

MUSKEGON COUNTY BOARD OF COMMISSIONERS
Courts & Public Safety Committee

AGENDA

via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

Tuesday, August 3, 2021 - 3:00 p.m.

Malinda Pego, Chair
Marcia Hovey-Wright, Vice-Chair

Connect to Zoom from your computer tablet or smartphone at:

<https://us06web.zoom.us/j/86381825893?pwd=K09OL1IzRnpqdXFibHc5OFFJTndvdz09>

Phone: (312) 626-6799

Meeting ID: 863 8182 5893

Passcode: 307156

Cell phones may mute & unmute by dialing *6
Raise and lower hand to speak by dialing *9

To raise your digital hand from your PC or
MAC, at the bottom of the window on the right
side of the screen, click the button labeled
"Raise Hand"

View the meeting on YouTube at:

<https://www.co.muskegon.mi.us/1597/Board-Meeting-Videos>

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes of July 13, 2021
- 4) Public Comment (on an agenda item)
- 5) Items for Consideration

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the Commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of the majority of the Commission.

CPS21/08 – 43

(Public Defender/Fred Johnson) To authorize the Public Defender's Office to enter into a contract with TransUnion for web-based investigative software services not to exceed the cost of \$3,000 annually.

CPS21/08 – 44

(Public Defender/Fred Johnson) To advance Elise Elzinga from Assistant Public Defender I, Position X09211, Pay Table/Grade NX-00288, Pay Step 3, \$27.866/hr, to Assistant Public Defender I at Pay table/Grade NX-00288, Pay step 7, \$33.755/hr effective May 10, 2021 and amend the budget accordingly.

CPS21/08 – 45

(Public Defender/Fred Johnson) To advance Alexa Hancock, Position X09210, from Assistant Public Defender I, Pay Table/Grade NX-00288, Step 2, \$26.57/hr, to Assistant Public Defender I, Pay Table/Grade NX-00288, Step 3, \$27.866/hr effective May 10, 2021 and amend the budget accordingly.

CPS21/08 – 46

(Prosecutor/DJ Hilson) To approve the Prosecutor to apply for and accept the FY2022 STOP Violence Against Women grant in the amount of \$190,729.00.

CPS21/08 – 47

(Prosecutor/DJ Hilson) To approve the Prosecutor to apply for and accept the FY2022 VOCA grant in the amount of \$70,791.00.

- 6) Unfinished Business
- 7) New Business
- 8) Public Comment
- 9) Final Board Comment
- 10) Adjournment

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

MUSKEGON COUNTY BOARD OF COMMISSIONERS
Courts & Public Safety Committee

July 13, 2021 – 4:00 p.m.
Hall of Justice, 4th Floor, 990 Terrace, Muskegon, MI
AND via Zoom

Malinda Pego, Chair
Marcia Hovey-Wright, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Pego at 4:24 p.m.

ROLL CALL

Present: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring,
Charles Nash, Bob Scolnik, Rillastine Wilkins, Malinda Pego
Also Present: Mark Eisenbarth, County Administrator; Kathy Tharp, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Hughes, supported by Commissioner Brown, to approve the minutes of the June 8, 2021 meeting as written. Motion carried.

PUBLIC COMMENT ON AN AGENDA ITEM

A citizen addressed the board regarding item #41.

ITEMS FOR CONSIDERATION

CPS21/07 - 37 It was moved by Commissioner Hughes, supported by Commissioner Hovey-Wright, to accept the 2020 Homeland Security Grant Program Intergovernmental Agreement between the West Michigan Regional Medical Consortium (WMRMC) and the Muskegon County on behalf of the Muskegon County Emergency Services/Management, and direct the Board Chair and appropriate staff to sign the agreement.

Roll Call:

Yes: Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Bob Scolnik, Rillastine Wilkins, Kim Cyr, Doug Brown, Malinda Pego

No: None

Motion carried.

