteen years with Oakland County Community Corrections – Pretrial Services (2001-2015), prior to entering employment as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County.

Mrs. Escobedo-Emmons served in a number of roles during her service with Oakland County Community Corrections – Pretrial Services, including the following: Pretrial Services Investigator; Pretrial Services Supervision – Case Manager, and Pretrial Services Tether Unit - GPS Tether / Step Down Program.

Mrs. Escobedo-Emmons holds a Master of Public Administration Degree with a concentration in Criminal Justice Administration, from the University of Michigan – Flint ('03) and a Bachelor of Science Degree in Political Science with a concentration in Public Administration, from Central Michigan University ('97).

PRETRIAL SERVICES INFORMATIONAL GUIDE

Mrs. Escobedo-Emmons has attended the National Association of Pretrial Services Agencies (NAPSA) national conferences in Cleveland (2007) and Fort Worth (2018). Mrs. Escobedo-Emmons has achieved NAPSA level one certification.

Professional Statement: "As a pretrial professional for over twenty years, I hope to continue to be an advocate for the continuation of pretrial reform by promoting pretrial justice within Ingham County, by using current evidence-based best practices while maintaining community safety".

Nicole Guinther – Pretrial Services Investigator:

Ms. Guinther has been employed as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County since March 2022. Ms. Guinther has been part of the Pretrial Services team since January 2021, where she served as the Pretrial Services Clerk for the unit prior to her promotion to a Pretrial Services Investigator.

Ms. Guinther is responsible for interviewing individuals arrested for felonies and completing a bond recommendation report, utilizing the Michigan Risk Assessment Instrument (PRAXIS) to objectively identify a person's risk to fail to appear in court and / or commit another criminal offense if released.

Ms. Guinther's primary assignment is to complete pre-arraignment bond recommendation reports for the 55th District Court. Ms. Guinther will assist in the completion of pre-arraignment bond recommendation reports for 54-A District Court as needed. Ms. Guinther also assists in completing post-arraignment bond reports.

Ms. Guinther is also responsible for conducting the supervision and monitoring of a limited caseload of defendants who have been released from custody, on conditional bond release.

Ms. Guinther's educational endeavors include earning a Bachelor's Degree in Criminal Justice from Ferris State University ('19). Ms. Guinther also previously participated in an internship with the Michigan Department of Corrections - Ingham County Adult Probation Section.

Professional Statement: "I strive to treat everyone with respect and to assure our defendants the support of our Pretrial Services team throughout the pretrial process".

Emily Baird – Pretrial Services Investigator:

Mrs. Baird has been employed as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County since September 2022.

Mrs. Baird's primary assignment is conducting the supervision and monitoring of defendants released from custody, on conditional bond release.

Additionally, Mrs. Baird is assigned to a back-up role for the completion of pre-arraignment bond recommendation reports as needed.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Prior to joining the Pretrial Services team, Mrs. Baird was employed with the Washtenaw County Sheriff's Office where she had worked assignments in the dispatch center and correctional division from 2019 until September 2022, when she was hired as a Pretrial Services Investigator with the 30th Circuit Court.

Mrs. Baird also had been employed from 2017-2019 with Chase Bank in the Chicago area where she worked in the fraud department and specialized in 1st Party Fraud.

Mrs. Baird's educational endeavors include graduating from the University of North Dakota in 2017 with a Bachelor's Degree in Criminal Justice and a Minor in Psychology. While attending the University of North Dakota, Mrs. Baird was a member of the school's Division 1 Softball team.

Professional Statement: "With just starting my career in Pretrial, I hope to continue learning, growing, and developing the pretrial process. The services we provide not only helps the effectiveness of the court, but also provides support and supervision for defendant's throughout their pretrial process".

Shelby Ensign – Pretrial Services Investigator:

Mrs. Ensign has been employed with the 30th Circuit Court of Ingham County since 2019 and has served as a Pretrial Services Investigator since July of 2023.

Prior to becoming a member of the Pretrial Services team, Mrs. Ensign served as the Mental Health Court Coordinator for the 30th Circuit Court from November 2020 – July 2023. Mrs. Ensign had initially been hired as the first Pretrial Services Clerk in April 2019, after the position had been created with passage of the Justice Complex Millage.

Mrs. Ensign's educational endeavors include obtaining a Bachelor's Degree in Social Work from Central Michigan University ('17) and is currently working on a Master's Degree in Public Administration from the University of Michigan – Flint (expected Fall '24).

Mrs. Ensign is certified in the Ohio Risk Assessment System and has spent time researching bail reform both throughout the United States and Michigan.

Mrs. Ensign's primary assignment is conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Additionally, Mrs. Ensign is assigned to a back-up role for the completion of pre-arraignment bond recommendation reports as needed.

Professional statement: "To continue to advance Ingham County Pretrial services by implementation of best practices that ensure public safety and defendant fairness."

PRETRIAL SERVICES INFORMATIONAL GUIDE

Andy Dyer – Pretrial Services Investigator:

Mr. Dyer has been employed with Ingham County since 2015 and has served as a Pretrial Services Investigator since November of 2023.

Prior to becoming a member of the Pretrial Services team, Mr. Dyer served as the Swift and Sure, Sanctions Probation Program Court Coordinator for the 30th Circuit Court of Ingham County from January 2023 – November 2023. Mr. Dyer was hired as an on-call Juvenile Detention Development Specialist in June of 2015 where he worked with Ingham County youthful offenders, mostly on the weekends.

Mr. Dyer came to work at Ingham County after retiring from the Michigan Department of Corrections (MDOC) after serving 33 ½ years. During his time with the MDOC, beginning in August of 1989, Mr. Dyer worked as a Corrections Officer, a Special Alternative Incarceration Drill Instructor, Sergeant, Lieutenant, Captain, Probation Officer (with the 30th Circuit Court), and Assistant Deputy Warden. During his tenure with the MDOC, Mr. Dyer held a position on the Honor Guard for over 21 years. Mr. Dyer was an Emergency Response Team Member (ERT) and held the positions of Commander, Assistant Commander, and Team Leader. Mr. Dyer was a MDOC departmental trainer, training staff as first responders, including emergency first aid, CPR, and AED. Mr. Dyer also trained ERT members in Pressure Point Control Tactics and Riot Batons. Lastly, Mr. Dyer was a MDOC Departmental Recruiter where he would go to various colleges and job fairs to recruit new staff to work for the MDOC.

Mr. Dyer's obtained a Bachelor of Arts Degree in Criminal Justice from Michigan State University ('01).

Mr. Dyer's primary assignment is conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Additionally, Mr. Dyer is assigned to a back-up role for the completion of pre-arraignment bond recommendation reports as needed.

Professional Statement: "I strive to treat every defendant in a fair and consistent manner. To facilitate Ingham County Pretrial Services by using best practices to help ensure public safety and defendant fairness."

Rachel Johnson – Special Part-Time Grant-Funded Pretrial Services Investigator:

Ms. Johnson began employment as a Special Part-Time Pretrial Services Investigator with the 30th Circuit Court of Ingham County in January 2024. Ms. Johnson's Pretrial Services Investigator position is funded by a grant administered through the Ingham County Office of Community Corrections, in coordination with the Pretrial Services Division. This position has been allocated for 19 hours per week.

Ms. Johnson is currently responsible for conducting the supervision and monitoring of high-risk defendants who have been released from custody, on conditional bond release. Defendants placed into this grant-funded program are identified through a screening mechanism at the time of initial reporting to Pretrial Services, post-arraignment:

PRETRIAL SERVICES INFORMATIONAL GUIDE

Defendants who are identified as having a high-risk score through utilization of the Michigan Risk Assessment Instrument (PRAXIS) are charged with a felony offense(s), meet specified program eligibility guidelines, and have posted the required bond and are on pretrial release, are enrolled into this special-grant funded intensive pretrial supervision program.

Ms. Johnson retired after thirty years from the Michigan Department of Corrections prior to entering employment as a Pretrial Services Investigator. She began her career as a Parole/Probation Agent in Kalamazoo County. She was the county's first female Parole Agent, and also the first agent to enroll parolees in the renowned 9th Circuit Court of Kalamazoo County Drug Treatment Court Program.

Ms. Johnson promoted to Assistant Deputy Warden at the former Florence Crane/Camp Branch Facilities in Coldwater before transferring to a position as a Parole Violation Unit Specialist in Jackson. She acted as statewide prosecutor for all male and female violation cases for over ten years before promoting to Departmental Manager in 2012. She retired in 2024 from the Charles Egeler Reception and Guidance Center as Manager of both the facility Record Office and Intake Sentence Processing Unit.

Ms. Johnson holds a Bachelor of Arts Degree in Drug/Alcohol Education and Sociology from the University of Minnesota.

Ms. Johnson has attended the National Association of Extraditions Officials Conference in St. Petersburg, Florida (2023), and completed Leadership and Performance Management Academies (2003, 2004, 2005, and 2018.) She conducted extensive training programs for both facility and field agents, was a former American Corrections Association Member and Auditor (2008-2012), and a State Bar of Michigan, Prisons and Corrections Section Associate Member (2004-2011.)

Professional Statement: *"There are two ways of exerting one's strength: one is pushing down the other is pulling up. – Booker T. Washington"*

Seth Gruber – Pretrial Services Clerk:

Mr. Gruber has been employed as the Pretrial Services Clerk with the 30th Circuit Court of Ingham County since May 2022. The position of Pretrial Services Clerk is a position specifically created through the Justice Complex Millage and has become an integral and valued component of the Pretrial Services Division.

Mr. Gruber is currently responsible for administrative support to the Pretrial Services Division and creates all Pretrial Case Files for the Pretrial Services Division.

Mr. Gruber acts as the initial point of contact to Pretrial Services for defendants, attorneys, court staff, and other members of the public.

Mr. Gruber collects, enters, and maintains pretrial data for the Pretrial Services Division.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Mr. Gruber manages pretrial release orders for all felony circuit court case files to prevent expiration and elimination from the LEIN database.

The Pretrial Services Clerk position also provides critical back-up duties for the General Trial Division, including processing bind-over case packets and district court felony pleas.

Mr. Gruber earned a Bachelor's Degree in Criminal Justice with a minor in Human Behavior and Social Services from Michigan State University ('22).

Ms. Gruber served in an internship role with Ingham County Circuit Court – Pretrial Services Division, prior to being hired into the position of Pretrial Services Clerk.

Professional Statement: "It is my unwavering goal to provide support to defendants throughout the pretrial process with respect and the efficiency that they deserve".

Staff Directory:

Gregory Feamster:	gfeamster@ingham.org	(517)483-6351
Jessica Escobedo-Emmons:	jemmons@ingham.org	(517)483-6439
Nicole Guinther:	nguinther@ingham.org	(517)483-6528
Emily Baird:	ebaird@ingham.org	(517)483-6440
Shelby Ensign:	sensign@ingham.org	(517)483-6518
Andy Dyer:	adyer@ingham.org	(517)483-6519
Rachel Johnson:	rjohnson3@ingham.org	(517)483-6101
Seth Gruber:	sgruber@ingham.org	(517)483-6529

PRETRIAL SERVICES INFORMATIONAL GUIDE

BOND RECOMMENDATION REPORTS & PRETRIAL RISK ASSESSMENT INSTRUMENT

The Pretrial Services Division strives to provide the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses, to assist judicial officers in the determination of appropriate pretrial release and detention decisions.

Ideally, as pointed out in the National Institute of Corrections (NIC) "A Framework for Pretrial Justice – Essential Elements of an Effective Pretrial System and Agency", *"Pretrial Services agencies should screen all defendants eligible by statute for release consideration to make informed, individualized, risk-based recommendations to the court regarding release, supervision, and detention decisions."* [p. 36].

