



**Board of
Commissioners'
Meeting**

March 4, 2014

**NOTICE AND AGENDA FOR
MARCH 4, 2014 MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for Tuesday, March 4, 2014, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

- ITEM 1 Call to Order
- ITEM 2 Invocation
- ITEM 3 Pledge of Allegiance
- ITEM 4 Roll Call
- ITEM 5 Approval of Minutes
- ITEM 6 Communications
- ITEM 7 Citizens' Time
- ITEM 8 For Consideration

CONSENT AGENDA

- A. Request for Approval of 25 Year Resolution Honoring Tammy Hill
- B. Request for Approval of 25 Year Resolution Honoring Dennis Ladd

Buildings & Grounds

- C. Request for Approval of a Contract with Otis Elevator Company
- D. Request for Approval of a Contract with C.L. Mahoney Co., Inc. for Deferred Maintenance at the Michigan Avenue Courthouse

Circuit Court

- E. Request for Approval of a Temporary Employee
- F. Request for Approval of Lease Agreement with Parks Trade Center

District Court

- G. Request for Approval to Submit a Grant Application to the Irving S. Gilmore Foundation for the Young Adult Diversion Program

Finance

- H. Request for Approval of Engagement Letter with Clark Hill for Pension & Employee Benefit Plan Legal Services

Health & Community Services

- I. Request for Approval to Terminate Contract for Transportation Services with Kalamazoo Removal Services, LLC
- J. Request for Approval of an Amendment to Letter of Renewal for 2013-2014 Sublease with Community Mental Health
- K. Request for Approval of Statement of Grant Award #2014-2015 from the Michigan Office of Services to the Aging

- L. Request for Approval to Submit a Grant Application to the National Association of County and City Health Officials (NACCHO)
- M. Request for Approval of Environmental Health Advisory Council (EHAC) Bylaw Revisions
- N. Request for Approval of an Agreement with South Haven Community Hospital for the Breast and Cervical Cancer Control (BCCCP) Program
- O. Request for Approval of School Affiliation Agreement and Business Associate Agreement with Kalamazoo Valley Community College (KVCC) School of Dental Hygiene
- P. Request for Approval of an Educational Affiliation Agreement with the University of Detroit Mercy
- Q. Request for Approval to Enter Into a Managed Health Plan (MHP) Agreement for the Coordination of Health Care Services

Human Resources

- R. Request for Approval of Nondisclosure and Use Agreement with Blue Cross Blue Shield of Michigan

Sheriff

- S. Request for Approval of Amendment to FY 2012 Emergency Management Performance Grant (EMPG) (EMW-2012-EP-00033)
- T. Request for Approval of Extension of Temporary Employee
- U. Request for Approval of Multi-Agency Traffic Enforcement Grant with the Office of Highway Safety Planning

Board of Commissioners

- V. Request for Approval of Transfers and Disbursements

NON-CONSENT AGENDA ITEMS

The following Items are Non-Consent Agenda Items and will be voted on individually.

- ITEM 9 Old Business
- ITEM 10 New Business
- ITEM 11 County Administrator's Report
- ITEM 12 Chairperson's Report
- ITEM 13 Vice Chairperson's Report
- ITEM 14 Members' Time
- ITEM 15 Adjournment

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

FEBRUARY 26, 2014

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY 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/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

Dina Sutton

Office Manager for Administrative Services

KALAMAZOO COUNTY GOVERNMENT

201 West Kalamazoo Avenue

Kalamazoo, Michigan 49007

TELEPHONE: (269)384-8111

TDD PHONE: (269)383-6464



**RESOLUTION HONORING
Tammy Hill**

WHEREAS, Tammy Hill has served the citizens of Kalamazoo County for twenty-five (25) years as of February 21, 2014; and

WHEREAS, Tammy Hill has faithfully served as a Judicial Aide; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Tammy Hill has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on March 4, 2014.

Timothy A. Snow
County Clerk/Register

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:

DEPARTMENT: Buildings and Grounds

PREPARED BY: Randy Winterowd

SUBJECT: Elevator Contract

SPECIFIC ACTION REQUESTED:

The approval of the attached elevator contract for the new elevator located at the Kalamazoo County Jail to be serviced by the Otis Elevator Company.

