

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

January 11, 2022 - 3:00 p.m.

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

Connect to Zoom from your computer, tablet or smartphone at: <https://rb.gy/kqzmkf>

Phone: (312) 626-6799

Meeting ID: 821 6495 5925

Passcode: 264078

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 Facebook at:

<https://www.facebook.com/MuskegonCountyMI>

- 1) Call to Order
- 2) Roll Call
- 3) Approval of the Agenda
- 4) Approval of Minutes of December 7, 2021
- 5) Public Comment (on an agenda item)
- 6) Items for Consideration

CPS22/01 – 01

(Sheriff Poulin) To amend the FY2022 Coronavirus Public Safety Fund (2110) budget, increasing revenues and expenditures by \$14,650 from \$6,957 to \$21,607.

CPS22/01 – 02

(Community Corrections/Scott Lamiman) To award Kelly Austin to provide cognitive behavioral services in the jail and authorize the Board Chair to sign the contract for services with the option to renew for two subsequent years depending on availability of grant funding and mutual agreement of both parties.

CPS22/01 – 03

(Community Corrections/Scott Lamiman) To award Catholic Charities to provide cognitive behavioral services in the community and authorize the Board Chair to sign the contract for services with the option to renew for two subsequent years depending on availability of grant funding and mutual agreement of both parties.

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.

- CPS22/01 – 04** (Circuit Court/Sandra Vanderhyde) To add a fully grant funded hourly Specialty Court Enforcement Officer position, grade NO 2070, with a salary range of \$22.848 to \$28.755, to the Circuit Court for Recovery Court.
- CPS22/01 – 05** (Circuit Court/Sandra Vanderhyde) To approve the creation of a new hourly Juvenile Transition Center (JTC) Administrative Assistant position at pay table/grade QU-00173, \$16.63/hr -\$20.78/hr.
- CPS22/01 – 06** (Emergency Services/Richard Warner) Move to approve the Sole Source purchase of 10 mobile fingerprint scanners at a cost of \$35,174.00. This is 100% grant funded using Homeland Security funding with no cost to the County.

- 7) Unfinished Business
- 8) New Business

MUSKEGON COUNTY **RESOLUTION** TO ENSURE ALL CONSTITUTIONAL RIGHTS OF INMATES AT THE MUSKEGON COUNTY JAIL

- 9) Public Comment
- 10) Final Board Comment
- 11) 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

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

December 7, 2021 – 3:00 p.m.

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

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Pego at 3:00 p.m.

ROLL CALL

Present: Kim Cyr, Doug Brown, Marcia Hovey-Wright, Susie Hughes (Attended from Muskegon Township via Zoom due to medical concerns), Zach Lahring, Charles Nash, Bob Scolnik, Malinda Pego
Absent: Rillastine Wilkins
Also Present: Mark Eisenbarth, County Administrator; Kathy Tharp, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Brown, supported by Commissioner Nash, to approve the minutes of the November 2, 2021 meeting as written. [Voice Vote] **Motion carried.**

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION

CPS21/12 - 60 It was moved by Commissioner Hovey-Wright, supported by Chairman Scolnik, to request permission to accept through the FY2021 Michigan State Police – Emergency Management & Homeland Security Division (EMPG American Rescue Plan Act) reimbursement for up to 17.13% of the Muskegon County Emergency Services Director’s salary and fringe benefits and adjust the budget accordingly.

Roll Call:

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

No: Malinda Pego

Motion carried.

CPS21/12 - 61 It was moved by Commissioner Brown, supported by Commissioner Hovey-Wright, to approve a one-year contract with Managed Assigned Counsel (MAC) services for \$25,000 and authorize the Board Chair to sign the agreement.

Roll Call:

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

No: None

Motion carried.

CPS21/12 - 62 It was moved by Commissioner Nash, supported by Commissioner Brown, to accept the FY2022 Off-Road Vehicle (ORV) Law Enforcement Grant in the amount of \$16,500.00 from the Michigan Department of Natural Resources and to have the Sheriff sign the agreement.

Roll Call:

Yes: Charles Nash, Robert Scolnik, Kim Cyr, Doug Brown, Marcia Hovey-Wright, Susie Hughes

No: Zach Lahring, Malinda Pego

Motion carried.

CPS21/12 - 63 It was moved by Commissioner Nash, supported by Commissioner Brown, to approve the funding increase in the amount of \$105,465.00 with the county's allocation for FY2022 is now \$181,785.00 from the Office of Highway Safety Planning for the Secondary Road Patrol Program. To adjust the budget accordingly.

Roll Call:

Yes: Charles Nash, Robert Scolnik, Kim Cyr, Doug Brown, Marcia Hovey-Wright, Susie Hughes

No: Zach Lahring, Malinda Pego

Motion carried.

CPS21/12 - 64 It was moved by Commissioner Hovey-Wright, supported by Commissioner Nash, to approve a sole procurement not to exceed \$110,000 to purchase a bi-directional amplifier to improve law enforcement communication with Central Dispatch and adjust the budget accordingly.

Roll Call:

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

No: Zach Lahring

Motion carried.

CPS21/12 - 65 It was moved by Commissioner Nash, supported by Commissioner Hughes, to accept the FY22 Community Corrections grant in the amount of \$200,200 and authorize the Board Chairperson to sign the contract with the Michigan Department of Corrections.

Roll Call:

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

No: None

Motion carried.

UNFINISHED BUSINESS

CPS21/12 – 66 It was moved by Commissioner Nash, supported by Commissioner Hovey-Wright, to extend privileges to allow the sheriff to keep and not return the armored vehicles; International Max Pro and Humvee indefinitely.

Roll Call:

Yes: Marcia Hovey-Wright, Susie Hughes, Charles Nash, Robert Scolnik

No: Kim Cyr, Doug Brown, Zach Lahring, Malinda Pego

Motion failed.

NEW BUSINESS

None

PUBLIC COMMENT

None

FINAL BOARD COMMENT

Commissioner Doug Brown thanked the sheriff and all law enforcement for working with local schools regarding recent events.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 3:37 p.m.

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: Michael J. Poulin

Committee Date: 2022-01-11

Requesting Department: Sheriff's Office

Full Board Date: 2022-01-18

Budget: Partially Budgeted

Agenda Number: CPS22/01 - 01

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

Move to amend the FY2022 Coronavirus Public Safety Fund (2110) budget, increasing revenues and expenditures by \$14,650 from \$6,957 to \$21,607.

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

On May 12, 2020, the Board of Commissioners approved acceptance of the Bureau of Justice Assistance (BJA) FY20 CoronaVirus Emergency Supplemental funding program grant in the amount of \$58,008 (motion #2020-191). The grant period is January 20, 2020 to December 31, 2021. For fiscal years 2020 and 2021, a total of \$36,401 has been expended and reimbursed on this grant, which leaves a current available balance remaining on the grant of \$21,607 for FY2022. The current FY2022 budget for this grant is \$6,957, therefore a budget amendment is needed to increase the revenue and expenditure budget by \$14,650 from \$6,957 to \$21,607.

Kristen Wade, HR Director Analysis Required? No	Finance Manager: <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: Scott Lamiman

Committee Date: 2022-01-11

Requesting Department: Community
Corrections/Sheriff's Department

Full Board Date: 2022-01-18

Budget: Budgeted

Agenda Number: CPS22/01 - 02

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

Move to award Kelly Austin to provide cognitive behavioral services in the jail and authorize the Board Chair to sign the contract for services with the option to renew for two subsequent years depending on availability of grant funding and mutual agreement of both parties.

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

Community Corrections is seeking to renew the award instruction for cognitive behavioral services in the jail. The program is called Thinking Matters and the recommendation of the award will be to Kelly Austin for a maximum budgeted amount of \$22,500. Funding for this program will be provided by the Office of Community Corrections in Lansing.