Pretrial Services previously provided pre-arraignment bond recommendation reports for both the 54-A District Court and 55th District Court and post-arraignment recommendation reports for the aforementioned courts, as well as 54-B District Court and the 30th Circuit Court. However, due to the COVID-19 Pandemic, Pretrial Services was unable to complete pre-arraignment bond recommendation reports for the 54-A District Court due to Pretrial Services Investigators not being able to conduct in-person interviews with defendants at the City of Lansing Police Department Detention Center.

From the onset of the COVID-19 Pandemic in March 2020, Pretrial Services was required to modify its operations and was only able to complete pre-arraignment bond reports for the 55th District Court. Pretrial Services continued to complete post-arraignment bond recommendation reports for the 54-A, 54-B, and 55th District Courts, as well as the 30th Circuit Court.

On May 30, 2023, Pretrial Services returned to conducting in-person interviews of defendants lodged at the City of Lansing Police Department Detention Center and is currently completing pre-arraignment bond recommendation reports for both the 54-A and 55th District Courts. Currently, two Pretrial Services Investigators have been assigned to the primary duty of carrying out this task.

Pretrial Services Investigators utilize the objective and evidence-based Michigan Pretrial Risk Assessment Instrument (PRAXIS) to complete the bond recommendation reports provided to the Ingham County courts.

The Pretrial Services Division had previously been involved in discussions amongst national, state, and local pretrial professionals and entities regarding the revision of pretrial release recommendations and subsequently implemented the practice of providing bond reports recommending the following pretrial release options to the courts, in March 2019: (1) release recommended, (2) release with conditions recommended, or (3) release on own-recognizance not recommended. The Pretrial Services Division no longer would provide a financial component to bail / bond recommendations.

PRETRIAL SERVICES INFORMATIONAL GUIDE

However, due to finite staffing and resources, Pretrial Services previously had been required to set parameters and guidelines for post-arraignment bond recommendation reports. Post-arraignment bond recommendation reports had been completed only when bond had been set at arraignment as a cash / surety bond in the amount of \$7,500 or greater and the defendant remained in custody at the Ingham County Jail. An exception to this rule would be if Pretrial Services received a motion for a bond report or an order of the court.

The additional staff and dedicated funding that the Justice Complex Millage has provided to Pretrial Services has allowed the transference of a number of clerical and administrative duties from Pretrial Services Investigators to the newly created Pretrial Services Clerk position. In addition, the creation of a new Pretrial Services Investigator position allowed for the Pretrial Services Investigators responsible for the completion of bond recommendation reports to focus efforts on this core activity.

After the passage of the Justice Complex Millage and the resulting increase in staff members, the Pretrial Services Division was granted authorization to lower the threshold for post-arraignment bond reports from \$7,500+ to \$5,000+ cash / surety bonds. This step was taken to increase the number of bond recommendation reports completed. The Pretrial Services Division implemented this positive step July 1, 2019.

After an initial training period had taken place for the newly hired Pretrial Services Investigators, the Pretrial Services Division re-examined the parameters regarding the completion of post-arraignment bond reports. At that time, it was determined that the Pretrial Services Investigators would be able to lower the threshold for post-arraignment bond reports from defendants having a \$5,000+ cash / surety bonds to defendants having a cash / surety bond, with any the dollar amount. This step was taken to again, increase the number of bond recommendation reports completed. The Pretrial Services Division implemented this policy change November 18, 2019.

PRETRIAL SERVICES INFORMATIONAL GUIDE

PRETRIAL SUPERVISION

The Pretrial Services Division provides for the supervision and monitoring of defendants charged with felony offenses who have been released on personal recognizance or have posted a monetary bail and who have been directed by the Court to “Report to Pretrial Services” and / or where bond conditions require that a defendant be placed on substance testing, electronic monitoring, or other circumstances that necessitate the services of this unit.

With the presumption of innocence being afforded to all persons placed under the authority of the Pretrial Services Division, the focus of pretrial supervision activities is to utilize the least restrictive means of supervision and monitoring to ensure court appearance and to minimize risk to public safety. A defendant’s assigned level of supervision is determined utilizing guidelines provided by the Michigan Pretrial Risk Assessment Instrument (PRAXIS).

The Pretrial Services Division segregates those defendants under pretrial supervision and monitoring into the following categories: (1) General Pretrial Supervision and (2) Office of Community Corrections Pretrial Program Supervision.

As previously referenced, those defendants who meet specific eligibility requirements are placed under the supervision of the special-grant funded part-time Pretrial Services Investigator’s supervision (Office of Community Corrections Pretrial Program Supervision). All other defendants that are required to be placed under Pretrial Supervision, are supervised and monitored by the full-time Pretrial Services Investigators (General Pretrial Supervision).

The Pretrial Services Division is dedicated to treating all persons who come under its authority with respect, dignity, equity, fairness, and professionalism. Pretrial Services Investigators strive to build relationships of confidence and trust.

The Pretrial Services Investigator position, which was created with the passage of the Justice Complex Millage, has provided critically needed assistance in the division of responsibility for case management of defendants that have been placed into pretrial supervision. This additional staff member has been especially beneficial as the total caseload of defendants under pretrial supervision increased significantly due to the COVID-19 pandemic.

At the time of the passage of the Justice Complex Millage, this position increased the number of full-time Pretrial Services Investigators within the Pretrial Services Division by 25%. This position, as well as the Pretrial Services Clerk position, which was also created with the passage of the Justice Complex Millage, increased the overall full-time staffing level of the Pretrial Services Division by 40%.

PRETRIAL SERVICES INFORMATIONAL GUIDE

PRETRIAL SERVICES CLERK

Introduction

The Pretrial Services Clerk position was created as a result of the passage of the Justice Complex Millage. Pretrial Services did not previously have a clerk position, therefore the assigned duties and responsibilities were developed after the position was filled and have continued to evolve.

On a daily basis, the clerk receives notifications from each district court, for all new felony cases filed within Ingham County. The clerk subsequently utilizes Register of Actions and / or Pretrial Release Orders to create a Pretrial Case File (PTC File) for each felony case a defendant has been arraigned on. The PTC File is the foundational tool that Pretrial Services utilizes with the COURTVIEW records management system.

The PTC File allows Pretrial Services to document and track all pretrial supervision and monitoring activities involving a defendant; from the point of a pre-arraignment bond recommendation report being completed, to the arraignment of a defendant, through the various pretrial stages of a criminal case, and up until the adjudication of a case.

The Pretrial Services Clerk is the initial contact for most defendants that are required to report to Pretrial Services, as well as attorneys, court employees, and numerous other entities.

A significant portion of what the Pretrial Services Clerk does on a daily basis revolves around identifying defendants whom are required to report to Pretrial Services and assigning these defendants to a Pretrial Services Investigator, utilizing a rotational system of case assignment.

Upon defendants initially reporting to Pretrial Services, the Pretrial Services Clerk will identify the assigned Pretrial Services Investigator and transfer the defendant to that supervising Pretrial Services Investigator. The Pretrial Services Clerk will subsequently update the PTC File.

The Pretrial Services Division is working together as a team, to create more effective and efficient processes to ensure adequate supervision of all defendants that are required to report. The current duties and responsibilities of the clerk are outlined below.

Core tasks for the Pretrial Services Clerk includes a multitude of activities such as creating **PTC Files**, managing the renewal process of all **Pretrial Release Orders** for the Circuit Court, conducting regular checks of various reports to determine the **Custodial / Warrant Status** of defendants under the monitoring responsibility of Pretrial Services, processing **Change of Contact Information Forms**, entering **Alcohol & Drug Testing Results**, acting as the primary **Back-Up for the Bindover-Clerk**, and managing the **Pretrial Services Data Spreadsheet**.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Creating Pretrial Case (PTC) Files

Creating PTC files happens each day, at any point throughout the day. The office receives Register of Actions (ROAs) and Pretrial Release Orders (PTROs) from the 54A, 54B, and 55th District Courts. The Pretrial Services Clerk will print those ROAs / PTROs and check to see if the defendant is in custody. The clerk will then determine if a PTC has already been created. If not, the clerk creates the PTC entering all information including bond, bond conditions, and upcoming court dates. If the defendant is scheduled to report to Pretrial Services and are out of custody, the clerk will place that defendant on a tickler report giving those defendants 48 hours to report. If the defendant fails to report and that tickler is not completed, their name will be flagged in the tickler report.

An objective of the Pretrial Services Clerk initiating the PTC files, is to allow the assigned Pretrial Services Investigator to be able to immediately pull up the correct PTC in COURTVIEW, upon having contact with a defendant reporting to Pretrial Services, and begin entering information. This process has been beneficial to the Pretrial Services Investigators, as the time saved from the investigator having to create the PTC file has allowed the investigators to conduct a reporting contact in less time. Over the course of a work day this is very helpful, over the course of a year, the amount of time saved in the aggregate, has been substantial.

Pretrial Case Files Created:

- 2022 1,934 PTC Files (01/01/2022 – 12/31/2022)
- 2023 2,170 PTC Files (01/01/2023 – 12/31/2023)
- 2024 1,151 PTC Files (01/01/2024 – 06/30/2024)

Pretrial Release Orders

Reviewing the pretrial release orders for all felony circuit court case files on a scheduled basis is critical to the maintaining of valid court orders within LEIN.

The clerk utilizes the OnBase data imaging records management system to track and process all pretrial release orders one month prior to an order's LEIN expiration date. The clerk will create a new pretrial release order with an amendment / extension of the LEIN expiration date, which is then forwarded to the presiding circuit court judge for review and signature. The amended pretrial release orders are subsequently processed by the Circuit Court Clerk's Office and forwarded to the designated law enforcement agency for LEIN entry updating.

Entering Alcohol & Drug Test Results

Entering alcohol / drug test results from ADAM-Averhealth of Lansing, or other testing facilities, is a daily task for the clerk. The clerk will open the results, find the corresponding PTC file in COURTVIEW, and create a docket entry listing the results of the test. The testing facilities also send no show notifications, in which the clerk will enter that the defendant failed to report to testing. This prompts the clerk to check on the status of the case, which is sometimes closed out. If the case is closed, the clerk emails the testing facility, letting them know Pretrial Services has ended supervision on the defendant. The clerk also will

PRETRIAL SERVICES INFORMATIONAL GUIDE

notify the investigators of the case being closed or dismissed. If the case is still open, the clerk forwards this information to the assigned Pretrial Services Investigator.

Processing Change of Contact Information Forms

The Pretrial Services Clerk updates the PTC Files with any changes in a defendant's address or telephone number and forwards that information to the judicial staff of the appropriate court.

Back-Up for Bind Over- Clerk

The Pretrial Services Clerk also provides back-up coverage for the Bind-Over Clerk. Upon the absence of the Bind-Over Clerk, the Pretrial Services Clerk will handle binding over cases from district court to circuit court.

The Pretrial Services Clerk will also act as the primary back-up for the Bind-Over Clerk in processing felony pleas that generate at the district court.

Managing Pretrial Services Data Spreadsheet

The Pretrial Services Clerk maintains the Pretrial Services Data Spreadsheet. This database contains information relevant to a defendant's time under pretrial supervision: enrollment date, termination date, successful or unsuccessful supervision, new arrest information, missed court dates, etc.

The data that is captured with this tool are utilized in determining the three primary outcome measurements identified as critical components for any Pretrial Services program; *Appearance Rate*, *Safety Rate*, and *Success Rate*.