DESCRIPTION OF ACTION (dollar amount, purpose):

The contract is a full service contract \$300.00 a month or annual \$3,600.00. Term is for 3 years.

TIME FRAME OF ACTION:

Immediate. Contract is for 3 year term starting 4/1/2014.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

Warranty period ending on elevator from New Jail Addition project.

CONTACT PERSON WITH PHONE NUMBER:

Randy Winterowd
383-8954

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 4, 2014

DEPARTMENT: Buildings and Grounds

PREPARED BY: Randy E. Winterowd

SUBJECT: Michigan Avenue Courthouse Deferred Maintenance

SPECIFIC ACTION REQUESTED:

Request for the approval of the total project amount of \$521,919.34. Also for the approval to award to the low bidder CL Mahoney as low bidder for the project. This project is part of the Facilities Master Plan for deferred maintenance work.

The project is to replace a chiller, cooling tower and repair sections of the roof at the Michigan Ave. Courthouse.

DESCRIPTION OF ACTION (dollar amount, purpose):

| | |
|-----------------------------------|-------------------|
| Low Bidder (CL Mahoney) Amount: | \$ 409,241.00 |
| Pipe Insulation Repair Allowance | \$ 10,000.00 |
| Asbestos Removal | \$ 10,000.00 |
| Project Contingency Amount (15%): | \$ 64,386.15 |
| Project Engineering E2W: | \$ 28,292.19 |
| Total Project Amount: | \$ 521,919.34 |

TIME FRAME OF ACTION:

Immediate

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Michigan Ave Court Deferred Maintenance

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

NEW OR RENEWAL:

NEW

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

Low bidder is the recommended bidder for the project.

CONTACT PERSON WITH PHONE NUMBER:

Randy Winterowd 269 383-8954



161 East Michigan Ave, Suite 200
Kalamazoo, Michigan 49007
Phone: (269) 373-8000
Fax: (269) 373-5641

February 16, 2014

John Faul
Deputy Kalamazoo County Administrator
Kalamazoo County
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007

RE: Essential Maintenance of the Michigan Avenue Courts Building

Project #2013-11-013

Dear John:

Outlined below is a summary of the total project costs and a contractor recommendation to complete the project.

From previous discussions, the intent of receiving the bids and interviewing the bidders last week was to provide you with a recommendation and total project costs so you can present the information at the board meeting on Tuesday, February 17, to obtain approval to start the project. We all understand that time is of the essence to get the project completed prior to cooling season.

Scope of Work

The project scope will entail the following:

- a. Removal of the existing cooling tower from the roof.
- b. Replacement of the cooling tower installed on grade.
- c. Removal of the existing chiller
- d. Installation of a replacement chiller in the existing mechanical room.
- d. Repairs to the roofing.
- e. Associated exterior work for the cooling tower.

The budget for the Cost of the Work as provided before was Seven Hundred Sixty-two Thousand Four Hundred Fifty Dollars (\$762,450).

Total Potential Project Costs

Based on the information we received last week, below is a summary of the potential project costs:

| | |
|---------------------------------|--------------|
| Low Contractor Bid – CL Mahoney | \$419,241.00 |
| Asbestos | 10,000.00 |
| Subtotal | \$429,241.00 |
| Contingency – 15%* | 64,386.15 |

*Based on the low dollar amount I would recommend 15% in lieu of the standard 10%.

A/E fee including contingency = 5.85%**
419,241.00 + 64,386.00 28,292.19

**Our fee does not include work associated with Asbestos
as this is by you, the Owner. There is a potential for asbestos
in the cooling tower and it is being tested at this time.

Potential Total Project Costs **\$521,919.34**

We along with Eric McNamara with the County conducted a post bid interview with CL Mahoney on February 14 in which we reviewed the bid. They answered our questions and indicated they had a complete bid per the plans and specifications. We recommend you proceed with the low bidder.

If you have any questions, please feel free to contact us.