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

MUSKEGON COUNTY BID SUMMARY

Commodity Numbers: 47549, 91838, 91865, 91867, 92416, 92435, 92440, 92441, 92442, 92486, 94876, 94886, 95220, 95221, 95223, 95290, 95685

Department: Sheriff Department

Proposal: RFP 22-2440

Release Date: 10/27/2021

Product / Service: Cognitive Behavioral Intervention Services

Opening Date: 11/18/2021

Solicitation Statistics	Bonfire	Bidnet
Viewed Documents:	16	12
Solicitation Received:	2	N/A
No-Solicit Form Received:	0	N/A

Vendor Name & Address	Received	Responsive	Phase I Technical Score	Phase II Combined Score	Classes in the Community	Classes in the Jail	Comments
Catholic Charities West Michigan 40 Jefferson SE Grand Rapids, MI 49503	Yes	Yes	100%	100%	\$185.00	No Bid	
Kelly Austin 302 N Emily Ludington, MI 49431	Yes	Yes	100%	100%	No Bid	\$225.00	

Department Recommendation for Classes in the Community: Catholic Charities of West Michigan

Name of Buyer: Jamie Burmeister CPPB

Department Recommendation for Classes in the Jail: Kelly Austin

Finance Director's Name: Angela Gasiewski

Signature: _____

Vendor Awarded: _____

Board Approval Date: _____

Board Motion Number: _____

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: Scott Lamiman

Committee Date: 2022-01-11

Requesting Department: Community
Corrections/Sheriff's Department

Full Board Date: 2022-01-18

Budget: Budgeted

Agenda Number: CPS22/01 - 03

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

Move to award Catholic Charities to provide cognitive behavioral services in the community and authorize the Board Chair to sign the contract for services with the option to renew for two subsequent years depending on availability of grant funding and mutual agreement of both parties.

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

Community Corrections is seeking to renew the award instruction for cognitive behavioral services in the community. The program is called Thinking Matters and the recommendation of the award will be to Catholic Charities for a maximum budgeted amount of \$55,500. Funding for this program will be provided by the Office of Community Corrections in Lansing.

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

MUSKEGON COUNTY BID SUMMARY

Commodity Numbers: 47549, 91838, 91865, 91867, 92416, 92435, 92440, 92441, 92442, 92486, 94876, 94886, 95220, 95221, 95223, 95290, 95685

Department: Sheriff Department

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Catholic Charities West Michigan 40 Jefferson SE Grand Rapids, MI 49503	Yes	Yes	100%	100%	\$185.00	No Bid	
Kelly Austin 302 N Emily Ludington, MI 49431	Yes	Yes	100%	100%	No Bid	\$225.00	

Department Recommendation for Classes in the Community: Catholic Charities of West Michigan

Name of Buyer: Jamie Burmeister CPPB

Department Recommendation for Classes in the Jail: Kelly Austin

Finance Director's Name: Angela Gasiewski

Signature: _____

Vendor Awarded: _____ Board Approval Date: _____ Board Motion Number: _____

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: Sandra M. Vanderhyde, Circuit Court Administrator

Committee Date: 2022-01-11

Requesting Department: Circuit Court

Full Board Date: 2022-01-18

Budget: Budgeted

Agenda Number: CPS22/01 - 04

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

Move to add a fully grant funded hourly Specialty Court Enforcement Officer position, grade NO 2070, with a salary range of \$22.848 to \$28.755, to the Circuit Court for Recovery Court.

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

The 14th Circuit Court has operated a Recovery Court since January 2019. It is fully funded by several state and federal grants. Recovery Court is an intensive supervision probation program focusing on felony, high risk offenders with drug and/or alcohol addictions.

The new Specialty Court Enforcement Officer (please see attached job description) position will be employed by Circuit Court. The Specialty Court Enforcement Officer will ensure that the Recovery Court Muskegon County Courts Specialty Program is operating in full compliance with the grant requirements. The Specialty Court Enforcement Officer will conduct home visits, locate absconders from the program, provide necessary transportation, drug test (as needed), process contacts, treatment information and data entry into the Michigan Drug Court Case Management Information and System (DCCMIS), and will assist the Probation Agents/Case Managers when sanctions occur.

The hourly Specialty Court Enforcement Officer is a grade NO 270, with a salary range of \$22.848 to \$28.755. This is a grant funded position and will be eliminated if/when the grant funds are no longer available. There is no local match required.

This request would have no impact on the County's general fund or the Court's budget as the new position is fully sustainable with the current federal and state grant funds that Recovery Court receives.

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

REQUEST FOR CHIEF JUDGE AUTHORIZATION-COUNTY OF MUSKEGON

COURT: 14th Circuit Court	BUDGETED NON-BUDGETED PARTIALLY BUDGETED x	
REQUESTOR NAME: Sandra Vanderhyde	DATE: 12/16/21	REQUESTOR SIGNATURE:
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)		
<p>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</p> <p>The 14th Circuit Court has operated a Recovery Court since January 2019. It is fully funded by several state and federal grants. Recovery Court is an intensive supervision probation program focusing on felony, high risk offenders with drug and/or alcohol addictions.</p> <p>The new Specialty Court Enforcement Officer (please see attached job description) position will be employed by Circuit Court. The Specialty Court Enforcement Officer will ensure that the Recovery Court Muskegon County Courts Specialty Program is operating in full compliance with the grant requirements. The Specialty Court Enforcement Officer will conduct home visits, locate absconders from the program, provide necessary transportation, drug test (as needed), process contacts, treatment information and data entry into the Michigan Drug Court Case Management Information and System (DCCMIS), and will assist the Probation Agents/Case Managers when sanctions occur. The hourly Specialty Court Enforcement Officer is a grade NO 270, with a salary range of \$22.848 to \$28.755. This is a grant funded position and will be eliminated if/when the grant funds are no longer available. There is no local match required.</p> <p>This request would have no impact on the County's general fund or the Court's budget as the new position is fully sustainable with the current federal and state grant funds that Recovery Court receives.</p>		
EXECUTIVE ANALYSIS (AS APPLICABLE)		
COURT ADMINISTRATOR RECOMMENDATION: Approved. SV	COURT FINANCE & MANAGEMENT ANALYSIS: Approved. JO	
CHIEF JUDGE AUTHORIZATION Timothy G. Hicks	DATE REVIEWED: 12/16/2021	COMMENTS:
SIGNATURE: 	DATE APPROVED: 12/16/2021	

MUSKEGON COUNTY, MICHIGAN

CLASS TITLE: SPECIALTY COURT ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS

Under the general supervision of Circuit Court Administration, the grant funded Specialty Court Enforcement Officer will assist with monitoring and enforcing compliance of program participants. The Specialty Court Program Director will work with the Specialty Court Enforcement Officer to ensure that the Muskegon County Courts Specialty Program(s) is operating in full compliance with the grant requirements. The Specialty Court Enforcement Officer will conduct home visits, locate absconders from the program, provide necessary transportation, drug test (as needed), process contacts, treatment information and data entry into the Michigan Drug Court Case Management Information and System (DCCMIS), and will assist the Probation Agents/Case Managers when sanctions occur.

SUPERVISION RECEIVED

An employee in this class, under the general supervision of Circuit Court Administration, performs job duties on an independent basis and in compliance with established Specialty Court policies and procedures.

SUPERVISION EXERCISED

Generally none.

TYPICAL EXAMPLES OF WORK PERFORMED

(The following examples are intended to be descriptive, but not restrictive.)