Miscellaneous Tasks

The Pretrial Services Clerk often times, assists the investigators by completing various tasks. For example, when switching over from utilizing both a PTS and PTC file system, to solely utilizing PTC files at the start of 2019, the investigators had been unable to carry out this undertaking while still completing bond recommendation reports, enrolling new defendants into Pretrial Services, and managing their supervisory caseload. So, one of the clerk's initial assignments was to create PTC files for defendants who needed them and enter any existing information that was kept on hand-written enrollment sheets.

Other typical office tasks and administrative duties include answering and transferring phone calls, keeping the lobby clean and maintained, maintaining resource sheets in the front lobby, refilling the printer, etc. The clerk is often the first point of contact individuals encountered on floor 3R of the VMC-GPB. The clerk regularly assists individuals that "are lost" when they exit the elevator. Often times, individuals are looking for the Prosecuting Attorney's Office - Child Support Division, Personal Protection Office, Mental Health Court Coordinator, restrooms, DNA testing, the court rooms, or other areas of the courthouse.

PRETRIAL SERVICES INFORMATIONAL GUIDE

The clerk also assists with guiding interns in daily tasks. The clerk has helped teach the interns various duties during their time here; from conducting case status checks, alcohol and drug testing results data entry, creating cases, closing out cases, calling clients, etc.

PERFORMANCE MEASUREMENTS & OUTCOMES

Purpose of Performance Measurements & Outcomes:

According to the National Institute of Justice, “*Pretrial Justice – How to Maximize Public Safety, Court Appearance, and Release*”, the purposes of Pretrial Release and Detention can be referred to as the “*Three Ms*”: ***Maximize Release, Maximize Appearance, and Maximize Public Safety*** [p. 13].

The efforts of the Ingham County Pretrial Services Division are committed to these objectives. The team members of the Pretrial Services Division have worked hard at evaluating operational procedures and when necessary, proposing, developing, and implementing revised practices and processes.

In early 2019, the Pretrial Services Investigators participated in an all-day strategic work session, where ideas were shared, discussions took place, and proposals to change certain processes were initiated. This strategic work session resulted from preliminary discussions and non-formal planning that had taken place throughout the previous few years. It was out of this work-session that the Pretrial Services Division identified its mission, its vision, and its guiding principles. These concepts have helped guide the members of this unit in striving to more fully encompass the ideals of the pretrial services field into a practical functioning component of the Ingham County judicial system. With the additional staff members made possible by the passage of the Justice Complex Millage, the Pretrial Services Division has become more effective and efficient in carrying out those important activities and tasks, which have allowed this team to be able to better serve the judicial system of Ingham County.

The addition of the new positions provided through the Justice Complex Millage, have allowed the Pretrial Services Division to better focus on the development of procedures and systems to more effectively carry out the core functions of Pretrial Services and to be able to collect data to provide information on performance measurements and outcomes.

Pretrial Services Division Data Collection Project:

The Pretrial Services Division staff has implemented a data collection process developed in part, through the efforts of Megan Gilliam, who had participated in an internship with the Pretrial Services Division for the Fall 2019 Semester. Ms. Gilliam, was a Graduate Research Assistant at Michigan State University finishing a Master’s Degree.

The Pretrial Services Data Collection Project identified three main outcome measurements that would highlight the efforts and work of this unit. The three outcome measures; *Appearance Rate, Safety Rate, and Success Rate*, are three primary measurements recognized within the Pretrial field as critical components for any Pretrial Services program.

PRETRIAL SERVICES INFORMATIONAL GUIDE

- *Appearance Rate*: The percentage of cases in which defendants appear for all scheduled court proceedings, up to and including sentencing.
- *Safety Rate*: The percentage of cases in which defendants are not charged with a new misdemeanor and / or felony offense that occurred during the pretrial stage.
- *Success Rate*: The percentage of cases in which defendants meet all three criteria:
 - Appear for all scheduled court proceedings
 - Are not charged with a new misdemeanor and / or felony offense that occurred during pretrial supervision
 - Bond is not revoked for non-compliance reasons

Additionally, mission-critical data were identified as information to be tracked by the Pretrial Services Division:

- *Case Begin Date and End Date*
 - Begin Date = Arraignment Date at District Court
 - End Date = Case Closure Date [Dismissal, Plea at District Court, Transfer to Specialty Court, Sentencing at Circuit Court]
- *Release Type*
 - Release with Conditions / Release without Conditions
- *Disposition Type*
 - Sentenced, Dismissed, Plead at District Court, Transferred to Specialty Court, etc.
- *Custody Status (Defendants – Never Reported)*
 - Tracks whether or not a defendant who never reported when ordered to report to Pretrial Services was not released from custody, therefore the defendant was not able to report prior to the case being closed

The Data Collection Project has identified (4) subgroups of defendants that Pretrial Services tracks separately from each other. This was done due to the fact that cases / defendants in each identified category may be inherently different from one another and should not be placed into one singular group. Active and consistent supervision may impact a case in a way different from a case where there is no supervision at all, etc.

- *Supervised Defendants*: Case in which the defendants were ordered to report to Pretrial Services and are actively supervised
- *Monitoring Only*: Cases in which the defendants were ordered to report to Pretrial Services, but are not actively supervised.
- *Unsupervised Defendants*: Case in which the defendants were not ordered to report to Pretrial Services and are not supervised or monitored
- *Never Reported In*: Cases in which the defendant was ordered to report to Pretrial Services, but for any reason, never reported.

PRETRIAL SERVICES INFORMATIONAL GUIDE

- The only datum specifically tracked regarding the reason for the defendant never reporting into Pretrial Services is whether or not the defendant was in custody during the entire pretrial stage of the case

2023

SUPERVISED

Cases Closed

1,169 cases closed 01/01/2023 - 12/31/2023

	# of defendants
Failure to Appear	141
New Arrest	99
Revoked	192
Successful	907

88% of defendants made court appearances

92% of defendants did not get re-arrest/new charges

84% of defendants did not have their bond revoked

78% of defendants were considered successful

Cases Open

1,664 cases remained open as of 12/31/2023

MONITORING ONLY

Cases Closed

14 cases closed between 01/01/2023-12/31/2023

	# of defendants
Failure to Appear	0
New Arrest	1
Revoked	0
Successful	13

100% of defendants made court appearances

93% of defendants did not get re-arrest/new charges

100% of defendants did not have their bond revoked

93% of defendants were considered successful

Cases Open

45 cases remained open as of 12/31/2023

PRETRIAL SERVICES INFORMATIONAL GUIDE

UNSUPERVISED

Cases Closed

41 cases closed between 01/01/2023 – 12/31/2023

	# of defendants
Failure to Appear	4
New Arrest	3

90% of defendants made court appearances

93% of defendants did not get re-arrest/new charges

Cases Open

61 cases remained open as of 12/31/2023

NEVER REPORTED IN

Cases Closed

662 cases closed between 01/01/2023 – 12/31/2023

	# of defendants
Failure to Appear	77
New Arrest	23
Revoked	80
Successful	562

88% of defendants made court appearances

97% of defendants did not get re-arrest/new charges

88% of defendants did not have their bond revoked

85% of defendants were considered successful

426 defendants out of 662 (64%) closed cases in 2023 were in custody the entirety of their case.

Cases Open

0 Cases remained open as of 12/31/2023

PRETRIAL SERVICES INFORMATIONAL GUIDE

2024

SUPERVISED

Cases Closed

682 cases closed 01/01/2024 – 06/30/2024

	# of defendants
Failure to Appear	86
New Arrest	63
Revoked	111
Successful	522

87% of defendants made court appearances

91% of defendants did not get re-arrest/new charges

84% of defendants did not have their bond revoked

77% of defendants were considered successful

Cases Open

1,618 cases remained open as of 06/30/2024

MONITORING ONLY

Cases Closed

18 cases closed between 01/01/2024 - 06/30/2024

	# of defendants
Failure to Appear	1
New Arrest	1
Revoked	0
Successful	16

94% of defendants made court appearances

94% of defendants did not get re-arrest/new charges

100% of defendants did not have their bond revoked

89% of defendants were considered successful

Cases Open

61 cases remained open as of 06/30/2024

PRETRIAL SERVICES INFORMATIONAL GUIDE

UNSUPERVISED

Cases Closed

16 cases closed between 01/01/2024 – 06/30/2024

	# of defendants
Failure to Appear	0
New Arrest	2

100% of defendants made court appearances

87% of defendants did not get re-arrested/new charges

Cases Open

59 cases remained open as of 06/30/2024

NEVER REPORTED IN

Cases Closed

334 cases closed between 01/01/2023 – 06/30/2024

	# of defendants
Failure to Appear	40
New Arrest	25
Revoked	38
Successful	266

88% of defendants made court appearances

93% of defendants did not get re-arrest/new charges

89% of defendants did not have their bond revoked

80% of defendants were considered successful

231 defendants out of 334 (69%) closed cases in 2024 were in custody the entirety of their case.

Cases Open

0 Cases remain open as of 06/30/2024

Pretrial Services Division Output Information:

In addition to the information collected as noted above, the Pretrial Services Division has also identified specific categories of outputs to measure and assist in providing an accurate picture of what this unit has accomplished over the last several years, pre and post-COVID 19.

PRETRIAL SERVICES INFORMATIONAL GUIDE

The COVID-19 Emergency significantly altered County operations, including the operations of Pretrial Services. Beginning in mid-March 2020, the Pretrial Services Division had implemented modified operations, including the closing of the unit's office to the public, the ceasing of in-custody interviews at the City of Lansing Police Department Detention Center; a combination of social distancing and remote work assignments for staff members, and the suspension of student internships, etc.

The pandemic created challenges and obstacles that subsequently decreased the overall outputs for a number of categories, such as the number of bond recommendation reports completed. The cessation of in-person interviewing of defendants at the City of Lansing Police Department, due to COVID-19 safety measures, had directly correlated to a significant reduction in the number of bond recommendation reports completed.

Pretrial Services re-initiated in-person interviewing at the City of Lansing Police Department Detention Center on May 30, 2023. The output of the number of pre-arraignment bond recommendation reports completed increased exponentially through the remainder of 2023 and into 2024.

During COVID-19, there was a substantial increase in the number of defendants added to the caseloads of the Pretrial Services Investigators due to numerous defendants that were released from the custody of the Ingham County Jail, because of health and safety concerns. Additionally, due to the orders issued by the Governor and the Michigan State Supreme Court, the courts were significantly impacted. The requirement to transition to limited court operations and services, created a backlog of pending cases, which increased the overall number of defendants under the supervision and monitoring of the Pretrial Services Division. Pretrial Services still manages a high caseload in 2024, post-COVID-19 Pandemic.