CPS21/07 - 38 It was moved by Commissioner Hughes, supported by Commissioner Wilkins, to allow Muskegon County Emergency Services to solicit an RFP to contract a vendor to update the Muskegon County Hazard Mitigation Plan.

Roll Call:

Yes: Susie Hughes, Zach Lahring, Charles Nash, Bob Scolnik, Rillastine Wilkins, Kim Cyr, Doug Brown, Marcia Hovey-Wright, Malinda Pego

No: None

Motion carried.

CPS21/07 - 39 It was moved by Commissioner Brown, supported by Commissioner Hovey-Wright, to approve the Prosecutor to apply for and accept the FY2022 Crime Victim Rights Grant in the amount of \$325,871.00 and affix the signature of the Board Chairperson to the letter of authorization required by the Michigan Department of Health and Human Services.

Roll Call:

Yes: Zach Lahring, Charles Nash, Robert Scolnik, Rillastine Wilkins, Kim Cyr, Doug Brown, Marcia Hovey-Wright, Susie Hughes, Malinda Pego

No: None

Motion carried.

CPS21/07 - 40 It was moved by Commissioner Brown, supported by Commissioner Hughes, to approve the Prosecutor to apply for and accept the FY2022 Crime Victim Rights Navigator Pilot Program grant in the amount of \$77,608.00 and authorize the Board Chair to sign.

Roll Call:

Yes: Charles Nash, Robert Scolnik, Rillastine Wilkins, Kim Cyr, Doug Brown, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Malinda Pego

No: None

Motion carried.

CPS21/07 - 41 It was moved by Commissioner Nash, supported by Commissioner Wilkins, to authorize the modification of Board Motion 2021-145 (WM- 21/03-31) to include the requested RFP Vendor to "make recommendations for equipment replacement and system upgrades".

Roll Call:

Yes: Robert Scolnik, Rillastine Wilkins, Kim Cyr, Doug Brown, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego

No: None

Motion carried.

CPS21/07 - 42 It was moved by Commissioner Nash, supported by Commissioner Hovey-Wright, to approve the Memorandum of Understanding between the City of Muskegon, City of Muskegon Heights and the County of Muskegon for the FY21 Justice Assistance Grant Award Program and authorizes the Board Chair to sign the Memorandum.

Roll Call:

Yes: Rillastine Wilkins, Kim Cyr, Doug Brown, Marcia Hovey-Wright, Susie Hughes, Zach Lahring,
Charles Nash, Robert Scolnik, Malinda Pego

No: None

Motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

A citizen addressed the Board regarding Norton Shores Fire Department.

FINAL BOARD COMMENT

None

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:45 p.m.

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: Manda Mitteer/Fred Johnson

Committee Date: 2021-08-03

Requesting Department: Public Defender

Full Board Date: 2021-08-10

Budget: Budgeted



Agenda Number: CPS21/08 - 43

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to authorize the Public Defender's Office to enter into a contract with TransUnion for web-based investigative software services not to exceed the cost of \$3,000 annually.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Request permission for the Public Defender's Office to enter into a contract with TransUnion for web-based investigative software services not to exceed the cost of \$3,000 annually. This software is a necessary tool to meet the required standards of the Michigan Indigent Defense Commission (MIDC) grant and grant funds will cover 100% of the cost. This software does not have a comparable competitor for the extensive investigative services/resources that it provides for the unique needs of the public defender office. This software is being utilized by other public defender offices throughout the State of Michigan and is approved by MIDC to assist with meeting the required standard for investigative services because of it being tailored to the needs of public defender offices.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: Manda Miltteer/Fred Johnson