Locate and find absconders from the Specialty Court Program. The Specialty Court Enforcement Officer will work with Probation Agents, Case Managers and area Law Enforcement to determine previous addresses of the offenders, and will utilize any locate information available to gather information on the offender's whereabouts;

Enter contacts that have been made with participants in DCCMIS (Drug Court Case Management Information System). Contacts may include office visits, home visits, or contacts made by phone;

Enter inpatient and outpatient residential treatment program information into DCCMIS;

Process Specialty Court Program paperwork, such as processing and relaying warrants from the probation office to the assigned Judge's office for signature;

Attend court hearings for case staffing hearings, arraignments, probation violation hearings, and sentencings, and providing reports and updates regarding participant compliance with programming;

Locates and transports participants to/from necessary appointments/hearings, as required;

Completes and maintains accurate documentation in the DCCMIS data system regarding all contacts, arrests, violations, and transports;

Performs drug/alcohol screening on participants, if needed, and attends drug testing appointments at the local testing facility;

Performs other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described or less.

EXPERIENCE, TRAINING, KNOWLEDGE AND ABILITIES

A. Required Experience and Training

1. Be a high school graduate or have successfully completed the General Educational Development (GED) test;
2. Be certified or currently certifiable as a law enforcement officer following successful completion of the training requirements established by the Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.);
3. Possess a valid Michigan driver's license.

B. Required Knowledge, Skills and Abilities

Substantive knowledge of effective law enforcement and arrest techniques;
Knowledge of Circuit Court System;

- Ability to work cooperatively with fellow employees and court personnel
- Ability to communicate effectively with people in potentially adverse conditions;
- Ability to make decisions and exercise judgment in accordance with departmental policy;
- Ability to deal with and defuse hostile clientele;
- Ability to interpret departmental programs, procedures, and legal requirements;
- Ability to give and receive written and oral instructions;
- Ability to function in both solitary as well as team work environments.

PHYSICAL ACTIVITIES

An employee in this class must be in good physical condition, capable of withstanding confrontation with adults. The employee may be required to move or lift individuals weighing in excess of 100 pounds.

ENVIRONMENTAL CONDITIONS

An employee in this class will generally work in both a professional office environment, as well as in a variety of settings throughout Muskegon County. Routine travel within Muskegon County is required.

CAREER OPPORTUNITIES

With additional training and experience, a qualified employee of this class may be considered for promotion to a full-time position should a vacancy occur.

Approved by _____
Sandra Vanderhyde, Circuit Court Administrator

Date _____

Approved by _____
Kristen Wade, Human Resources Director

Date _____

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: Sandra M. Vanderhyde, Circuit Court Administrator

Committee Date: 2022-01-11

Requesting Department: Circuit Court

Full Board Date: 2022-01-18

Budget: Budgeted

Agenda Number: CPS22/01 - 05

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

Move to approve the creation of a new hourly Juvenile Transition Center (JTC) Administrative Assistant position at pay table/grade QU-00173, \$16.63/hr - \$20.78/hr.

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

The Circuit Court respectfully requests approval of an hourly Juvenile Transition Center (JTC) Administrative Assistant position. Previously, one Court Services Specialist (CSS) position employee served in this role 20 hours per week, and worked at the Family Court 20 hours per week. After that employee recently resigned, it was determined that these positions should be separated and changed from 1 FTE- CSS position to 1 CSS position and an hourly JTC Administrative Assistant position. The funding of the CSS position was changed to 100% IV-D funding and will now fully work at the Family Court. The savings from that funding change, along with Raise the Age funding, results in a budget neutral new hourly JTC Administrative Assistant position who will work at the JTC approximately 20 hours per week.

The Juvenile Transition Center (JTC) Administrative Assistant under the general direction of the Superintendent, performs a variety of secretarial and clerical support for the Superintendent and Juvenile Transition Center. An employee in this class will perform the following duties, including but not limited to: responding to in-person, telephone, and/or electronic requests from public/family members/consumers, prepares and maintains youth and personnel records, monitors and replenishes office supplies, assists in licensing compliance, attends meetings and generates meeting minutes as assigned, assists in fiscal record keeping and coordinates with Family Court Accounting, complies data/generates reports, and performs other duties as assigned.

The new JTC Administrative Assistant position will be created at pay table/grade QU-00173, \$16.63/hr - \$20.78/hr. This request would have no impact on the County's general fund, as a result of its RTA funding, and recent funding changes to the above referenced Court Services Specialist position, and increased RTA grant funding for other positions. Please see details in the attached spreadsheet that shows an overall GF savings of \$28,042.61.

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

REQUEST FOR CHIEF JUDGE AUTHORIZATION-COUNTY OF MUSKEGON

COURT: 14th Circuit Court	BUDGETED x	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTOR NAME: Sandra M. Vanderhyde	DATE 12/20/21	REQUESTOR SIGNATURES Sandra M. Vanderhyde	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</p> <p>The Circuit Court respectfully requests approval of an hourly Juvenile Transition Center (JTC) Administrative Assistant position. Previously, one Court Services Specialist (CSS) position employee served in this role 20 hrs. per week, and worked at the Family Court 20 hrs. per week. After that employee recently resigned, it was determined that these positions should be separated and changed from 1 FTE- CSS position to 1 CSS position and an hourly JTC Administrative Assistant position. The funding of the CSS position was changed to 100% IV-D funding and will now fully work at the Family Court. The savings from that funding change, along with Raise the Age funding, results in a budget neutral new hourly JTC Administrative Assistant position who will work at the JTC approximately 20 hours per week.</p> <p>The Juvenile Transition Center (JTC) Administrative Assistant under the general direction of the Superintendent, performs a variety of secretarial and clerical support for the Superintendent and Juvenile Transition Center. An employee in this class will perform the following duties, including but not limited to: responding to in-person, telephone, and/or electronic requests from public/family members/consumers, prepares and maintains youth and personnel records, monitors and replenishes office supplies, assists in licensing compliance, attends meetings and generates meeting minutes as assigned, assists in fiscal record keeping and coordinates with Family Court Accounting, compiles data/generates reports, and performs other duties as assigned.</p> <p>The new JTC Administrative Assistant position will be a QU 173. The salary range is \$16.63 to \$20.78 per hour. This request would have no impact on the County's general fund, as a result of its RTA funding, and recent funding changes to the above referenced Court Services Specialist position, and increased RTA grant funding for other positions. Please see details in the attached spreadsheet that shows an overall GF savings of \$28,042.61.</p>			
EXECUTIVE ANALYSIS (AS APPLICABLE)			
<u>COURT ADMINISTRATOR RECOMMENDATION:</u> Approved. SV		<u>COURT FINANCE & MANAGEMENT ANALYSIS:</u> Approved. JO	
CHIEF JUDGE AUTHORIZATION Timothy G. Hicks	DATE REVIEWED: 12/20/2021	COMMENTS:	
SIGNATURE: 	DATE APPROVED: 12/20/2021		

MUSKEGON COUNTY, MICHIGAN

CLASS TITLE ADMINISTRATIVE ASSISTANT- JUVENILE TRANSITION CENTER

DISTINGUISHING FEATURES OF THE CLASS

The Juvenile Transition Center (JTC) Administrative Assistant under the general direction of the Superintendent, performs a variety of secretarial and clerical support for the Superintendent and Juvenile Transition Center. An employee in this class will perform the following duties, including but not limited to: responding to in-person, telephone, and/or electronic requests from public/family members/consumers, prepares and maintains youth and personnel records, monitors and replenishes office supplies, assists in licensing compliance, attends meetings and generates meeting minutes as assigned, assists in fiscal record keeping and coordinates with Family Court Accounting, complies data/generates reports, and performs other duties as assigned.

SUPERVISION RECEIVED

An Administrative Assistant – Juvenile Transition Center, while under the general direction of the Superintendent or designee, performs job duties on an independent basis in compliance with established policies and procedures.

TYPICAL EXAMPLES OF WORK PERFORMED

(The following examples are intended to be descriptive but not restrictive.)