Bond Reports

Bond Recommendation Reports Completed

- **2019: Bond Recommendation Reports Completed -**
 - Total Reports Completed **535**
 - Pre-Arraignment Bond Reports **396**
 - 54-A District Court 230
 - 54-B District Court 0
 - 55th District Court 166
 - Post-Arraignment Bond Reports **139**
 - 54-A District Court 78
 - 54-B District Court 08
 - 55th District Court 16
 - 30th Circuit Court 37
- **2020: Bond Recommendation Reports Completed - [Mid-March 2020 COVID-19 Emergency]**
 - Total Reports Completed **246**
 - Pre-Arraignment Bond Reports **167**
 - 54-A District Court 108

PRETRIAL SERVICES INFORMATIONAL GUIDE

• 54-B District Court	01	
• 55 th District Court	58	
▪ Post-Arrestionment Bond Reports		79
• 54-A District Court	17	
• 54-B District Court	01	
• 55 th District Court	14	
• 30 th Circuit Court	47	
• 2021: Bond Recommendation Reports Completed -		
○ Total Reports Completed		<u>83</u>
▪ Pre-Arrestionment Bond Reports		34
• 54-A District Court	00	
• 54-B District Court	00	
• 55 th District Court	34	
▪ Post-Arrestionment Bond Reports		49
• 54-A District Court	00	
• 54-B District Court	00	
• 55 th District Court	00	
• 30 th Circuit Court	49	
• 2022: Bond Recommendation Reports Completed -		
○ Total Reports Completed		<u>92</u>
▪ Pre-Arrestionment Bond Reports		30
• 54-A District Court	00	
• 54-B District Court	00	
• 55 th District Court	30	
▪ Post-Arrestionment Bond Reports		62
• 54-A District Court	01	
• 54-B District Court	00	
• 55 th District Court	02	
• 30 th Circuit Court	59	
• 2023: Bond Recommendation Reports Completed -		
○ Total Reports Completed		<u>504</u>
Complete Bond Reports – Recommendations	413	
Partial Bond Reports – No Recommendations	91	
▪ Pre-Arrestionment Bond Reports		445
• 54-A District Court	309	
• 54-B District Court	00	
• 55 th District Court	136	
▪ Post-Arrestionment Bond Reports		59
• 54-A District Court	01	
• 54-B District Court	00	

PRETRIAL SERVICES INFORMATIONAL GUIDE

• 55 th District Court	01	
• 30 th Circuit Court	57	
• 2024: Bond Recommendation Reports Completed -		[01/01/2024 – 06/30/2024]
○ Total Reports Completed		<u>380</u>
Complete Bond Reports – Recommendations	272	
Partial Bond Reports – No Recommendations	108	
▪ Pre-Arrestment Bond Reports		342
• 54-A District Court	254	
• 54-B District Court	00	
• 55 th District Court	88	
▪ Post-Arrestment Bond Reports		38
• 54-A District Court	01	
• 54-B District Court	00	
• 55 th District Court	01	
• 30 th Circuit Court	36	

Court-Ordered Bail Decisions Following Risk Assessment Based Recommendations of Pretrial Services

• 2019: Risk Assessment Recommendation Reports - Followed/Not Followed		
○ Reports Followed	340	(63.6%)
○ Reports Not Followed	137	(25.6%)
○ Other Dispositions	58	(10.8%)
	(Risk Assessment Not Utilized, Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)	
• 2020: Risk Assessment Recommendation Reports - Followed/Not Followed		
○ Reports Followed	153	(62.2%)
○ Reports Not Followed	52	(21.1%)
○ Other Dispositions	41	(16.7%)
	(Risk Assessment Not Utilized, Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)	
• 2021: Risk Assessment Recommendation Reports - Followed/Not Followed		
○ Reports Followed	51	(61.4%)
○ Reports Not Followed	10	(12.0%)
○ Other Dispositions	22	(26.5%)
	(Risk Assessment Not Utilized, Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)	
• 2022 Risk Assessment Recommendation Reports - Followed/Not Followed		
○ Reports Followed	76	(82.6%)
○ Reports Not Followed	15	(16.3%)
○ Other Dispositions	01	(01.1%)
	(Risk Assessment Not Utilized, Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)	

PRETRIAL SERVICES INFORMATIONAL GUIDE

- **2023: Risk Assessment Recommendation Reports - Followed/Not Followed**
 - Reports Followed 278 (67.3%)
 - Reports Not Followed 71 (17.2%)
 - Other Dispositions 64 (15.5%)
(Risk Assessment Not Utilized, Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)
 - Partial Bond Recommendation Reports 91
(Recommendation Not Submitted to Court)

- **2024: Risk Assessment Recommendation Reports - Followed/Not Followed**
[01/01/2024 – 06/30/2024]
 - Reports Followed 193 (71.0%)
 - Reports Not Followed 63 (23.2%)
 - Other Dispositions 16 (05.9%)
(Risk Assessment Not Utilized, Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)
 - Partial Bond Recommendation Reports 108
(Recommendation Not Submitted to Court)

Active Pretrial Supervision Cases – “Monthly Snapshots”

2020 MONTHLY TOTAL SUPERVISED CASES = 553 [MONTHLY AVERAGE]

- Active Pretrial Supervision Cases – 02/28/2020
 - Total Supervised Cases [398 Defendants] **436**
 - General Supervision Cases [327 Defendants] 352
 - OCC PT Program Cases [71 Defendants] 84
- Active Pretrial Supervision Cases – 03/06/2020
 - Total Supervised Cases [392 Defendants] **431**
 - General Supervision Cases [319 Defendants] 345
 - OCC PT Program Cases [73 Defendants] 86
- Active Pretrial Supervision Cases – 04/24/2020
 - Total Supervised Cases [411 Defendants] **445**
 - General Supervision Cases [337 Defendants] 363
 - OCC PT Program Cases [74 Defendants] 82
- Active Pretrial Supervision Cases – 06/18/2020
 - Total Supervised Cases [478 Defendants] **528**
 - General Supervision Cases [411 Defendants] 449
 - OCC PT Program Cases [67 Defendants] 79
- Active Pretrial Supervision Cases – 07/30/2020
 - Total Supervised Cases [531 Defendants] **590**
 - General Supervision Cases [467 Defendants] 511

PRETRIAL SERVICES INFORMATIONAL GUIDE

○ OCC PT Program Cases [64 Defendants]	79
● Active Pretrial Supervision Cases – 09/11/2020	
○ Total Supervised Cases [549 Defendants]	<u>619</u>
○ General Supervision Cases [470 Defendants]	523
○ OCC PT Program Cases [79 Defendants]	96
● Active Pretrial Supervision Cases – 10/08/2020	
○ Total Supervised Cases [586 Defendants]	<u>664</u>
○ General Supervision Cases [482 Defendants]	542
○ OCC PT Program Cases [104 Defendants]	122
● Active Pretrial Supervision Cases – 12/10/2020	
○ Total Supervised Cases [630 Defendants]	<u>711</u>
○ General Supervision Cases [503 Defendants]	563
○ OCC PT Program Cases [127 Defendants]	148
2021 MONTHLY TOTAL SUPERVISED CASES = 789 [MONTHLY AVERAGE]	
● Active Pretrial Supervision Cases – 01/15/2021	
○ Total Supervised Cases [640 Defendants]	<u>725</u>
○ General Supervision Cases [510 Defendants]	568
○ OCC PT Program Cases [130 Defendants]	157
● Active Pretrial Supervision Cases – 03/18/2021	
○ Total Supervised Cases [666 Defendants]	<u>751</u>
○ General Supervision Cases [553 Defendants]	620
○ OCC PT Program Cases [113 Defendants]	131
● Active Pretrial Supervision Cases – 05/06/2021	
○ Total Supervised Cases [676 Defendants]	<u>765</u>
○ General Supervision Cases [569 Defendants]	644
○ OCC PT Program Cases [107 Defendants]	121
● Active Pretrial Supervision Cases – 06/03/2021	
○ Total Supervised Cases [733 Defendants]	<u>831</u>
○ General Supervision Cases [630 Defendants]	714
○ OCC PT Program Cases [103 Defendants]	117
● Active Pretrial Supervision Cases – 07/01/2021	
○ Total Supervised Cases [708 Defendants]	<u>807</u>
○ General Supervision Cases [627 Defendants]	714
○ OCC PT Program Cases [81 Defendants]	93
● Active Pretrial Supervision Cases – 08/05/2021	
○ Total Supervised Cases [705 Defendants]	<u>812</u>
○ General Supervision Cases [627 Defendants]	720
○ OCC PT Program Cases [78 Defendants]	92
● Active Pretrial Supervision Cases – 09/09/2021	

PRETRIAL SERVICES INFORMATIONAL GUIDE

○ Total Supervised Cases [733 Defendants]	<u>827</u>
○ General Supervision Cases [663 Defendants]	748
○ OCC PT Program Cases [70 Defendants]	79
● Active Pretrial Supervision Cases – 10/21/2021	
○ Total Supervised Cases [702 Defendants]	<u>793</u>
○ General Supervision Cases [631 Defendants]	714
○ OCC PT Program Cases [71 Defendants]	79
● Active Pretrial Supervision Cases – 11/12/2021	
○ Total Supervised Cases [716 Defendants]	<u>805</u>
○ General Supervision Cases [648 Defendants]	728
○ OCC PT Program Cases [68 Defendants]	77
● Active Pretrial Supervision Cases – 12/07/2021	
○ Total Supervised Cases [682 Defendants]	<u>776</u>
○ General Supervision Cases [619 Defendants]	702
○ OCC PT Program Cases [63 Defendants]	74
2022 MONTHLY TOTAL SUPERVISED CASES = 762 [MONTHLY AVERAGE]	
● Active Pretrial Supervision Cases – 01/13/2022	
○ Total Supervised Cases [703 Defendants]	<u>797</u>
○ General Supervision Cases [633 Defendants]	718
○ OCC PT Program Cases [70 Defendants]	79
● Active Pretrial Supervision Cases – 02/11/2022	
○ Total Supervised Cases [676 Defendants]	<u>763</u>
○ General Supervision Cases [609 Defendants]	687
○ OCC PT Program Cases [67 Defendants]	76
● Active Pretrial Supervision Cases – 03/18/2022	
○ Total Supervised Cases [699 Defendants]	<u>787</u>
○ General Supervision Cases [637 Defendants]	717
○ OCC PT Program Cases [62 Defendants]	70
● Active Pretrial Supervision Cases – 04/14/2022	
○ Total Supervised Cases [719 Defendants]	<u>806</u>
○ General Supervision Cases [660 Defendants]	739
○ OCC PT Program Cases [59 Defendants]	67
● Active Pretrial Supervision Cases – 05/27/2022	
○ Total Supervised Cases [712 Defendants]	<u>813</u>
○ General Supervision Cases [646 Defendants]	738
○ OCC PT Program Cases [66 Defendants]	75
● Active Pretrial Supervision Cases – 06/13/2022	
○ Total Supervised Cases [680 Defendants]	<u>780</u>
○ General Supervision Cases [618 Defendants]	710

PRETRIAL SERVICES INFORMATIONAL GUIDE

○ OCC PT Program Cases [62 Defendants]	70
• Active Pretrial Supervision Cases – 07/18/2022	
○ Total Supervised Cases [690 Defendants]	<u>796</u>
○ General Supervision Cases [625 Defendants]	720
○ OCC PT Program Cases [65 Defendants]	76
• Active Pretrial Supervision Cases – 08/16/2022	
○ Total Supervised Cases [665 Defendants]	<u>753</u>
○ General Supervision Cases [600 Defendants]	677
○ OCC PT Program Cases [65 Defendants]	76
• Active Pretrial Supervision Cases – 09/08/2022	
○ Total Supervised Cases [647 Defendants]	<u>731</u>
○ General Supervision Cases [580 Defendants]	653
○ OCC PT Program Cases [67 Defendants]	78
• Active Pretrial Supervision Cases – 10/13/2022	
○ Total Supervised Cases [639 Defendants]	<u>739</u>
○ General Supervision Cases [563 Defendants]	648
○ OCC PT Program Cases [76 Defendants]	91
• Active Pretrial Supervision Cases – 11/10/2022	
○ Total Supervised Cases [601 Defendants]	<u>705</u>
○ General Supervision Cases [522 Defendants]	606
○ OCC PT Program Cases [79 Defendants]	99
• Active Pretrial Supervision Cases – 12/08/2022	
○ Total Supervised Cases [573 Defendants]	<u>673</u>
○ General Supervision Cases [504 Defendants]	585
○ OCC PT Program Cases [69 Defendants]	88
2023 MONTHLY TOTAL SUPERVISED CASES = 725 [MONTHLY AVERAGE]	
• Active Pretrial Supervision Cases – 01/11/2023	
○ Total Supervised Cases [581 Defendants]	<u>678</u>
○ General Supervision Cases [508 Defendants]	588
○ OCC PT Program Cases [73 Defendants]	90
• Active Pretrial Supervision Cases – 02/09/2023	
○ Total Supervised Cases [592 Defendants]	<u>688</u>
○ General Supervision Cases [518 Defendants]	602
○ OCC PT Program Cases [74 Defendants]	86
• Active Pretrial Supervision Cases – 03/09/2023	
○ Total Supervised Cases [601 Defendants]	<u>699</u>
○ General Supervision Cases [524 Defendants]	610
○ OCC PT Program Cases [77 Defendants]	89
• Active Pretrial Supervision Cases – 04/14/2023	