E2W Engineering
161 East Michigan Ave, Suite 200
Kalamazoo MI, 49007
(269) 373-8000
(269) 373-5641 fax



Chad Sikkenga, PE
Director of Engineering

Doug Wales, PE
Director of Mechanical Engineering

| Bid Tabulation - MAC Mechanical Upgrades, February 12 at 2:00, Local Time | | | | | | |
|--|----------------------------------|--------------------------------|---|------------------------------------|--|----------|
| Vendor | Allied Mechanical Services | Andy J. Egan Co. | CL Mahoney | Mall City Mechanical | Suburban Mechanical Co. | W. Soule |
| Lump Sum | No bid | No bid | \$ 386,861.00 | \$ 443,800.00 | \$ 494,735.00 | No bid |
| \$10,000 Allowance | No bid | No bid | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | No bid |
| Total Cost (includes \$10,000 allowance) | No bid | No bid | \$ 396,861.00 | \$ 453,800.00 | \$ 504,735.00 | No bid |
| Owner Preferred - Chemical Treatment - Late quote from Chem Treat, add \$22,380 to Total Cost | NA | NA | \$ 22,380.00 | NA | NA | NA |
| Adjusted Total Cost (Only CL Mahoney bid adjusted for quote from Chem Treat) | NA | NA | \$ 419,241.00 | NA | NA | NA |
| Removal and Replacement of Additional Area (\$ per sq ft) | No bid | No bid | \$ 8.75 | MCM to provide upon award | \$ 9.20 | No bid |
| Repair of Existing Roof Deck (\$ per sq ft) | No bid | No bid | No Quote from Roofer | \$37.89 based on 1200 sq. ft. area | \$180.00 is T&M not to exceed based on minimum quantity. Cost decreases with quantity. | No bid |
| Attended Mandatory Pre - Bid ? | Yes | Yes | Yes | Yes | Yes | Yes |
| Responsible Bidder Form Submitted and Approved? | Yes | Will not bid per email 2/10/14 | Yes | Yes | Yes | Yes |
| Addendum 1 acknowledged? | NA | NA | Yes | Yes | Yes | NA |
| Addendum 2 acknowledged? | NA | NA | Yes | Yes | Yes | NA |
| Bid Bond Submitted? | NA | NA | Yes | Yes | Yes | NA |
| List of Subcontractors Provided? | NA | NA | If low bidder, will provide within 24 hours | Yes | Yes | NA |
| Total Number of Employees | NA | NA | 12 | 105 | 65 | NA |
| Number of Employees that live in Kalamazoo County | NA | NA | 7 | 41 | 55 | NA |
| Number of Employees that live in counties contiguous to Kalamazoo County (Allegan, Barry, Branch, Calhoun, Cass, St Joseph and Van Buren Counties) | NA | NA | 5 | 46 | 10 | NA |

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: March 4, 2014****COURT: Ninth Circuit Court – Family Division****PREPARED BY: Kathy Flack****SUBJECT: Request for temporary employee****SPECIFIC ACTION REQUESTED:**

Request to hire former county employee as a temporary employee to assist the Ninth Circuit Court with a project to select and prepare files for imaging.

DESCRIPTION OF ACTION (dollar amount, purpose):

To reduce the need for file storage in the new court facility, we are working to image files that do not meet the guidelines for destruction. We are also moving toward the use of electronic files by scanning new cases in the court's case management system which will reduce the number of new paper files created.

TIME FRAME OF ACTION:

Upon Board approval, for a period of up to 90 days from date of hire.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Within "Salary Pools"

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

Position number TBD. Position will be funded within "salary pools". The temporary employee hired will be at the K5 band level.

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

N/A

ANY OTHER PERTINENT INFORMATION:

Current staffing levels do not allow for a project of this magnitude to be accomplished as part of the regular course of business.

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

N/A

CONTACT PERSON WITH PHONE NUMBER:

Kathy Flack 269 385-6039 or kbflac@kalcounty.com

F.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 4, 2014

COURT: Ninth Circuit Court Family Division

PREPARED BY: Kathy Flack

SUBJECT: Lease agreement with Park Trades Center

SPECIFIC ACTION REQUESTED:

Approval to sign lease agreement renewal with the Park Trades Center.

DESCRIPTION OF ACTION (dollar amount, purpose):

Rental of office space in the Park Trades Center in the amount of \$7140, to be payable in monthly installments of \$595.00 for the period of March 1, 2014 to February 28, 2015. Office space is used by the Youthful Offender Transitions Program.

Liability insurance will be an additional \$472.00.