Committee Date: 2021-08-03

Requesting Department: Public Defender

Full Board Date: 2021-08-10

Budget: Budgeted by Grant

Agenda Number: CPS21/08 - 44




Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to advance Elise Elzinga from Assistant Public Defender I, Position X09211, Pay Table/Grade NX-00288, Pay Step 3, \$27.866/hr, to Assistant Public Defender I at Pay table/Grade NX-00288, Pay step 7, \$33.755/hr effective May 10, 2021 and amend the budget accordingly.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Staff is requesting permission to reorganize the family division of the Muskegon County Public Defender by advancing Elise Elzinga from Assistant Public Defender I, Position X09211, Pay Table/Grade NX-00288, Pay Step 3, \$27.866/hr, to Assistant Public Defender I at Pay Table/Grade NX-00288, Pay step 7, \$33.755/hr. Said reorganization is necessary to be in compliance with the MIDC grant and Child and Parent Legal Representation (CPLR) grant. Ms. Elzinga assumed Assistant Public Defender I pay step 7 level duties on or about May 10, 2021.

The salary and fringes for this position are allocated 25% in the MIDC grant and 75% in the CPLR grant.

<p>Kristen Wade, HR Director Analysis Required? No</p> 	<p>Beth Dick, Finance Director/Management Analysis:</p> <input checked="" type="checkbox"/> 
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <input checked="" type="checkbox"/> 

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: Manda Mltteer/Fred Johnson

Committee Date: 2021-08-03

Requesting Department: Public Defender

Full Board Date: 2021-08-10

Budget: Budgeted by Grant

Agenda Number: CPS21/08 - 45




Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to advance Alexa Hancock, Position X09210, from Assistant Public Defender I, Pay Table/Grade NX-00288, Step 2, \$26.57/hr, to Assistant Public Defender I, Pay Table/Grade NX-00288, Step 3, \$27.866/hr effective May 10, 2021 and amend the budget accordingly.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Staff is requesting permission to reorganize the family division of the Muskegon County Public Defender by advancing Alexa Hancock from Assistant Public Defender I, Pay Table/Grade NX-00288, Step 2, \$26.57/hr, to Assistant Public Defender I, Pay Table/Grade NX-00288, Step 3, \$27.866/hr. Said reorganization is necessary to be in compliance with the MIDC grant and Child and Parent Legal Representation (CPLR) grant. Ms. Hancock assumed Assistant Public Defender I pay step 3 level duties on or about May 10, 2021.

The salary and fringes for this position are allocated 25% in the MIDC grant and 75% in the CPLR grant.

<p>Kristen Wade, HR Director Analysis Required? No</p> 	<p>Beth Dick, Finance Director/Management Analysis:</p> <input checked="" type="checkbox"/> 
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <input checked="" type="checkbox"/> 

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: DJ Hilson

Committee Date: 2021-08-03

Requesting Department: Prosecutor

Full Board Date: 2021-08-10

Budget: Budgeted



Agenda Number: CPS21/08 - 46

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve the Prosecutor to apply for and accept the FY2022 STOP Violence Against Women grant in the amount of \$190,729.00.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

The Prosecutor is requesting approval to apply for and accept the FY 2022 STOP Violence Against Women grant in the amount of \$190,729.00. This grant funds two Assistant Prosecuting Attorney positions for the Prosecutor's Office. A 25% in-kind match is required and will be provided by attorneys assisting the prosecutors funded under this grant. The terms of this grant will not allow reimbursement of any administrative expenses. The grant period is October 1, 2021, through September 30, 2022.

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Beth Dick, Finance Director/Management Analysis:</p> <p><input checked="" type="checkbox"/> </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p><input checked="" type="checkbox"/> </p>

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: DJ Hilson

Committee Date: 2021-08-03

Requesting Department: Prosecutor

Full Board Date: 2021-08-10

Budget: Budgeted


Agenda Number: CPS21/08 - 47

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve the Prosecutor to apply for and accept the FY2022 VOCA grant in the amount of \$70,791.00.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

The Prosecutor is requesting approval to apply for and accept the FY2022 VOCA (Victims of Crime Act) Grant in the amount of \$70,791. This grant funds the Domestic Violence Specialist position for the Prosecutor's Office. A 20% in-kind match is required and will be provided by volunteer hours. The terms of this grant will not allow for reimbursement of any administrative expenses. The grant period is October 1, 2021, through September 30, 2022.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 