PRETRIAL SERVICES INFORMATIONAL GUIDE

○ Total Supervised Cases [646 Defendants]	<u>761</u>
○ General Supervision Cases [582 Defendants]	687
○ OCC PT Program Cases [64 Defendants]	74
● Active Pretrial Supervision Cases – 05/11/2023	
○ Total Supervised Cases [636 Defendants]	<u>743</u>
○ General Supervision Cases [578 Defendants]	677
○ OCC PT Program Cases [58 Defendants]	66
● Active Pretrial Supervision Cases – 06/16/2023	
○ Total Supervised Cases [602 Defendants]	<u>705</u>
○ General Supervision Cases [553 Defendants]	649
○ OCC PT Program Cases [49 Defendants]	56
● Active Pretrial Supervision Cases – 07/13/2023	
○ Total Supervised Cases [599 Defendants]	<u>694</u>
○ General Supervision Cases [561 Defendants]	651
○ OCC PT Program Cases [38 Defendants]	43
● Active Pretrial Supervision Cases – 08/10/2023	
○ Total Supervised Cases [619 Defendants]	<u>723</u>
○ General Supervision Cases [587 Defendants]	686
○ OCC PT Program Cases [32 Defendants]	37
● Active Pretrial Supervision Cases – 09/14/2023	
○ Total Supervised Cases [652 Defendants]	<u>757</u>
○ General Supervision Cases [622 Defendants]	723
○ OCC PT Program Cases [30 Defendants]	34
● Active Pretrial Supervision Cases – 10/12/2023	
○ Total Supervised Cases [646 Defendants]	<u>738</u>
○ General Supervision Cases [618 Defendants]	706
○ OCC PT Program Cases [28 Defendants]	32
● Active Pretrial Supervision Cases – 11/13/2023	
○ Total Supervised Cases [648 Defendants]	<u>745</u>
○ General Supervision Cases [623 Defendants]	716
○ OCC PT Program Cases [25 Defendants]	29
● Active Pretrial Supervision Cases – 12/14/2023	
○ Total Supervised Cases [666 Defendants]	<u>765</u>
○ General Supervision Cases [644 Defendants]	740
○ OCC PT Program Cases [22 Defendants]	25

PRETRIAL SERVICES INFORMATIONAL GUIDE

2024 MONTHLY TOTAL SUPERVISED CASES = 765 [MONTHLY AVERAGE]

[01/01/2024 – 06/30/2024]

• Active Pretrial Supervision Cases – 01/12/2024	
○ Total Supervised Cases [687 Defendants]	<u>786</u>
○ General Supervision Cases [667 Defendants]	763
○ OCC PT Program Cases [20 Defendants]	23
• Active Pretrial Supervision Cases – 02/08/2024	
○ Total Supervised Cases [654 Defendants]	<u>737</u>
○ General Supervision Cases [639 Defendants]	720
○ OCC PT Program Cases [15 Defendants]	17
• Active Pretrial Supervision Cases – 03/14/2024	
○ Total Supervised Cases [655 Defendants]	<u>739</u>
○ General Supervision Cases [610 Defendants]	687
○ OCC PT Program Cases [45 Defendants]	52
• Active Pretrial Supervision Cases – 04/11/2024	
○ Total Supervised Cases [666 Defendants]	<u>751</u>
○ General Supervision Cases [609 Defendants]	684
○ OCC PT Program Cases [57 Defendants]	67
• Active Pretrial Supervision Cases – 05/10/2024	
○ Total Supervised Cases [698 Defendants]	<u>792</u>
○ General Supervision Cases [636 Defendants]	719
○ OCC PT Program Cases [62 Defendants]	73
• Active Pretrial Supervision Cases – 06/13/2024	
○ Total Supervised Cases [691 Defendants]	<u>785</u>
○ General Supervision Cases [630 Defendants]	713
○ OCC PT Program Cases [61 Defendants]	72

Change of Contact Information Reports

- **2020:** Change of Contact Information Reports
 - 393 PTC Files with at least one “*Change of Contact Information*” Docket Entry
 - 494 Total “*Change of Contact Information*” Docket Entries
- **2021:** Change of Contact Information Reports
 - 328 PTC Files with at least one “*Change of Contact Information*” Docket Entry
 - 402 Total “*Change of Contact Information*” Docket Entries
- **2022:** Change of Contact Information Reports
 - 588 PTC Files with at least one “*Change of Contact Information*” Docket Entry
 - 827 Total “*Change of Contact Information*” Docket Entries
- **2023:** Change of Contact Information Reports
 - 689 PTC Files with at least one “*Change of Contact Information*” Docket Entry

PRETRIAL SERVICES INFORMATIONAL GUIDE

- 958 Total “Change of Contact Information” Docket Entries
- **2024:** Change of Contact Information Reports [01/01/2024 – 06/30/2024]
 - 415 PTC Files with at least one “Change of Contact Information” Docket Entry
 - 544 Total “Change of Contact Information” Docket Entries

Out of State Travel Requests

- **2020:** Out-of-State Travel Requests – Submitted
 - 71 PTC Files with at least one “Out of State Travel Request” Docket Entry
 - 146 Total “Out of State Travel Request” Docket Entries
- **2020:** Approved Out-of-State Travel Requests
 - 59 PTC Files with at least one “Out of State Travel Request – Granted” Docket Entry
 - 108 Total “Out of State Travel Request – Granted” Docket Entries
- **2020:** Denied Out-of-State Travel Requests
 - 16 PTC Files with at least one “Out of State Travel Request – Denied” Docket Entry
 - 16 Total “Out of State Travel Request – Denied” Docket Entries
- **2021:** Out-of-State Travel Requests
 - 122 PTC Files with at least one “Out of State Travel Request” Docket Entry
 - 307 Total “Out of State Travel Request” Docket Entries
- **2021:** Approved Out-of-State Travel Requests
 - 102 PTC Files with at least one “Out of State Travel Request – Granted” Docket Entry
 - 233 Total “Out of State Travel Request – Granted” Docket Entries
- **2021:** Denied Out-of-State Travel Requests
 - 23 PTC Files with at least one “Out of State Travel Request – Denied” Docket Entry
 - 25 Total “Out of State Travel Request – Denied” Docket Entries
- **2022:** Out-of-State Travel Requests
 - 95 PTC Files with at least one “Out of State Travel Request” Docket Entry
 - 150 Total “Out of State Travel Request” Docket Entries
- **2022:** Approved Out-of-State Travel Requests
 - 89 PTC Files with at least one “Out of State Travel Request – Granted” Docket Entry
 - 133 Total “Out of State Travel Request – Granted” Docket Entries
- **2022:** Denied Out-of-State Travel Requests
 - 05 PTC Files with at least one “Out of State Travel Request – Denied” Docket Entry
 - 05 Total “Out of State Travel Request – Denied” Docket Entries
- **2023:** Out-of-State Travel Requests
 - 83 PTC Files with at least one “Out of State Travel Request” Docket Entry
 - 115 Total “Out of State Travel Request” Docket Entries
- **2023:** Approved Out-of-State Travel Requests

PRETRIAL SERVICES INFORMATIONAL GUIDE

- 67 PTC Files with at least one “*Out of State Travel Request – Granted*” Docket Entry
 - 89 Total “*Out of State Travel Request – Granted*” Docket Entries
- **2023: Denied Out-of-State Travel Requests**
 - 03 PTC Files with at least one “*Out of State Travel Request – Denied*” Docket Entry
 - 03 Total “*Out of State Travel Request – Denied*” Docket Entries
- **2024: Out-of-State Travel Requests [01/01/2024 – 06/30/2024]**
 - 42 PTC Files with at least one “*Out of State Travel Request*” Docket Entry
 - 50 Total “*Out of State Travel Request*” Docket Entries
- **2024: Approved Out-of-State Travel Requests**
 - 34 PTC Files with at least one “*Out of State Travel Request – Granted*” Docket Entry
 - 39 Total “*Out of State Travel Request – Granted*” Docket Entries
- **2024: Denied Out-of-State Travel Requests**
 - 02 PTC Files with at least one “*Out of State Travel Request – Denied*” Docket Entry
 - 02 Total “*Out of State Travel Request – Denied*” Docket Entries

Violation of Bond Condition – Informational Reports

- **2019: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 163
- **2020: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 238
- **2021: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 257
- **2022: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 301
- **2023: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 325
- **2024: Violation of Bond Condition – Informational Reports [01/01/2024 – 06/30/2024]**
 - Total Submitted Reports 242

PRETRIAL SERVICES INFORMATIONAL GUIDE

MOVING FORWARD

Looking forward, as the Pretrial Services Division continues through 2024 and into 2025, the staff members will be working on improving processes and standardizing policies and procedures. Additionally, the Pretrial Services Division will continue to focus on data collection and reporting efforts to clarify “*who we are and what we do*”.

The Pretrial Services Division has been conducting bi-weekly unit meetings so that team members can evaluate progress on the goals and objectives of the unit.

In the initial “*2019 Pretrial Services Informational Guide*”, the Pretrial Services Division identified the following categories of information to be priority areas for data collection efforts moving forward: (1) successful / unsuccessful terminations, (2) court appearance, (3) public safety – new arrests, and (4) cost savings - jail bed days saved. At that time, it was determined that a process was needed to assist the Pretrial Services Division in identifying and collecting this information. The “*Data Collection Project*” was subsequently developed and implemented which has allowed the Pretrial Services Division to capture data pertaining to three of the four previously noted informational categories.

As we enter 2025, Pretrial Services will seek to collect data pertaining to the above mentioned fourth priority information category. Pretrial Services will attempt to calculate the number of jail bed days saved and subsequent cost savings for Ingham County as it relates to those defendants discharged from custody on conditional bond release and subject to the monitoring and supervision of Pretrial Services.

In late 2023, the Pretrial Services Division initiated the development of an initial “*Standard Operating Procedures*” manual. This manual has standardized the multiple duties and responsibilities carried out by the professionals that comprise this team. During 2024 and 2025, the Pretrial Services team will draft additional procedures to submit to the Circuit Court Administration for review and subsequent incorporation into the “*Standard Operating Procedures*” manual.

PRETRIAL SERVICES INFORMATIONAL GUIDE

CONCLUSION

The addition of a full-time Pretrial Services Investigator and Pretrial Services Clerk, made possible through the Justice Complex Millage, has provided Pretrial Services with needed staffing to successfully manage a large caseload and to be able to respond to a multitude of situations and events that need to be identified and addressed in real time. The funding from the Justice Complex Millage has allowed the Pretrial Services Division to more effectively and efficiently supervise those defendants who are released into the community, while their cases are pending.