- Performs a variety of responsible and complex secretarial support activities for the Juvenile Transition Center;
- General office support to the JTC such as greeting public, responding to requests via in person, telephone or electronic communication;
- Maintaining facility calendars and assist in scheduling appointments;
- Acts as a liaison between the JTC and Family Court Accounting;
- Maintains youth files, personnel records, and other facility documentation for regulatory compliance; assists in file maintenance and retention;
- Operates a variety of office equipment, including but not limited to, computers and related hardware software (including Microsoft Outlook, Word, Excel, PowerPoint, OnBase, AS 400, BizStream) and other related equipment;
- Compiles and abstracts data for special, monthly, and annual reports;
- Reviews and verifies documents, reports, and records for accuracy and conformance to departmental rules, procedures, and regulatory processes;
- Maintains up to date files on correspondence, meeting materials, trainings, and other related reports and records;
- Assists in preparation with regulatory compliance;
- Assists with general office organization, monitoring and ordering office supplies;
- Attends meetings and generates meeting minutes;
- Performs other related duties as assigned.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES

A. Required Experience and Training

1. Possess a Bachelor's degree from an accredited college or university with a major in Business Administration or closely related field; **OR**
Possess an Associate's degree from an accredited college or university with a major in Business Administration or closely related field; **AND**
Have a minimum of one (1) year full time increasingly responsible paid work experience in an account/record keeping capacity including direct client interaction and assistance; **OR**
Be a high school graduate or have successfully completed the General Education Development (GED) test; **AND**
Have a minimum of three (3) years full time increasingly responsible paid work experience in an account/record keeping capacity including direct client interaction and assistance.

B. Required Knowledge, Skills and Abilities

- Considerable knowledge of experience in performing a wide variety of confidential secretarial and record keeping activities;
- Considerable knowledge of modern office practices and procedures;

Ability to interpret and describe departmental programs, policies and procedures to officials and the general public;
Considerable ability to make routine decisions in accordance with departmental policies, procedures, and legal requirements;
Ability to assume and complete duties and responsibilities on an independent basis;
Ability to communicate effectively with distressed people under adverse conditions;
Ability to establish and maintain effective working relationships with supervisors, co-workers, the general public, and other state and local agencies;
Ability to communicate effectively both orally and in writing;
Ability to operate office equipment.

PHYSICAL ACTIVITIES

An employee in this class performs generally sedentary work activities requiring the occasional lifting of objects weighing thirty-five (35) pounds or less.

ENVIRONMENTAL CONDITIONS

An employee in this class works within the facility of the Muskegon County Juvenile Transition Center as a Muskegon County Court employee.

CAREER OPPORTUNITIES

With sufficient experience and training, a qualified employee may be considered for promotion to a higher-level position within the Family Court, should a vacancy occur.

Approved by:

Sandra Vanderhyde, Circuit Court Administrator

Date: _____

Approved by:

Kristen N. Wade, Human Resources Director

Date: _____

Muskegon County Courts & Public Safety Committee

Request for Board Approval

Requestor: Richard Warner

Committee Date: 2022-01-11

Requesting Department: Emergency Services

Full Board Date: 2022-01-18

Budget: Partially Budgeted

Agenda Number: CPS22/01 - 06

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

Move to approve the Sole Source purchase of 10 mobile fingerprint scanners at a cost of \$35,174.00. This is 100% grant funded using Homeland Security funding with no cost to the County.

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

Muskegon County Emergency Services requests to waive the Procurement collected quote policy requirement and requests approval to purchase 10 mobile fingerprint scanners at the cost of \$35,174.00. The FY2022 budget includes \$32,400 for these devices. The equipment is 100% grant funded using Homeland Security funding with no cost to the county. This is a sole source product and pricing is based on the Michigan State Police contract.

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

Alignment and Allowability Form					
Submit to: EMD_HSGP@michigan.gov			MSP/EMHSD Tracking Number: _____		
Alignment and Allowability Form					
1.A Subrecipient Name:		West Michigan Regional Medical Consortium			
1.B Region:	6-Six	1.C Regional Fiduciary:	Yes	1.D Date Sent:	October 18, 2021
1.F Subrecipient Point of Contact:		Amanda Frifeldt		1.I Project Lead (If applicable):	Richard Warner
1.G Subrecipient Email Address:		amandac@wmrmc.org		1.J Project Lead Email Address:	warnerr@co.muskegon.mi.us
1.H Subrecipient Phone Number:		231-728-1967		1.K Project Lead Phone Number:	231-799-5111
Part II - ALIGNMENT REVIEW					
2.A Grant Year:	_2020	2.B Grant Program:	HSGP-State Homeland Security Program (LETPA 25%)		
2.C Investment Title:		FY20 SHSP - #7 Terrorism Prevention and Protection			
2.D Investment Project Number:	4	2.E Investment Project Title:	#14 Prevention and Protection		
2.F National Priority:	Yes	2.G Local Sub-Project Identifier, if needed (SUBRECIPIENT USE ONLY):		Muskegon Co. FY20 Mobile Finger Print Scanner Project (LETPA 25%)	
2.H Investment and Investment Project Alignment:					
<p>Region 6 will plan for, equip, train, and exercise response personnel, law enforcement agencies and specialized teams in order to strengthen, sustain, and build Region 6's capabilities to avoid, prevent, or stop a threatened or actual act of terrorism. This project will sustain/enhance the capabilities of the Region by providing funding for new equipment and/or replacement and upgrades to previously purchased end of life/obsolete equipment. Training may also be provided to responders to ensure continued responder readiness and safety. Funds will be utilized to close equipment gaps which may include, but is not limited to, fingerprint scanners, license plate readers, CBRNE detection equipment, portable and mobile surveillance/communications trailers and vehicles, SUAS/UVA, night vision (FLIR) and other equipment/training to support tactical law enforcement teams/operations. Multiple agencies, jurisdictions and disciplines may submit projects under this investment. This project addresses functional areas of capability gaps identified in the SPR for screening, search & detection including electronic search, locating terrorists, wide-area search, screening, bio-surveillance, locating terrorists, CBRNE detection, explosives detection, physical investigation.</p>					
2.I Homeland Security Strategy (SHSS or RHSS) Goal:			#2 Assess capability and equipment needs to determine interoperability, life-cycle planning and on-going training.		
2.J Homeland Security Strategy (SHSS or RHSS) Objective:			2.4 Prepare a report that specifies planning, training, equipment and exercise resources that are needed to sustain		
2.K Core Capability 1:	Prevention - Screening, Search and Detection				
2.L Core Capability 2:	Protection - Screening, Search, and Detection				
FOR MSP/EMHSD USE ONLY:					
Investment Alignment Review:		<input type="checkbox"/> Justification Accepted	<input type="checkbox"/> Justification Denied	Reviewer/Date:	
EQ		*** Please See Part III - Section 3.A - 3.I for the Allowability Review ***			

Alignment and Allowability Form

Submit to: EMD_HSGP@michigan.gov

MSP/EMHSD Tracking Number:

This form is to be used as a component in your decision making for generating expenses. Reimbursed equipment costs must conform to descriptions for grant allowability as provided under the AEL item number(s) referenced below. For all other solution areas, refer to the federal grant program guidance. It is essential that the costs illustrate progress toward achieving outcomes for the investment that has been selected as the basis for allowability. For any cost reimbursement that is determined unallowable by a future federal or state audit, funding shall be returned to MSP/EMHSD.

Part III - ALLOWABILITY REVIEW

3.A Solution Area:	Equipment	3.B AEL Number:	20CS-01-AFIS-Equipment, fingerprocessing and Identification
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3.C Detailed Description of Costs:

Muskegon County will use a portion of their local FY20 homeland security funding to fund up to 10 Data Works Plus Mobile Finger Print Scanners at a cost of \$3517.40 each (\$35,174.00total).