TIME FRAME OF ACTION:

March 1, 2014 – February 28, 2015

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Funds awarded and approved by BOC from Kalamazoo Community Foundation

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

Renewal of lease.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

The Youthful Offender Transitions Program has been in this space since its inception.

CONTACT PERSON WITH PHONE NUMBER:

Kathy Flack at 269 385-6039 or kbflac@kalamazoo.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, March 4, 2014

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Request approval to seek local grant funding from the Irving S. Gilmore Foundation.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval to seek this grant which would provide funding to enhance the Young Adult Diversion Program (YADC) within the District Court.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding in the amount of \$50,000 is requested to enhance the YADC court program for young offenders (17-20 year olds). Funding will be used for contractual services with Speak It Forward and/or provide for a part time Program Assistant.

TIME FRAME OF ACTION:

These contracts run the length of the grant: May 2014 thru May 2015.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

Local: Irving S. Gilmore Foundation - Community Involvement

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

1 Program Assistant, on a contractual basis.

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

The Young Adult Diversion Court (YADC) is a previously approved program within the 8th District Court. YADC is designed to be a problem solving court to address young adults between the ages of 17-20. The program partners with community based agencies to create an integrated and comprehensive court review that focuses on the issues that have led these individuals into the justice system rather than the charge. It includes a shift from a traditional system-wide punitive format to a positive, self-actualization model that will address the individual's needs as a whole person.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 4, 2014

DEPARTMENT: Office of Finance

PREPARED BY: Lisa Bradshaw

SUBJECT: Legal Services for the Pension and Employee Benefit Plans

SPECIFIC ACTION REQUESTED: Approval of Engagement Letter with Clark Hill for Pension and Employee Benefit Plan legal services.

DESCRIPTION OF ACTION (dollar amount, purpose):

County Administration through the Office of Finance wishes to enter into a letter of agreement with Clark Hill for pension and employee benefit plan legal services for a period of three years with three one-year extensions. The fees will be based on a fixed hourly rate of \$225, and no charge for out of pocket expenses including travel to and from County Offices.

TIME FRAME OF ACTION: April 1, 2014 to March 31, 2017

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Costs will be paid from the Employee Benefits Fund, Retirement System Trust and the Retiree Health Trust as appropriate.

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

PROCUREMENT INFORMATION:

A Request for Proposals was issued by the County in December, 2013 for pension and employee benefit plan legal services. Five proposals were received and evaluated. The Evaluation team consisted of the Director of Finance, Deputy Director of Finance, Payroll/Retirement System Specialist, Benefits Specialist, and the Purchasing Coordinator. Two firms were selected for interview, Clark Hill and Miller Johnson. Clark Hill was unanimously selected.

CONTACT PERSON WITH PHONE NUMBER:

Tracie Moored, Finance Director, 269-383-8843



Kalamazoo County

Health & Community Services

3299 Gull Road, P.O. Box 42, Nazareth, MI 49074-0042

DATE: March 4, 2014

TO: County Board of Commissioners

FROM: Linda Vail, Director/Health Officer

RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL TO TERMINATE THE CONTRACT FOR TRANSPORTATION SERVICES BETWEEN KALAMAZOO REMOVAL SERVICES, LLC AND THE COUNTY OF KALAMAZOO THROUGH ITS HEALTH & COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval to terminate the contract with Kalamazoo Removal Services, LLC who is contracted to provide for the removal and transport of individual bodies for the Medical Examiner's Office. Contract was approved by the BOC on June 18, 2013.

DESCRIPTION OF SUBJECT

The contract with Kalamazoo Removal Services, LLC is for body removal and transport for the office of the Medical Examiner. A bid for a new Medical Examiner contract was issued in January 2014 and a complete Medical Examiner (ME) contract will be awarded as of May 1, 2014. The new ME contract will include body transport and removal as a responsibility, as a result it is necessary for our current transportation contract to end prior to the originally specified date. The contract will now end April 30, 2014.

RELATIONSHIP TO GOALS

This request is related to the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. HCS Administration sees the combination of these closely related services – ME Office & body removal and transportation as a more beneficial and efficient use of resources in regards to maintaining this goal.

FUNDING SOURCE

No County funds are required as a result of this action.