These positions have directly resulted in the ability of the Pretrial Services Division to be proactive in accomplishing a number of essential functions and to be able to often respond in “*real time*” to issues and / or problems that need immediate attention.

Specifically, the addition of a Pretrial Services Investigator has resulted in the Pretrial Services Investigators responsible for the case management of pretrial supervision enrollees to more effectively handle their individual caseloads, as the supervision duties are being distributed equally, amongst these team members.

Additionally, the hiring of the new Pretrial Services Investigator has allowed for the Senior Pretrial Services Investigator to focus on assisting the Deputy Court Administrator with special projects and tasks, revising current procedures, developing new policies, and implementing new processes to assist the Pretrial Services Division in striving to accomplish its mission.

The creation of the Pretrial Services Clerk position has directly impacted the Pretrial Services Division as well. This position has allowed for the transference of numerous clerical tasks from the Pretrial Services Investigators to the Pretrial Services Clerk, which has subsequently allowed the Pretrial Services Investigator to focus on their core responsibilities of:

- (1) Providing the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.
- (2) Providing supervision and monitoring activities for felony defendants who are in a pretrial status and have been released into the community on a conditional bond release.

The Pretrial Services Division is greatly appreciative of the allocated resources that have resulted from the passage of the Justice Complex Millage. The Pretrial Services Division will continue to work hard toward achieving its mission of promoting pretrial justice and community safety within Ingham County.

PRETRIAL SERVICES INFORMATIONAL GUIDE

REFERENCES

Pretrial Services Agency for the District of Columbia – <https://www.psa.gov>

National Association of Pretrial Services Agencies – <https://napsa.org>

National Institute of Corrections – <https://nicic.gov/pretrial>

- *“A Framework for Pretrial Justice – Essential Elements of an Effective Pretrial System and Agency”*
- *“Measuring What Matters – Outcome and Performance Measures for the Pretrial Services Field”*
- *“Measuring for Results – Outcome and Performance Measures for Pretrial Diversion Field”*
- *“Fundamentals of Bail – A Resource Guide for Pretrial Practitioners and a Framework for American Pretrial Reform”*
- *“Money as a Criminal Justice Stakeholder: The Judge’s Decision to Release or Detain a Defendant Pretrial”*

TO: Board of Commissioners: Law & Courts, County Services, and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: September 3, 2024

SUBJECT: Resolution Activating Position #229117 and Authorizing the Creation of Two Additional Paralegal Positions within the Prosecutor's Office
Agenda Items for the Law & Courts Committee Meeting on: September 12, 2024
Agenda Item for County Service Committee Meeting: September 17, 2024
Agenda Item for Finance Committee Meeting: September 18, 2024
Agenda Item for the Board of Commissioners: September 24, 2024

BACKGROUND

The Michigan Legislature has provided funding to county prosecutors to address caseload backlogs. Legislative appropriation of funds for grant assistance is set forth in Section 991 of Article 5 of 2023 Public Act 119. All grant projects must comply with the rules and regulations specified in Section 229 of Article 5 of 2023 Public Act 119.

To be eligible to receive the grant funding, an office of a county prosecutor must receive a minimum of the same funding as was allotted in the county fiscal year 2023-2024 and meet the county population requirements indicated in 2023 Public Act 119. The core mission of this funding is to address caseload backlog. A non-exhaustive list of possible expenditures includes salaries for additional prosecutors/staff, recruitment expenditures, retention expenditures, technology enhancements, etc. The expenditures must be related to reducing caseloads.

Ingham County has been selected as one of the counties to receive this funding. The total amount of the Grant Funds is \$1,000,000. A resolution (24-158) was passed involving this grant funding. A finalized signed grant contract was executed on July 18, 2024.

The Prosecutor's Office currently has one inactive paralegal position (Position #229117). The use of paralegals would allow our office a way to reduce attorney caseloads by redirecting tasks that could be completed by a paralegal such as assisting attorneys with the preparation of legal documents including, but not limited to, briefs, pleadings, appeals, witness lists, plea agreements, settlement agreements, and discovery notices. Paralegals are also trained to assist attorneys in the development of case strategies, case theories, and trial proceedings. Paralegals would also be able to assist in civil forfeiture documents/proceedings, Freedom of Information (FOIA) requests, family court proceedings, and other proceedings/cases handled by the Ingham County Prosecutor's Office. Our office would need multiple paralegals to address our caseload and various assignments within the office.

With the budget for the above funding, our office has received authority to hire additional staff to address the criminal case backlog. Specifically, the budget associated with this funding allows for our department to hire at least three paralegal positions. Our office, respectfully, requests the activation of position #229117 and the creation of two additional paralegal positions.

ALTERNATIVES

None. Our office sought to have one paralegal funded through the general fund for 2025; however, given the financial position of the county, this position was not funded.

FINANCIAL IMPACT

Funding is available through the High Crimes Community Support Grant through September 2025. In addition, our office learned last week that state funding will be extended to our office equivalent to the current funding for the time period of October 1, 2025 – September 2026. Our office will have sufficient funds to support these positions through at least September 2026. Our office continues to work with the Prosecuting Attorney Association of Michigan (PAAM) to educate our state partners as to the value and need for this funding within our community. We are hopeful that this funding will continue as it does for the Office of the Public Defender.

OTHER CONSIDERATIONS:

Our office has consulted with Human Resources to classify and update the Paralegal Job Description for the Prosecutor' office (below). This position has been classified as ICEA 7. Our office has also consulted with the local Union, and it is supportive of adding these positions.

RECOMMENDATION

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

DATE: June 20, 2024

TO: Sue Graham, Human Resources Director

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist- Labor & Employee Specialist

SUBJECT: 2024 ICEA County Pro Reclassification Analysis for Position # 229117 Paralegal

Background

Vacant is an “Paralegal” in the Prosecuting Attorney’s office. Vacant is requesting reclassification consideration in accordance with the ICEA County Pro collective bargaining agreement.

Recommendation

Based on the information provided, reclassification for this position is justified. Vacant’s position should remain a “Paralegal” and their salary should be increased from a ICEA 4 (\$47,646.06 to \$57,214.08) Step 1 (\$47,646.06) to ICEA 7 (\$60,820.05 to \$73,031.40) Step 1 (\$60,820.05). Summary analysis and documentation follows, including an updated job description and Job Points Evaluation.

Job Point Evaluation Table

POSITION	1 Knowledge & Education	2 Work Experience	3 Interpersonal & Comm Skills	4 Guidance & Direction	5 Supervisory/Managerial	6 Visual Concentration	7 Job Complexity	8-1 Job Impact-Financial	8-2 Job Impact-- Well Being of Others	9 Physical Effort	10 Unpleasant Working Conditions	11 Accident for Health Hazards	TOTAL PTS	GRADE
Paralegal	170	180	125	120	50	90	110	60	115	10	10	20	1030	ICEA 7

Nicole Matusko

From: Desiree Cook
Sent: Wednesday, September 4, 2024 7:01 AM
To: Nicole Matusko
Subject: RE: Paralegal Positions

Of course. I hope you don't get hit with a hiring freeze.

From: Nicole Matusko <nmatusco@ingham.org>
Sent: Tuesday, September 3, 2024 4:20 PM
To: Desiree Cook <DCook@ingham.org>
Subject: Paralegal Positions

Desiree,

We spoke a while ago about adding paralegal positions to our office through state funding, at that time, you gave me your blessing on behalf of ICEA-Professional. We are at the time when I am submitting the resolution to have the positions created, I would like to attach the Union's agreement with adding these positions. We have funding for up to three paralegal positions. They were re-classified to be the same level as the Paralegal Positions with the Public Defender's Office as ICEA 7.

Can you confirmation that the union supports adding these positions?

Thanks!

Nicole

**INGHAM COUNTY
JOB DESCRIPTION**

PARALEGAL – PROSECUTING ATTORNEY

General Summary:

Under the direction of the Ingham County Prosecutor and/or Chief Assistant Prosecuting Attorney and the Office Administrator, performs para-professional legal services including legal research and writing, document review, discovery analysis, assistance with supportive legal documents, and victim/public communication. This position uses considerable independent judgement in making decisions requiring the complex interpretation and application of the law. Conducts necessary research and prepares drafts of legal opinions, pleadings, briefs, and other legal documents. Analyzes and organizes information to help attorneys develop case strategy.

Essential Functions:

1. Assists attorneys with the preparation of legal documents including, but not limited to, briefs, pleadings, appeals, witness lists, witness statements, plea agreements, settlement agreements, and discovery notices. Assists attorneys in development of case strategies, case theories, jury selections, and trial proceedings. Also assists in civil forfeiture, Freedom of Information (FOIA) requests, family court proceedings, and other proceedings/cases handled by the Ingham County Prosecutor's Office.
2. Works autonomously and exercises independent judgment while preparing, reviewing and distributing memoranda, correspondence, reports, PowerPoint presentations, forms, and other documents as assigned. Logs and tracks correspondence.
3. Assists in information gathering for attorneys by identifying and engaging with witnesses and experts, developing timeline outlines, and handling various related tasks.
4. Assists and attends hearings and trials with attorneys and other staff.
5. Remains up to date on new/developing laws, forms, and legal information relevant to the prosecution of criminal, delinquency cases as well as civil forfeiture and processing Freedom of Information Requests (FOIA).
6. Performs case preparation at the direction of the attorneys.
7. Reviews, analyzes, and performs redactions of various documents to include medical records, police reports, photographs, video, etc. for purposes of complying with FOIA requests from the public.
8. Drafts various legal documents including correspondence, motions, and other pleadings necessary to move cases toward resolution competently and in compliance with all legal requirements and deadlines. Presents statements of fact, law and basic arguments clearly, logically and concisely. Files pleadings and other legal documents with courts or administrative agencies; possesses knowledge and ability to e-file documents in all courts.
9. Logically and accurately reads, understands, analyzes, interprets applicable statutes, court decisions, ordinances, court rules, codes, laws, policies, procedures, and other legal documents, and applies to assignments.
10. Reviews, analyzes, and summarizes legal and technical documents related to cases, including but not limited to, criminal backgrounds, police reports, out-of-state documents, medical records, CPS records (Child Protective Service), school documents, Registers of Action, transcripts, Center for Forensic Psychiatry evaluations, and Michigan State Police laboratory reports.
11. Ensures that case management systems and document management systems are updated in a timely manner reflecting actions taken by the employee.
12. Researches and analyzes legal or factual issues using legal databases and books and provides findings to attorneys.
13. Establishes and maintains effective working relationships with court staff, officers of the court, judicial system employees, victims, law enforcement, and the public.

14. Serve as a Notary Public of witness on various documents related to county business as necessary
15. Assists in the collection and maintenance of statistical records of the Prosecutor's Office and assist in the preparation of monthly and/or annual reports as requested.
16. Trains new employees as required.

Other Functions:

- Performs other duties as assigned.
- May be responsible for mentorship and supervision of legal interns.
- Manages multiple tasks, set priorities and meets deadlines consistent with time pressures and high volumes of work.
- Provides administrative assistance such as preparation of case statistic reports, case summaries, and other reports as requested by management.
- Maintains and operates computerized database for docket control, case management, calendaring, and litigation support.
- Attends legal seminars, training classes, and position orientated meetings on and off site.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited to, those in his/her job description.

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

Employment Qualifications:

Education: Associate's Degree in Criminal Justice or a related area of study, or a minimum of three to five years of relevant experience in a law firm, office, or court is required. Paralegal certification is strongly preferred.