3.D Quantity:	10	3.E Unit Cost:	\$3,517.40	3.F Total Cost:	\$35,174
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Alignment and Allowability Form

Submit to: EMD_HSGP@michigan.gov

MSP/EMHSD Tracking Number:

3.G Detailed Narrative of Intended Use/Outcome:

The equipment used will be placed in command vehicles through-out Muskegon County. The equipment will facilitate a rapid exchange of information sharing and communication with State and Federal law enforcement data bases. It will provide for the searching of those data bases and the intended outcome shall be the rapid search for, screening of and detection of suspects, thus aiding in terrorism prevention

3.H Personnel Activity: Are the costs identified in this project associated with Personnel Activities? Please consult your federal grant program guidance for a more detailed description of allowable costs and to verify the maximum personnel cap percentage. The subrecipient is responsible for ensuring that the maximum personnel cap amount is not exceeded.

No

3.I EHP: Will there be ANY construction, renovation, and/or installation involved with this project, regardless of funding source?

No

Environmental and Historic Preservation Compliance. The Federal Emergency Management Agency (FEMA) is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review to ensure that FEMA-funded activities comply with various federal laws. Use of funds for construction, renovation, and installation projects must comply with EHP. Subrecipients must complete and submit an EHP Screening Memo for these projects. The use of federal funds on any part of a project may "federalize" the entire project, thereby requiring an EHP Program review of the entire project.

Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.

Federal funds must be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits.

Alignment and Allowability Form

Submit to: **EMD_HSGP@michigan.gov** MSP/EMHSD Tracking Number: _____

Part IV - TRAINING SECTION

4.A Course Name:					
4.B Is Training a FEMA-approved Course?		4.C Level of Training:		4.D Date of Course:	
4.E Sponsoring Jurisdiction:				4.F Training Discipline:	
4.G Company Name:			4.H Training Provider:		
4.I Point of Contact:				4.J Email:	
4.K Address:				4.L Phone:	

PLEASE NOTE: Costs determined to be unallowable by federal or state audit shall be returned to MSP/EMHSD

This form shall be provided with reimbursement requests to establish linkages between cost documents provided and grant allowability guidance.

FOR MSP/EMHSD USE ONLY:

Additional Information Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Additional Information Requested:	
Grant Allowability Review:	<input type="checkbox"/> Justification Accepted	<input type="checkbox"/> Conditional Justification Accepted	<input type="checkbox"/> Justification Denied	
MSP/EMHSD REVIEWER:	_____		Date:	_____

Justification or Conditional Justification Accepted means that MSP/EMHSD will work with the subrecipient during an audit to prove allowability under the grant program chosen in section 2.B based on the intended use/outcome described in section 3.G. If the intended use/outcome is different than listed in section 3.G, MSP/EMHSD may not be able to justify in an audit that the costs are allowable under the grant program chosen in section 2.B. If anything is deemed unallowable during an audit, the subrecipient will be responsible for repayment of the funding to the federal government and shall return the funds to MSP/EMHSD. Those receiving FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. This statute applies to FEMA recipients, subrecipients, and their contractors and subcontractors. The statute prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons. For additional guidance, please refer to FEMA Policy #405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim).

Alignment and Allowability Form

Submit to: EMD_HSGP@michigan.gov

MSP/EMHSD Tracking Number:

Part V - REIMBURSEMENT REPORTING

Equipment and Training Reporting * Required for ALL Equipment and Training Reimbursements*****

5.A Equipment or Training:	5.B NIMS Typed Discipline or State/Local Discipline/Community of Interest Supported:	5.C NIMS Typed Resource Supported:	5.D NIMS Typed Number:	5.E # of Personnel Trained for NIMS Typed Teams:	5.F # of Typed Teams Trained:
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5.G State/Local Typed Resource Supported (if applicable):	5.H Typed Equipment Purchased:	5.I Comments:
-----------------------------------------------------------	--------------------------------	---------------

Project Activity Reporting * Required for ALL Solution Areas*****

5.J Organization(s):		5.K Organization(s) Zip Code:	
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5.L Amount Expended:	
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5.M Completed Activities:	
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October 18, 2021

Richard Warner
Muskegon County Emergency Management
1611 Oak Avenue
Muskegon MI 49442

Quote: MI2016-1219-0222 v6 Mobile-ID

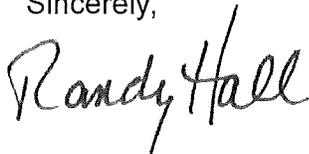
Richard,

DataWorks Plus is pleased to respond to the Muskegon County Emergency Management's interest in the DataWorks' Mobile Fingerprint Identification System (Mobile-ID) for various agencies within the County. We have provided a revised quote based upon the latest **Evolution** "All-in-One" (AIO). The quote is for 10 units. This proposal is based upon a direct connection to the Michigan State Police and submitting prints to the Michigan State Police AFIS and FBI RISC database.

DataWorks Plus provides the Muskegon County agencies with a unique opportunity to be able to provide a best of breed system allowing identification officers the ability use any state approved biometric identification device from any vendor. We have provided an overview of the system functionality and workflow with our Mobile Fingerprint Identification application also known as Mobile-ID. Being hardware agnostic we can mix and match devices depending upon your specific needs.

DataWorks Plus is prepared to fully demonstrate the features and functions of the proposed biometric identification system at your convenience. We appreciate the opportunity to present this proposal and look forward to working with you on this and other information systems or biometric needs. If you have any questions regarding this proposal, please do not hesitate to contact us.

Sincerely,



Randy Hall
Senior Account Executive
610-322-9559
rhall@dataworksplus.com

Mobile-ID Overview

DataWorks Plus products follow the commercial-off-the-shelf (COTS) approach, which we take to the next level. Our applications are *highly configurable*, which has allowed the State to design and configure the system to your specific state requirements. Thus, DataWorks Plus has provided a system that adapted to your needs instead of you adapting to the product. This flexibility allows DataWorks Plus to quickly deploy customized applications. It also provides your agency with software applications and tools to easily and quickly make changes to the system configuration when they are needed. The applications we provide not only meet the needs of your agencies today, but it also allows you to transition to future remote identification products as they are introduced to the marketplace without additional infrastructure costs since we are vendor/hardware agnostic. This approach ensures the Muskegon County agencies will always be current with the latest and greatest technology.

- The Muskegon County agencies can use any state approved remote ID device from a number of vendors.
- The Muskegon County agencies can use any Android and Windows device.
- The Muskegon County agencies can choose a variety of networks depending upon device requirements.

Support of Multiple Vendor's Hardware

DataWorks Plus has taken a different approach from other Rapid-ID vendors. Our Mobile-ID software was designed to support fingerprint scanner hardware from various hardware manufacturers.

“This allows DataWorks Plus to take an independent, open, and objective approach when recommending the fingerprint scanners to meet the specific needs of each customer.”

This approach provides your agency with total flexibility to select the best fingerprint scanner for a wide variety of applications. Rapid-ID systems often require different fingerprint scanners for different applications (i.e. one size does not fit all). This multi-vendor approach provides your agency with the opportunity to select the best hardware that is available today and in the future without being tied to a specific hardware vendor. We simply allow you the flexibility, comfort and cost saving model to invest in the infrastructure today and easily adapt to changing technology without the significant reinvestment.

The infrastructure is in place for you to easily plug-and-play devices and does not restrict you from having the “best in breed” technology in your agencies’ hands.

Previous Biometric Fingerprint Identification Systems

Michigan State Police and other Local and County Agencies

DataWorks Plus has been providing RAPID-ID solutions to law enforcement and criminal justice agencies for over a decade.

“The Michigan State Police currently have 200 plus active RAPID-ID Licenses also known as the MI Mobile-ID solution. In addition there are over 100 devices deployed amongst 60+ local and county agencies.”

DataWorks Plus is primarily deploying its newest scanner, the Evolution, which is an “All-In-One” device that is based upon smartphone technology. Officers use the Evolution scanner to capture fingerprints, which are then sent to the State AFIS and FBI RISC database for matching results. Agencies have the option of pairing the device to an MDC or using it as an “All-in-One”.