PERSONNEL

There are no additional personnel required.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Linda Vail, HCS Director at 373-5160 or at lsvail@kalcounty.com.

B. APPROVAL OF AN AMENDMENT TO ADDENDUM LETTER OF RENEWAL FOR 2013-2014 SUBLEASE

ACTION REQUESTED

HCS Administration requests Board approval of an amendment to addendum letter of renewal for the 2013-2014 sublease between the County and Community Mental Health (CMH).

DESCRIPTION OF SUBJECT

The lease amendment maintains a per square foot rate of \$11.42, paid monthly, for the term of October 1, 2013 through September 30, 2014. The amendment institutes a provision for changing space needs. CMH is making many program and staff changes, which may decrease the amount of space needed for sublease. Monthly lease payment may now be adjusted if presented in writing in the amendment referenced timeframe.

RELATIONSHIP TO GOALS

The services and program that this renter provides is consistent with the HCS goal of improving the health of the community. The mission of this agency aligns with that of the Health and Community Services Department and the presence of these services at Nazareth is a resource for HCS, CMH and other County programs.

FUNDING SOURCE

No County funds are required as a result of this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Tammy Lahman, Deputy Director-HCS/FMS at 373-5257 or at talahm@kalamazoo.com.

C. ACCEPTANCE OF STATEMENT OF GRANT AWARD #2014-5 FROM THE MI OFFICE OF SERVICES TO THE AGING (OSA) TO THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING

ACTION REQUESTED

HCS Administration requests Board approval to accept Statement of Grant Award #5 from the MI Office of Services to the Aging (OSA) in a total amount of \$177,154.00 for the period of October 1, 2013 through March 31, 2014.

DESCRIPTION OF SUBJECT

Statement of grant award #5 authorizes spending estimated federal administrative and service funds for Fiscal Year 2014. A revised Statement of Grant Award will be issued when final figures are received from the federal government. Acceptance of this funding allows the continued provision of a range of services provided by the AAIIIA and community partners, designed to help older persons remain independent in their own homes and communities, along with assisting residents in licensed long-term care facilities with concerns about care and quality of life issues.

RELATIONSHIP TO GOALS

The acceptance of this funding will further the Department's goal to "Strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency."

FUNDING SOURCE

The funding represents allocations from the Older Michiganian's Act and Older American's Act through the MI Office of Services to the Aging.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director, Older Adult Services at 373-5153 or at jasiva@kalcounty.com.

D. REQUEST TO SUBMIT A GRANT APPLICATION FROM THE HEALTH & COMMUNITY SERVICES DEPARTMENT/AAAIIIA TO THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)

ACTION REQUESTED

HCS Administration requests Board approval to submit a grant proposal to the National Association of County and City Health Officials (NACCHO), in the amount of \$13,500, to expand the use of evidence based chronic disease self-management programs.

DESCRIPTION OF SUBJECT

The NACCHO grant is open only to local health departments to assist them in increasing their capacity to provide the Stanford Chronic Disease Self-Management Program, which is called Personal Action Toward Health (PATH) in Michigan. Since Kalamazoo County already has this program operating in primarily urban areas, our proposal encompasses an expansion to the rural areas of the county, and includes a required component that engages healthcare providers in a referral system. The grant period is expected to begin in March 2014 and end June 30, 2015.

RELATIONSHIP TO GOALS

This funding will allow residents at risk to strengthen their capacity to take control of their lives and remain living as independently as possible in the community.

FUNDING SOURCE

There are no County funds associated with this request. NACCHO is the sole funding source for grant activities.

PERSONNEL

If the grant is awarded, our current PATH Master Trainer and Independent Contractor's hours will be increased by 6 hours per week.

ISSUES/CONCERNS

This grant was due Feb. 17, 2014. We were not aware of the grant until early February, which causes us to miss the Feb. 18 board meeting deadlines for action items. Please contact Judy Sivak, AAIIIIA Director, at 373-5153 or jasiva@kalcounty.com if you have any questions.

**E. APPROVAL OF THE ENVIRONMENTAL HEALTH ADVISORY COUNCIL
(EHAC) BYLAW REVISIONS**

ACTION REQUIRED

On behalf of EHAC, HCS Administration and Environmental Health Division is seeking the Board of Commissioners' approval of their revised bylaws.