Other Requirements:

- Must have and maintain a valid State of Michigan driver's license.
- Uses personal vehicle to perform tasks outside the office.
- Notary Public preferred.

Knowledge of:

- Principles and practices of criminal law applicable to practice as a paralegal
- Principles, practices, and techniques of legal research and writing
- Methods and techniques of effective interviewing and investigation
- Legal forms and the content required for filing cases
- Standard business software and specialized legal software and programs
- Correct English usage including spelling, grammar and punctuation, practices of legal communication
- Effective customer service practices and techniques

(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)

Requirements and Working Conditions

Working Conditions

- This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
- This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
- This position is required to travel for meetings and appointments.

Mental Demands

- While performing these duties, an employee will use written and oral communication skills; read and interpret data; information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; deal with changing deadlines, interruptions and concurrent tasks; and interact with others encountered in the course of work, including contact with the public.

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 traversing, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, grasping, handling and pinching.
- This position's physical requirements require regular stamina in walking, twisting, bending, lifting, carrying, pushing, pulling, and reaching.
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter and retrieve information from a computer.
-

his position requires the ability to handle varying and often high levels of stress.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACTIVATE POSITION #22917 (PARALEGAL) AND AUTHORIZE THE
CREATION OF TWO ADDITIONAL PARALEGAL POSITIONS WITHIN THE PROSECUTOR'S
OFFICE**

WHEREAS, 2023 Public Act 119 appropriated \$12 million for high-crime community support grants for county prosecutors in high-crime areas to address caseload backlogs; and

WHEREAS, the primary mission of this funding is to assist identified High Crime Communities in addressing caseload backlogs; and

WHEREAS, in order to be approved for this funding, a county prosecutor's office must have received a minimum of the same amount of funding in fiscal year 2022-2023 as it had received in fiscal year 2023-2024 and meet the county population requirements indicated in 2023 Public Act 119; and

WHEREAS, an office of the county prosecutors that receives these grants funds shall use the proceeds to address caseload backlogs and report to the Department of Treasury the number of staff, average caseload per attorney, and local funding; and

WHEREAS, the Ingham County Prosecutor's Office was selected as one of six communities to receive this funding; and

WHEREAS, the Ingham County Prosecutor's Office was approved to receive grant funds in the amount of \$1,000,000 from the Michigan Department of Treasury for a period of August 1, 2023 through September 2025; and

WHEREAS, the Ingham County Board of Commissioners accepted this grant funding through the passage of Resolution #24-158; and

WHEREAS, the Ingham County Prosecutor's Office intends to use these funds to address high caseloads and the caseload backlog in our County; and

WHEREAS, the Ingham County Prosecutor's Office does not currently have the assistance of Paralegals and these positions would greatly improve efficiency and caseloads within the office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reactivation of position #22917, Paralegal, classified as Ingham County Employee's Association, Professional Grade 7 (Salary Range \$60,820.05 to \$73,031.40).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of two newly created positions of Paralegal, classified as Ingham County Employee's Association, Professional Grade 7 (Salary Range \$60,820.05 to \$73,031.40).

BE IT FURTHER RESOLVED, that these positions will be funded through the \$1,000,000 High Crime Communities grant funding, and will only be activity while this funding, or a continuation of this funding, is available.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Board of Commissioners

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: September 4, 2024

SUBJECT: Resolution Authorizing an Addendum to the Agreement between the Ingham County Prosecutor's and Karpel Solutions to add an Interface for E-Warrant.

Agenda Items for the Law & Courts Committee Meeting on: September 12, 2024

Agenda Item for Finance Committee on: September 18, 2024

Agenda Item for the Board of Commissioners: September 24, 2024

BACKGROUND

Prosecutors' offices across the state utilize programs maintained and supported by the Prosecuting Attorney Association of Michigan (PAAM). The uniformity of the systems allows for consistency in charging language as well as consistency in procedures and shared supports and data. Our current systems will be obsolete, and we are transitioning to Prosecution by Karpel (PbK) in October 2024. This transition is part of a statewide rollout of PbK in 79 of the 83 counties.

Our county has already entered into an agreement for the initial rollout of PbK in our office. This initial agreement was primarily funded through state funds. A resolution was passed (23-517) and signed agreement for the implementation has been executed and signed by all parties. As a part of this implementation, our office will transition to an external digital agency portal to allow law enforcement to electronically submit warrant requests, documents, and other information directly to our office. This portal allows for a reduction of paper, uniformity for our intake/warrant staff and consistency for law enforcement. This also allows law enforcement agencies to digitally log into the system to review status of cases and next court dates.

Our office has contracted for multiple interfaces through the statewide roll out to include victim notifications (VINE), Law Enforcement Information Network (LEIN), and court integration through the original contract and resolution (23-517). The additional E-Warrant integration allows PbK to attach to the report writing system of many of our local law enforcement agencies. This allows for a "button" to be created where law enforcement "sends" the case to our office and the E-Warrant interface automatically enters all the witness, victim, defendant demographics and contact information as well as the requested charges. The information that can be collected through this interface includes the following:

- Defendant information
 - Person's names and identifying numbers
 - Date of birth
 - Height, weight, hair/eye color – physical characteristics
 - Contact information – addresses, phone numbers, email, etc.

- Victims and Witnesses
 - Names
 - Date of birth
 - Contact information

- Charges
 - Incident date & time
 - Incident location
 - Charge and statute codes
 - Charge description
 - Severity

- Referral Information
 - Referring officer
 - Referring law enforcement agency

This interface reduces the workload of our intake department by not requiring the manual entry of the above information and scanning of paper into our system. This integration will allow our intake department to address and review the information for quality control and make certain no mistakes were made when the original information was entered into the law enforcement system. This will allow our intake division to more efficiently process warrant requests and send them to attorneys for review. Lastly, with more accurate data entered into the system, our office will be able to run more accurate reports when gathering data.

ALTERNATIVES

The alternative to entering into this interface would be to require our intake department and law enforcement to manually enter information and scan paper reports into our system.

FINANCIAL IMPACT

Our office has received funding under the High Community Crime Grant from the State of Michigan for the implementation of this interface system. The funding has been received by the county and the \$12,000 has been approved to be used to fulfill this integration. The High Crimes Community Support Grant was approved on March 26, 2024 (Resolution 24-158)

OTHER CONSIDERATIONS

Our office has consulted with other prosecutors' offices that have this interface and it reduces redundancy of workflow and efficiency in the warrant request process.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to allow an Addendum to be added to the Contract with Prosecutor by Karpel (PbK) for an E-Warrant interface.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDENDUM TO THE AGREEMENT BETWEEN THE
INGHAM COUNTY PROSECUTOR'S OFFICE AND PROSECUTION BY KARPEL TO ADD AN
INTERFACE FOR E-WARRANT**

WHEREAS, the Ingham County Prosecutor's Office has entered into an agreement with Prosecution by Karpel for a state-wide rollout of a new document management software, pursuant to Resolution #23-517; and

WHEREAS, the initial Contract with Prosecution by Karpel has an external digital law enforcement portal for the submission of warrant requests and supplemental reports; and

WHEREAS, the use of the external digital portal without the E-Warrant interface would require staff to manually enter information submitted by law enforcement and manually scan in paper materials; and

WHEREAS, the E-Warrant interface would allow law enforcement to digitally submit a warrant request and have our system automatically import information such as defendant information, witness information, victim information and charges requested thus reducing the data entry required for our intake coordinators/warrant clerks; and

WHEREAS, this will allow our staff to focus on verifying the information, creating the file in our system, reducing the paper waste and creating a more efficient process to route these requests to screening attorneys; and

WHEREAS, funding for the \$12,000 E-Warrant interface is included in the Department of Treasury's High Crimes Community Grant, which was approved through the passage of Resolution #24-158.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize an addendum to the agreement be entered into between the Ingham County Prosecutor's Office and Prosecution by Karpel (PbK) to add an integration for E-Warrant.

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

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

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Circuit Court Administrator
DATE: August 28, 2024
SUBJECT: Child and Parent Legal Representation Grant Award
For the meeting agendas of Law and Courts Committee September 12 and Finance Committee
September 18, 2024

BACKGROUND

The Circuit Court Juvenile Division was awarded a grant renewal from the Michigan Department of Health and Human Services in the amount of \$139,262. The funds from this grant are to be used to improve legal representation for children and parents who have had neglect and abuse actions filed with the Court. The allocation is based on anticipated Fiscal Year 2025 Appropriations for Michigan Department of Health and Human Services (MDHHS) and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2025, MDHHS approval, and State Administrative Board approval. The Juvenile Division has received Child and Parent Legal Representation grants in Fiscal Years 2020 - 2024.

Funds from this grant will be used in 5 areas to improve legal representation:

Training for Attorneys and Lawyers Guardian Ad Litem

The Court will budget and allocate a specific amount of the grant to be used as a scholarship to reimburse both parent attorneys and Lawyers Guardian Ad Litem for registration, lodging, mileage, and meals.

The Court would approve these requests and reimburse accordingly. The reimbursement may include payment for participation in the training.

Legal Research/Resources

The Court will pay annually for the Lawyers Guardian Ad Litem access to web based legal research and Court Rules.

Vertical and Collateral Case Representation to Create Early Permanency for the Child

The Court will pay Parent Attorneys hourly for preparation and potential representation in obtaining Friend of the Court custody orders, Personal Protection Orders, and Revocation of Paternity Actions.

The Court will pay for the Lawyers Guardian Ad Litem to represent minors in guardianships.

Recruitment of New Attorneys through a Mentorship Program

The Court will pay attorneys to bring new attorneys to the court appointed list and mentor them through the first year.

The Court will pay a signing bonus to new court appointed attorneys.

The Court will increase Reimbursement rates for Team Decision Meetings and encourage participation in Foster Care Review Board Proceedings by providing financial compensation.

ALTERNATIVES

Not accepting the grant will result in a loss of funds.

FINANCIAL IMPACT

Accepting the grant will cost the County no additional funds. The grant will generate \$139,262 in restricted funds for the purposes of improved legal representation for children and parents who have had neglect and abuse actions filed with the Court.

STRATEGIC PLANNING IMPACT

Continued and considerate expansion of the network of various Ingham County Specialty Courts.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Accept the Child and Parent Legal Representation Grant from DHHS.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE CHILD AND PARENT LEGAL REPRESENTATION
GRANT FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, on May 27, 2024, the Michigan Department of Health and Human Services informed the 30th Judicial Circuit Court Juvenile Division that they were awarded an allocation of \$139,262 through the Child and Parent Legal Representation Grant for Fiscal Year 2025; and

WHEREAS, the allocation is based on anticipated Fiscal Year 2025 Appropriations for Michigan Department of Health and Human Services (MDHHS) and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2025, MDHHS approval, and State Administrative Board approval; and

WHEREAS, funds from the grant will be used to improve the quality of legal representation for children and adults who have had neglect and abuse actions filed with the Court; and

WHEREAS, funds from the grant will be used to reimburse attorneys and Lawyers Guardian Ad Litem for training; and

WHEREAS, funds from the grant will be used to pay annually for the Lawyers Guardian Ad Litem to have access to web based legal research and court rules; and

WHEREAS, funds from the grant will be used to compensate court appointed attorneys to represent parents and children in vertical and collateral cases in order to create early permanency for the child; and

WHEREAS, funds from the grant will be used to recruit new attorneys through a Mentorship Program; and

WHEREAS, funds from the grant will be used to increase the reimbursement rate for Team Decision Meetings and encourage participation in Foster Care Review Board proceedings by providing financial compensation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting an initial grant award from the Michigan Department of Health and Human Services for the sum of \$139,262.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2025 Circuit Court Juvenile Division budget.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to pay invoices submitted to the Court as a result of the additional grant funding.