DataWorks Plus is also an approved vendor for Livescan and provides the SNAP program and statewide facial recognition solution.

FDLE RAPID-ID

DataWorks Plus has been working with the Florida Department of Law Enforcement (FDLE) for past several years on their FALCON RAPID-ID system using DataWorks Plus' Mobile-ID. A pilot began with the Florida Highway Patrol and was then extended to include five state agencies and three county sheriff's offices. Today hundreds of agencies are using the Cogent Bluetooth fingerprint scanners as a part of the FDLE project. The hand held scanners weigh only 3 ounces and can easily fit in an officer's pocket or belt. It includes Bluetooth communication to wirelessly transfer scanned fingerprints to a PDA, laptop, tablet, desktop or cellular phone. This enables officers in the field to quickly identify individuals who have warrants or any previous criminal histories.

“To date over 6000 devices have been deployed to numerous agencies”.

With Mobile-ID, the officer has an objective, fast, and reliable method of determining the driver's identity, even when the individual will not provide any other proof of identity. By scanning two fingerprints on the scanner, the data will be compared against a state database with over 4 million records (Sagem Morpho MorphoTrak and Idemia AFIS). Within one minute, DataWorks Plus' Mobile-ID software will display any warrants or criminal history for an individual.

Roadside stops serve as just one example of the many applications for DataWorks Plus' Mobile-ID system. The system can also be used with inmate booking/transport/release, in the court room, the medical examiner's office, crime scene investigation, evacuation centers to identify sex offenders or individuals with outstanding warrants as well as DNA confirmation. Since there are such a wide variety of applications for Mobile-ID, each agency can utilize it in a way to meet their unique needs. DataWorks Plus developed Mobile-ID to work with any mobile fingerprint scanner so that agencies can have the flexibility to choose the hardware that works best for them from a wide array of single-finger and two-finger scanners.

Georgia Bureau of Investigation

In 2009, DataWorks Plus was selected from a competitive bidding process to provide a statewide fingerprint identification system through the Georgia Bureau of Investigation. This project involved the creation of a RAPID-ID fingerprint matching system that any officer within the state of Georgia could access with a mobile fingerprint scanning device. Users can simply scan two fingerprints from an individual from any location and electronically submit them to a state database containing over 3.5 million records to search for positive matches. The FBI's RISC database is also searched for matching fingerprints. For any positive matches, the individual's criminal history, warrants, and mugshot image are displayed on the officer's device within seconds.

The number of agencies using RAPID-ID within the state of Georgia has increased steadily since the project began in 2009.

“Currently there are over 700 active RAPID-ID devices registered for use from over 90 Georgia agencies.”

Since the system is accessible via a web-based mobile data connection, there are no boundaries for where searches can be performed from. Additionally, the system is not limited to a single type of fingerprint scanning device. Georgia's RAPID-ID devices range from USB tethered scanner workstations, to lightweight Bluetooth mobile scanners, to “all-in-one” ruggedized PDA scanners. Hundreds of scans are performed throughout the state each day and each agency can access and review a full log of all scans with the Transaction Monitor that have been performed by its registered RAPID-ID devices for reporting purposes. DataWorks Plus provides full hardware and technical support for each of the agencies using RAPID-ID within the state of Georgia.”

Orange County Regional Network

DataWorks Plus installed NIST Manager Plus, Mobile-ID, and Digital PhotoManager in Orange County Sheriff's Office in Orlando, Florida. NIST Manager Plus is used as a fingerprint archive and retrieval system. Coupled with Mobile-ID it is able to perform positive identification at intake and release. In order to most effectively assist Orange County with their needs, DataWorks Plus created an interface to accept ten-print cards from a third party vendor's live scan, store them in the NIST Manager Plus Archive, and then perform positive ID checks using Mobile-ID. They are able to build two finger applications for positive ID using a 1:N identification at intake and a 1:1 verification at release from the jail. This system is designed to support thousands of fingerprint scanners installed throughout the Orange County Regional System. DataWorks Plus' system supports multiple fingerprint matching applications such as field ID, jail entry/exit and positive ID in the court room. For Orange County, our products have been able to add value to other vendor's applications in addition to DataWorks Plus applications.

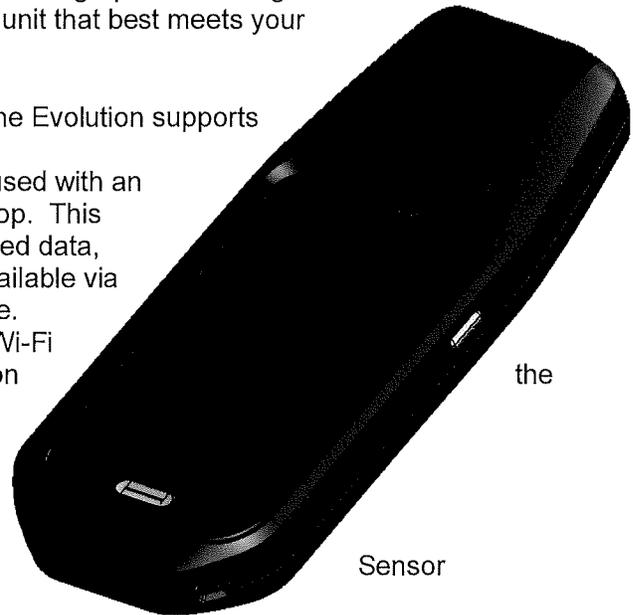
Components of the identification system are used in a mobile environment with blue tooth enabled single finger capture devices. Current and future deployment will equip 2000+ mobile users with scanners to allow the Orange County Sheriff's Office to scan individuals prior to transport to confirm identity as well as perform warrant confirmation on-site with a photograph and a fingerprint.

Overview of the Evolution

Mobile-ID is fully compatible with any major vendor's fingerprint scanning hardware. This allows your agency to choose the unit that best meets your agency's needs.

- **Hybrid Devices:** This new hybrid version of the Evolution supports Bluetooth, Wi-Fi and Cellular
 - Bluetooth devices in general can be used with an MDC, Android tablet, laptop, or desktop. This device can display an image and limited data, while additional information will be available via the user interface on the paired device.
 - The "all-in-one" (AIO) version using Wi-Fi or cellular displays data and images on integrated Smartphone.

- **Specificaitons**
 - FAP30 FBI Certified Fingerprint
 - Galaxy Android Smartphone
 - Multimodal fingerprint and Photo Capture
 - Bluetooth Connectivity, Wi-Fi or cellular
 - Dimensions - 7.75" x 3.45" x 1.35"
 - Weight – 11.5 ounces



the

Sensor

Notes:

1. Any connected device must comply with all CJIS policies.
2. iPhone and iPad are not currently supported.



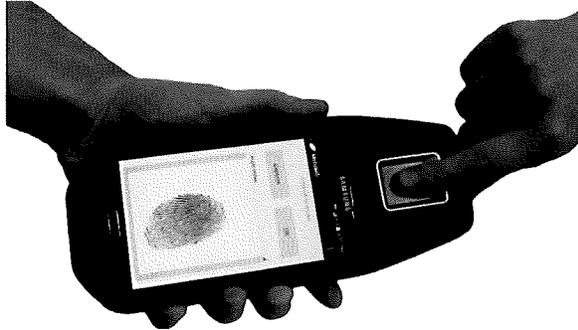
Sole Source Justification:



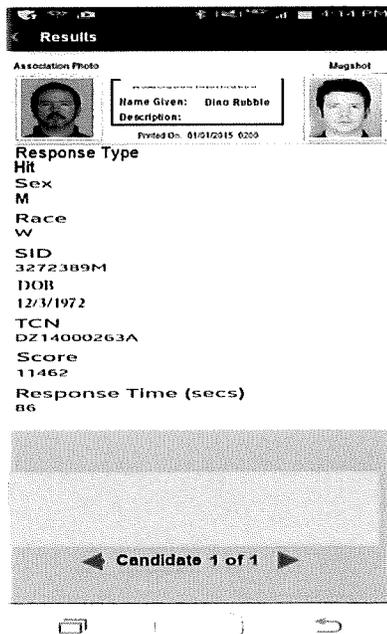
1. Pricing is based upon the Michigan State Police contract.
2. The Evolution is the only approved device that supports cellular and is all-inclusive.