DESCRIPTION OF SUBJECT

EHAC members have recently reviewed the Council Bylaws. Primary changes to the bylaws include meeting frequency, reduced from monthly to quarterly, and necessary adjustments to membership numbers. These changes were made by unanimous approval of all current council members to increase meeting attendance and assure a quorum can be obtained. A copy of the bylaws is attached for the Board's review.

RELATIONSHIP TO GOALS

The duties and responsibilities outlined in the revised bylaws are consistent with the HCS goal to protect residents from health threatening conditions by improving the physical environment for Kalamazoo County.

SOURCE OF FUNDS

There are no County funds required as a result of this request.

PROCUREMENT

There is no procurement associated with this request.

PERSONNEL

There are no new personnel associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Deb Cardiff, Manager of Environmental Health at 373-5347 or at dacard@kalcounty.com.

**F. BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP)
UPDATED AGREEMENT**

ACTION REQUESTED

HCS Administration requests Board approval of a new Agreement with South Haven Community Hospital, whose provider contract has automatically renewed for 10 years

or more. The updated agreement will ensure services continue according to current program requirements. Agreement is effective October 1, 2013 and will automatically renew each year thereafter.

DESCRIPTION OF SUBJECT

The Breast and Cervical Cancer Control Program (BCCCP) is a Center for Disease Control and Prevention funded program under Title XV, which seeks to reduce the unacceptably high prevalence of breast and cervical cancer among poor, older women in the country. Kalamazoo County Health and Community Services Department serves an eight-county region through contracted providers who screen the targeted population. Medical providers who have agreed to participate in BCCCP will provide all or a portion of the enrollment, screening examination, diagnostic and consultation services for eligible women. Payment for the services described in the contract will be made by the State of Michigan at the standard Medicare based rates set annually by the Michigan Department of Community Health.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast and cervical cancer are preventable, and this program allows us to assist low-income women in obtaining early diagnosis of breast and cervical cancer.

FUNDING SOURCE

No County funds are required as a result of this action. Funding for this agreement is from the Michigan Department of Community Health through the CPBC Agreement.

PERSONNEL

There are no new personnel associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynn Ann Jones, Women's Health Supervisor at 269-373-5383.

G. APPROVAL OF SCHOOL AFFILIATION AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH KALAMAZOO VALLEY COMMUNITY COLLEGE (KVCC) SCHOOL OF DENTAL HYGIENE

ACTION REQUESTED

HCS Administration requests Board approval of the Affiliation Agreement and Business Associate Agreement between Health & Community Services (HCS) Dental Clinic and Kalamazoo Valley Community School of Dental Hygiene (KVCC).

DESCRIPTION OF SUBJECT

This is a 10-yr renewal agreement. Updated agreements allows for the HCS Dental Clinic to provide Dental Hygiene Students of KVCC with a Dental training location for on the job experiences and learning.

RELATIONSHIP TO GOALS

This agreement is related to the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. This affiliation will better the HCS Dental Clinics ability to help community members' work towards self sufficiency through enhanced health attentions.

FUNDING SOURCE

There are no County funds associated with this request.

PERSONNEL

There are no new personnel for this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Lucinda M. Stinson, MPA, Division Manager, Health Promotion & Disease Prevention at 373-5012 or lmstin@kalcounty.com.

H. APPROVAL OF AN EDUCATIONAL AFFILIATION AGREEMENT BETWEEN UNIVERSITY OF DETROIT MERCY AND HEALTH AND COMMUNITY SERVICES DENTAL CLINIC

ACTION REQUESTED

HCS Administration requests Board approval of the Educational Affiliation Agreement between Health & Community Services (HCS) Dental Clinic and University of Detroit Mercy School of Dentistry.

DESCRIPTION OF SUBJECT

This agreement will allow students from the University of Detroit Mercy School Of Dentistry to intern at the HCS Dental Clinic. The HCS Dental Clinic will provide Dental Students a dental training location for on the job experiences, mentorship and learning. Dental students will have already completed many required pre-requisite courses and will be able to competently assist the HCS dental clinic in increasing the number of community members served. Students will complete 2-week rotations beginning in May 2014.

RELATIONSHIP TO GOALS

This agreement is related to the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices. This affiliation will better the HCS Dental Clinics ability to help community members' work towards self sufficiency through enhanced health attentions.