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

TO: Law & Courts, County Services and Finance Committees
FROM: Nicholas Hefty, Deputy Circuit Court Administrator – General Trial Division
DATE: August 28, 2024
SUBJECT: Amending Resolution #22-271, 23-244, and 24-069 to reflect changes in pay scale for the grant funded, Special Part-Time Pretrial Services Investigator

For the meeting agendas of Law and Courts Committee September 12, County Services on September 17 and Finance Committee September 18, 2024

BACKGROUND

As a part of the annual grant application submitted to the Michigan Department of Corrections (MDOC) regarding Community Corrections funded programming in Ingham County, a Special Part-Time Pretrial Services (PTS) Investigator position has been requested and granted as part of funding as reflected in Resolutions #22-271, #23-244, and #24-069 brought forth by Community Corrections Manager, Nicholas Hefty and Ryan Watts. On November 5, 2022. Pretrial Services Investigators submitted a job-reclassification that ultimately resulted in their positions being reclassified from an ICEA Court Professional Grade 6 to a Grade 8. However, the grant funded Special Part-Time PTS Investigator position was never re-classed despite having the same job description with the same job duties with the only difference being the number of hours worked weekly.

The Circuit Court worked with the Human Resources Department on the reclass of this position, which is not in a bargaining unit so therefore approve from a union is not required.

ALTERNATIVES

Without making the reclassification applicable to the Special Part-Time PTS Investigator position, there are concerns that an inequity in the payment of wages for performance of the same job duties will exist.

FINANCIAL IMPACT

The MDOC exclusively funds this position with no financial impact to the County. Community Corrections Manager, Ryan Watts, reported having enough money in the current Community Corrections Budget to retroactively pay the current Special Part-Time PTS Investigator (position #325040) who was hired on January 22, 2024, and compensate them at the new rate moving forward.

STRATEGIC PLANNING IMPACT

Authorizing this position to be re-classified in alignment with its full-time counterpart supports “Good Government” by promoting Ingham County as a destination employer that attracts and retains high-quality staff to serve our residents. The current Special Part-Time PTS Investigator accepted this position after their retirement from the MDOC where they worked for 30 years, mostly in a supervisory role. As such, they come to this position with more experience than any of their predecessors who held the positions before them. Further, the proposed resolution aligns with the County’s values of providing high quality services in an efficient manner.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Through the enclosed Resolution and based on the information presented, I respectfully recommend approval of the attached resolution to support the reclassification and compensation of the grant funded, Special Part-Time PTS Investigator position at the ICEA Court Professionals Grade 8 pay scale, retroactive to the January 22, 2024 hire date of the incumbent (subsequent to the date of submission of the PTS Investigator reclassification request on November 5, 2022).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTIONS #22-271, #23-244, AND #24-069 TO REFLECT CHANGES IN PAY SCALE FOR THE GRANT FUNDED, SPECIAL PART-TIME PRETRIAL SERVICES INVESTIGATOR

WHEREAS, Resolutions #22-271, #23-244, and #24-069 authorized Ingham County to enter into an agreement with the Michigan Department of Corrections (MDOC) to fund programming for the Ingham County/City of Lansing Community Corrections Advisory Board; and

WHEREAS, as a part of these resolutions, a Special Part-Time Pretrial Services (PTS) Investigator position at the ICEA Pro 06 salary grade was authorized; and

WHEREAS, on November 5, 2022, PTS Investigators submitted a job-reclassification that ultimately resulted in their positions being reclassified from an ICEA Court Professional Grade 6 to a Grade 8, however, the grant funded Special Part-Time PTS Investigator position was never re-classed despite having the same job description with the same job duties with the only difference being the number of hours worked weekly; and

WHEREAS, this position is exclusively grant funded, with money currently available to retroactively pay the current Special Part-Time PTS Investigator who was hired on January 22, 2024, and with the new ICEA Court Pro 08 wage scale budgeted for the position moving forward; and

WHEREAS, the Human Resources Department agrees with this change in pay scale for the Special Part-Time Pretrial Services Investigator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes reclassifying the grant funded, Special Part-Time PTS Investigator position from an ICEA Court Pro 06 to an ICEA Court Pro 08, which would amend Resolutions #22-271, #23-244, and #24-069 going forward.

BE IT FURTHER RESOLVED, retroactive pay will be given to the current Special Part-Time PTS Investigator (position #325040), dating back to their hire date of January 22, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2023-2024 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

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

FROM: Keith Watson, Chief Public Defender

DATE: August 29, 2024

SUBJECT: Resolution to Authorize a Grant between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating Seven New Grant Funded Positions

BACKGROUND

The Michigan Indigent Defense Commission (MIDC) has approved Ingham County’s FY25 Compliance Plan Renewal for funding the Ingham County Office of the Public Defender, which provides indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. This will be the seventh year of grant funding from the State of Michigan for the compliance plan, and it will cover the period of October 1, 2024 through September 30, 2025.

The major changes in this year’s grant over last years are the addition of two Assistant Public Defender positions, one Social Worker position, one Investigator position, one Paralegal position and two Clerk positions, an increase in office lease and significantly increased funding for Conflict Counsel.

FINANCIAL IMPACT

The 2024-25 grant budget is \$11,625,284.60, including a local share of \$929,081.63. The local share will be split among Ingham County (\$890,346.63), the City of Lansing (\$22,158), and the City of East Lansing (\$16,577).

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The two newly created positions of Assistant Public Defender, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68); one newly created position of Social Worker, classified as Ingham County Employee’s Association, Professional Grade 8 (salary range \$66,339.71-\$79,657.39); one newly created Investigator position, classified as Ingham County Employee’s Association, Professional Grade 8 (salary range \$66,339.71-\$79,657.39); one newly created Paralegal position, classified as Ingham County Employee’s Association, Professional Grade 7 (salary range \$60,820.05-\$73,031.40); and two newly created Clerk positions, classified as UAW TOPS, Grade F (\$42,469-\$50,645.24) will be effective October 1, 2024.

The Cities of Lansing and East Lansing will continue to contribute their local shares to the grant. Memoranda of Understanding between the County and the Cities will be brought before the Board of Commissioners for approval at a future round of committee meetings.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A GRANT BETWEEN THE STATE OF MICHIGAN, MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC), DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS, AND INGHAM COUNTY TO PROVIDE FUNDING TO ASSIST THE COUNTY IN COMPLYING WITH THE COMPLIANCE PLAN AND COST ANALYSIS APPROVED BY MIDC AND CREATING SEVEN NEW GRANT FUNDED POSITIONS

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's Compliance Plan and Cost Analysis, which creates an Office of the Public Defender administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, this plan was accepted and approved by Ingham County Board Resolution #17-445; and

WHEREAS, the Ingham County Office of the Public Defender submitted a FY25 grant request, which was accepted and approved by the State of Michigan, the Michigan Indigent Defense Commission (MIDC), and the Department of Licensing and Regulatory Affairs (LARA); and

WHEREAS, this grant includes the creation of two new Assistant Public Defender positions, one new Social Worker position, one new Investigator position, one new Paralegal position, and two new Clerk positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA), and Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court.

BE IT FURTHER RESOLVED, that the grant period is October 1, 2024 through September 30, 2025, and the budget is approved for an amount of up to \$11,625,284.60, including a local share of \$929,081.63.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of: two Assistant Public Defender positions, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68); one Social Worker position, classified as Ingham County Employee's Association, Professional Grade 8 (salary range \$66,339.71-\$79,657.39); one Investigator position, classified as Ingham County Employee's Association, Professional Grade 8 (salary range \$66,339.71-\$79,657.39); one Paralegal position, classified as Ingham County Employee's Association, Professional Grade 7 (salary range \$60,820.05-\$73,031.40) and two Clerk positions, classified as UAW TOPS, Grade F (\$42,469-\$50,645.24) which will be effective October 1, 2024.

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

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

TO: Board of Commissioners' Law & Courts, Human Services, and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: September 3, 2024
SUBJECT: Resolution to Authorize an Agreement with Michigan Public Health Institute to Provide a Year Three Evaluation of the Lansing/Ingham Peacemaker Fellowship® and to Provide Year Three Fiduciary Services for Peacemaker Fellowship® LifeMAP
For the meeting agendas of September 12, September 16, and September 18, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) in an amount not to exceed \$134,485 effective October 1, 2024 through September 30, 2025. On March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will include in its 2022-2024 Public Safety Plan, a commitment, support, and partnership with Advance Peace and local partners in the amount of \$590,000, for establishing a program to help build and sustain local community capacity to interrupt gun violence. MPHI and a team that includes both the Institute of Urban and Regional Development at UC Berkeley (IURD), and the National Council on Crime and Delinquency (NCCD) will provide the following services:

- A year three Evaluation of the Lansing/Ingham Peacemaker Fellowship®
- Year three Fiduciary Services for Peacemaker Fellowship® LifeMAP Allowances, Horizon Building Journeys, travel and conference registrations for the Local Operator and other local partners, and stipends for Community Co-Chairs not paid by other funding sources; and

ALTERNATIVES

Three years of evaluation was planned for when the program launched. To not move forward with an evaluation plan, would be a departure long-established, mutually agreed upon plans.

FINANCIAL IMPACT

All costs of this agreement will be covered by funds already received and budgeted for within the Advance Peace Initiative budget managed by ICHD.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured. – This will be used verbatim for 99% of resolutions. There are exceptions where an alternative wording is required.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

The Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPHI to provide a year three evaluation of the Lansing/Ingham Peace Maker Fellowship® and to provide year three fiduciary services for Peacemaker Fellowship® LifeMAP, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$134,485.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE TO PROVIDE A YEAR THREE EVALUATION OF THE LANSING/INGHAM PEACE MAKER FELLOWSHIP® AND TO PROVIDE YEAR THREE FIDUCIARY SERVICES FOR PEACEMAKER FELLOWSHIP® LIFEMAP

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) in an amount not to exceed \$134,485 effective October 1, 2024 through September 30, 2025; and

WHEREAS, on March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will include in its 2022-2024 Public Safety Plan, a commitment, support, and partnership with Advance Peace and local partners in the amount of \$590,000, for establishing a program to help build and sustain local community capacity to interrupt gun violence; and

WHEREAS, in order to further these efforts, MPHI will provide the following services:

- A year three Evaluation of the Lansing/Ingham Peacemaker Fellowship®
- Year three Fiduciary Services for Peacemaker Fellowship® LifeMAP Allowances, Horizon Building Journeys, travel and conference registrations for the Local Operator and other local partners, and stipends for Community Co-Chairs not paid by other funding sources; and

WHEREAS, per Resolution #21-179, Ingham County agreed to provide local gun violence-related data, and agreed to work with the Advance Peace evaluation team consisting of MPHI, the Institute of Urban and Regional Development at UC Berkeley (IURD), and the National Council on Crime and Delinquency (NCCD) to ensure completion of a quality and timely evaluation of the Advance Peace strategy as implemented in Ingham County, MI; and

WHEREAS, all costs of this agreement will be covered by funds already received and budgeted for within the Advance Peace Initiative budget managed by ICHHD; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPHI to provide a year three evaluation of the Lansing/Ingham Peace Maker Fellowship® and to provide year three fiduciary services for Peacemaker Fellowship® LifeMAP, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$134,485.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI to provide a year three evaluation of the Lansing/Ingham Peace Maker Fellowship® and to provide year three fiduciary services for Peacemaker Fellowship® LifeMAP, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$134,485.

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.