Mobile-ID Workflow

Muskegon County agencies personnel would initiate a fingerprint check capturing one or two fingerprints for identification either cellular or Wi-Fi. When the process is started, two fingers will be scanned into the system and a search will be conducted yielding results displayed on the Evolution itself ("AIO"). Depending upon the device that is being used, the record's photograph (if available) and data will be displayed for visual verification over and above the fingerprint identification. If a finger is missing or unavailable, the operator can choose a different finger. Once the fingerprint is scanned, it will be passed through Quality Assurance and any required data can be validated. Next, the officer will click the "Submit" button or click "ok" from the Client Application. The Client Application managing the device will create and send the approved file with the search data and fingerprint images to the DataWorks Plus Transaction Manger via the Local Area Network, 802.11, or Broadband network.



The DataWorks Plus Transaction Manager will handle the search submission to the State AFIS. A secondary request will be sent to the FBI's Repository for Individuals of Special Concern (RISC) and then route the results back to the submitting device. If a hit occurs, the record will be returned to the user with a photo (if available) and applicable data. If multiple records or photos are available for the individual, then the user can scroll through the images.



Online Transaction Monitor (Access via Michigan State Police)

The transaction monitor allows authorized users to view and monitor the positive identification transactions of each device. The Transaction Monitor allows authorized users to view all transactions and their status at one time. Since this function can be accessed by any networked PC, multiple departments and users can use it to obtain information quickly. It is a real-time display so the progress of the transactions can be viewed at a glance. Transactions can be viewed as a whole or by individual location. It also monitors and displays hit/no hit status of entered records along with color coded RISC notification (red, yellow, green).

Main Screen

DataWorks Plus		User: jwood Logout Change Password	
Start Date/Time:	<input type="text"/>	End Date/Time:	<input type="text"/>
Device Id:	<input type="text"/>	Device Type:	<input type="text"/>
Machine Name:	<input type="text"/>	Agency:	DWP <input type="text"/>
Status:	<input type="text"/>	UserName:	<input type="text"/>
<input type="button" value="Find Transactions"/>		<input type="button" value="Clear Search"/>	
Show:		25 <input type="text"/>	
Transactions: 1 - 25 of 170			
<input type="button" value="<<"/> <input type="button" value="<"/> Page 1 of 7 <input type="button" value=">"/> <input type="button" value=">>"/>			
Date/Time	SAVE MSP FBI Message	Device Id	MachineName
UserName	Name	Sex	Race
TCN	SID		

The options available on this screen are:

- **Logout** will log out of the activity history application.
- **Find Transactions** will search the activity history for activity that matches the search criteria entered in the search fields.
- **Clear Search** will reset the search fields.

Using the available search fields as seen below all activity that matches the search criteria entered will be retrieved.

Search Fields

Start Date/Time:	<input type="text"/>	End Date/Time:	<input type="text"/>
Device Id:	<input type="text"/>	Device Type:	<input type="text"/>
Machine Name:	<input type="text"/>	Agency:	DWP <input type="text"/>
Status:	<input type="text"/>	UserName:	<input type="text"/>
<input type="button" value="Find Transactions"/>		<input type="button" value="Clear Search"/>	
Show:		25 <input type="text"/>	

The search fields available are:

- **Start Date/Time and End Date/Time:** This is the date and time range that the transaction was submitted. All transactions between the start and end times entered will be searched. The date and time should be entered in the format mm/dd/yyyy 00:00:00 AM/PM. For example: 1/25/2010 8:29:06 AM. If you just enter a date, then all times for that date will be searched.
- **Device Id:** This is the identification number of the device used to capture the fingerprints.
- **Device Type:** This is the device type used to capture the fingerprints submitted for a search. The available options are: Verifier MW II, CSD450, Grabba, MC75, etc.

- **Machine Name:** This is the name of the machine that the mobile device was paired to when the fingerprint was submitted.
- **Agency:** This is the agency that the transaction was submitted from. An agency can be selected from the drop down list. If you select '<NONE>' then transactions from all agencies in the list will be searched. This would apply in a regional solution or if your agency is broken down to zones or districts.
- **Status:** This is the status of the fingerprint search. The available options from the drop down box are:
 - **No Hit:** No match was found for the submitted fingerprint.
 - **Hit:** A match was found for the submitted fingerprint.
 - **Error:** The fingerprint search transaction was not successfully conducted and an error was returned.
- **User Name:** This is the username of the individual that conducted the fingerprint search.

The columns below the search fields will display information pertaining to the retrieved activity results. See Online Transaction Monitor – Transaction History below.

DataWorks Plus		User: jwood Logout Change Password										
Start Date/Time:	<input type="text"/>	End Date/Time:	<input type="text"/>									
Device Id:	<input type="text"/>	Device Type:	<input type="text"/>									
Machine Name:	<input type="text"/>	Agency:	DWP									
Status:	<input type="text"/>	UserName:	<input type="text"/>									
<input type="button" value="Find Transactions"/>		<input type="button" value="Clear Search"/>		Show:		25						
Transactions: 1 - 25 of 170												
<input type="button" value="<<"/> <input type="button" value="<"/> <input type="button" value="Page 1 of 7"/> <input type="button" value=">"/> <input type="button" value=">>"/>												
Date/Time	SAVE	MSP	FBI	Message	Device Id	MachineName	UserName	Name	Sex	Race	TCN	SID
10/15/2015 1:04:04 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VMw-1002923	SM-G925V	jschwerin	SCHWERIN,JOHN ROBERT	M	W	DZ15000679A	492502
10/15/2015 1:02:44 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VMw-1002923	SM-G925V	jschwerin	SCHWERIN,JOHN ROBERT	M	W	DZ15000678W	492502
10/14/2015 3:29:30 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BC2u58610	DWPWALLYS4	wally	WALLACE,JEFFREY KEITH	M	W	DZ15000672T	480564
10/14/2015 3:25:34 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BC2u58610	DWPWALLYS4	wally	WALLACE,JEFFREY KEITH	M	W	DZ15000671M	480564
10/14/2015 3:21:03 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VMw-1002923	DWPWALLYS4	wally	WALLACE,JEFFREY KEITH	M	W	DZ15000670K	480564
10/14/2015 3:20:54 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VMw-1002923	DWPWALLYS4	wally	WALLACE,JEFFREY KEITH	M	W	DZ15000669T	480564
10/14/2015 3:09:29 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VMw-1002923	SM-G925V	jschwerin	SCHWERIN,JOHN ROBERT	M	W	DZ15000668M	492502
10/14/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VMw-	DWPWALLYS4	wally	WALLACE,JEFFREY	M	W	DZ15000667K	480564

Sample Online Transaction Monitor – Transaction History

NOTES:

Quoted pricing includes the following services:

- ☞ Shipping, Integration, and Installation.
- ☞ Delivery approximately 45-90 days after receipt of order.
- ☞ Twelve-month warranty, commencing at delivery*
- ☞ Administrative, Trainer, & User Training

*Components, such as printers, cameras, interfaces, etc., purchased after the initial system order will be limited to a 90 day warranty.

Additional engineering effort by DataWorks Plus beyond the scope of the standard product will be charged at our standard rate of \$180 per hour, plus any related travel or administrative expenses.

Upon expiration of warranty for the above software, services and equipment, Twenty-four (24/7) maintenance is available at 14% of the system list price, and is renewable annually thereafter at then current pricing.

DataWorks Plus appreciates the opportunity to present this proposal, which will be valid for 90 days, after which availability and prices are subject to change. To confirm your requisition, please submit your purchase order within this time frame. Prices are exclusive of any and all state, or local taxes, or other fees or levies. This quote is subject to the following conditions:

1. 100% payment due upon installation
2. Payment net thirty (30) days from receipt of invoice.
3. Warranty begins upon installation.

- **Transactions Count:** This is the total number of records that match the search criteria entered.
- **Date/Time:** This is the date and time that the transaction was submitted.
- **SAVE/MSP/FBI:** These are the transaction statuses for the fingerprint search submitted to the MICHIGAN state database and FBI RISC. There are several statuses that may be displayed for a transaction:
 - **Pending:** The transaction has been submitted, but has not been completed. If you would like to view the status of this transaction once it has been completed, you can either refresh your browser or conduct the activity search again with the same search criteria. The status will be updated once the transaction has been completed.
 - **No Hit:** No match was found for the submitted fingerprint in the MICHIGAN state database.
 - **Hit:** A match was found for the submitted fingerprint in the MICHIGAN state database.
 - **Error:** The fingerprint search transaction was not successfully conducted and an error was returned. Any transactions with an error status will have a corresponding message to explain the error.
- **Message:** If there was an error in the transaction submission, then a message explaining the error will be displayed. Examples of error messages are:
 - 12/21/2010 17:30:01 Error sending transaction to CAFIS.
 - 1/25/2010 10:17:38 Search failed. ERROR_UNSUPPORTED_BMP_FORMAT
 - 2/13/2010 11:31:35 Time-out or communications error with CAFIS
- **Device Id:** This is the identification number of the device used to capture the fingerprints.
- **Machine Name:** This is the name of the machine that the mobile device was paired to when the fingerprint was submitted.
- **User Name:** This is the user name for the person who took the fingerprints and submitted them to be searched.
- **Name:** This is the name of the individual whose fingerprints were a match to the fingerprints submitted by the mobile device. This will only be available if the status of the transaction was 'HIT'.
- **Sex:** This is the sex of the individual whose fingerprints were a match to the fingerprints submitted by the mobile device. This will only be available if the status of the transaction was 'HIT'.
- **Race:** This is the race of the individual whose fingerprints were a match to the fingerprints submitted by the mobile device. This will only be available if the status of the transaction was 'HIT'.
- **TCN:** The Transaction Control Number is a reference number given to each transaction to serve as a unique identifier.
- **SID:** This is the State Identification Number that is unique to an individual.

Pricing

<i>Positive Identification w/Mobile-ID</i>			
Mobile-ID (All-in-One) Device	Unit Cost	Qty	Total Cost
Evolution ³ , SAF-ID Client Access License	\$ 2,250.00	10	\$ 22,500.00
Samsung Wireless Charger	\$ 110.00	10	\$ 1,100.00
Two-Factor Authentication Client	\$ 250.00	10	\$ 2,500.00
Remote configurations & Installation Services	\$ 360.00	10	\$ 3,600.00
Remote Train-the-Trainer	\$ 27.00	10	\$ 270.00
Total			\$ 29,970.00
Two Year 24/7 Warranty/Maintenance Plan			\$ 5,204.00
Total Cost w/Two Year Warranty			\$ 35,174.00
Notes:			
Agencies are responsible for all network connectivity to the State Police including any CJIS requirements such as Net Motion. (Running over LGNET is required).			
Training is a onetime fee regardless of how many devices are purchased.			
The data plan and MDM and included with maintenance.			

Prices good for 90 days from the date of the quote.

Forms, diagrams and or questionnaires that will need to be completed, referenced or currently on file, if applicable

- Mobile Fingerprint ID Device/Server Application
- AFIS Mobile Fingerprint ID Use Agreement
- Acceptable Use Policy
- Law Enforcement Information Network (LEIN) Memorandum of Agreement (MOA)
- Michigan Criminal Justice Information Network (MICJIN) User Agreement
- Local Agency Security Officer (LASO) Appointment form
- Systems Connectivity Request form to add IP addresses of the PCs that require access to MSP firewalls

 An official website of the United States government
[Here's how you know](#)



FEMA

Preparedness Grants

20CS-01-AFIS - Equipment, Fingerprint Processing and Identification

Description:

Equipment for fingerprint processing, including Automated Fingerprint Identification System (AFIS) interface equipment. (This item replaces item 20FP-00-AFIS)

FEMA Related Grant Programs:

- State Homeland Security Program (SHSP)
- Tribal Homeland Security Grant Program (THSGP)
- Urban Area Security Initiative Program (UASI)

Standardized Equipment List

For more information on operating considerations, mandatory and applicable standards, and training requirements, visit the **Interagency Board's** [Standardized Equipment List](#) site. You may also access 20CS-01-AFIS - Equipment, Fingerprint Processing and Identification directly [here](#). Note: some equipment items on the Authorized Equipment List may not be listed on the Standardized Equipment List.

System Assessment and Validation for Emergency Responders

For market survey reports, visit the [System Assessment and Validation for Emergency Responders](#) site. To search for an equipment item, use the same Authorized Equipment List item number. Note: some equipment items may not have market survey reports.

SBA Search
Results

, where
with "DATA WORKS PLUS";

whose profile status is Active;

and randomized by original start time of search: 2021-05-21 12:51:02 PM.

Data validation took 0.01 seconds. The count and search queries took 11.52 seconds and 11.77 seconds, respectively.

No profiles met your search criteria.

View	Name and Trade Name of Firm	Contact	Address and City, State Zip	Capabilities Narrative
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No more matches

[Refine Search](#)

Please notify SAM if you discover any inaccurate contact information (address, e-mail address, fax or phone number) in the way most convenient for you:

<p>For SAM Customer Service, contact: Federal Service Desk (8am - 8pm Eastern Time) 866-606-8220 334-206-7828 DSN: 866-606-8220</p>

The structure of this page was last updated 02/01/2013, as part of SBSS 8.1.1.



MUSKEGON COUNTY RESOLUTION TO ENSURE ALL CONSTITUTIONAL RIGHTS OF INMATES
AT THE MUSKEGON COUNTY JAIL

WHEREAS, under the current management and supervision of Muskegon County Sheriff Michael Poulin, several men and women have died while in custody; and

WHEREAS, it is additionally costing the Property Owners millions of dollars in wrongful death case settlements, staff time and legal fees associated with the Sheriff's Office in court; and

WHEREAS, county commissioners have made requests for the Sheriff's policies and operating procedures for jail operations and have been denied; and

WHEREAS, the Muskegon County Board of Commissioners have a Sworn Oath to protect the Rights of all citizens; and

NOW, THEREFORE, BE IT RESOLVED, that the Muskegon County Board of Commissioners reaffirms its commitment to the Constitution that guarantees that all people held in the jail are treated humanely, and that includes providing access to necessary medical care; and

BE IT RESOLVED, that the Muskegon County Board of Commissioners request through corporate counsel a formal request for investigation and policy review by the Michigan Attorney General's Office, The United States Attorney General's Office and the Civil Rights Division of the Department of Justice; and

And further recommend placing the sheriff on administrative leave pending the outcome of the investigation; and

BE IT FURTHER RESOLVED, that a copy of this resolution be duly Subscribed, and transmitted to all locally elected Federal and State officials as evidence of this request.

The Muskegon County Board of Commissioners, at its _____, 2022 meeting recommended approval by Commissioner _____, support by Commissioner _____, the aforementioned resolution.

Ayes:

Nayes:

I, Nancy A. Waters, Clerk of the Muskegon County Board of Commissioners and Clerk of the County of Muskegon, do hereby certify that the above Resolution was duly adopted by said Board on _____, 2022.

Nancy A. Waters, Clerk
County of Muskegon

Date