FUNDING SOURCE

HCS will be required to reimburse accommodation and mileage costs. These costs will be offset by reimbursements earned. There is no general fund impact associated with this agreement.

PERSONNEL

There are no new personnel for this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Lucinda M. Stinson, MPA, Division Manager, Health Promotion & Disease Prevention at 373-5012 or lmstin@kalcounty.com.

I. APPROVAL TO ENTER INTO A MANAGED HEALTH PLAN (MHP) AGREEMENT FOR THE COORDINATION OF HEALTH CARE SERVICES

ACTION REQUESTED

HCS Administration requests Board approval to approve an agreement with CoventryCare Health Plan to coordinate services with the CSHCS program for MIChild enrollees. The Michigan Department of Community Health (MDCH) expects MHPs and local health departments to work collaboratively to ensure continuity and access to care for our mutual CSHCS clients. The Agreements will be effective on January 1, 2014, and will be automatically renewed each year.

DESCRIPTION OF SUBJECT

The CSHCS is a program that offers medical care and treatment assistance for children with chronic, severe, or disabling health problems and provides service coordination to meet the needs of the child and family. Families of all income levels are eligible to enroll in the CSHCS program.

RELATIONSHIP TO GOALS

The agreements to coordinate with the Managed Health Plans provides services consistent with the HCS goal to improve the overall health of the community by decreasing preventable disabilities and deaths.

FUNDING SOURCE

No County funds are required as a result of this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions please contact Deb Lenz, Maternal & Child Health Division Manager at 373-5024 or at dllenz@kalcounty.com.

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Human Resources Department

201 West Kalamazoo Avenue, Ste 202 • Kalamazoo, Michigan 49007-3777
Phone: (269) 383-8998 • Fax: (269) 384-8099
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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 4, 2014

DEPARTMENT: Human Resources

PREPARED BY: Kelly Ball, Human Resource Director *K Ball*

SUBJECT: **Nondisclosure and Use Agreement**

SPECIFIC ACTION REQUESTED: Approval of the Nondisclosure and Use Agreement for Blue Cross Blue Shield of Michigan (BCBSM) Health Care Provider Information.

DESCRIPTION OF ACTION: The purpose of this agreement is to release certain health, dental and vision claims data to our broker, Nulty Insurance and their consulting group, Zywave. Nulty assists the County in analyzing claims data to ensure our benefit programs are competitive, while remaining cost effective. Zywave will run data only and provide such data to Nulty for analysis and review. Nulty then provides the information in aggregate to Kalamazoo County for potential changes in plan design and to capture areas in which the County may need to improve and/or change programming to reduce health risks of its retirees and employees.

FUNDING SOURCE: Employee Benefit Fund

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: Staff recommends approval; applicable documentation has been reviewed by Finance and Corporate Counsel.

CONTACT PERSON AND PHONE NUMBER: Kelly Ball, 384-8100, or coball@kalcounty.com; Jean Michaud, 383-8953, or jmmich@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 4, 2014

DEPARTMENT: Sheriff's Department, Office of Emergency Management

PREPARED BY: Paul G. Matyas, Undersheriff

SUBJECT: 2012 Emergency Management Performance Grant (EMPG)
Supplemental Funding

SPECIFIC ACTION REQUESTED:

Kalamazoo County Board of Commissioners approval of the FY2012 Supplemental EMPG funding

DESCRIPTION OF ACTION (dollar amount, purpose):

The Michigan State Police, Emergency Management and Homeland Security Division have identified available funds for supplemental distribution to local programs under the FY2012 EMPG program in the amount of \$15,796.15. These monies will in part fund the wages/benefits of the Emergency Management Director.

TIME FRAME OF ACTION:

Please place on the March 4, 2014 agenda.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

This is a Federal grant supplement to the county for duties performed quarterly by the OEM Director. The remaining costs are funded through the county.

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

N/A

NEW OR RENEWAL OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

This is an Amendment to FY2012 EMPG, which was approved by the Board on August 21, 2012.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

N/A

CONTACT PERSON WITH PHONE NUMBER:

Patrick E. Wright, (269) 385-6137

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 4, 2014

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Temporary Position Approval

SPECIFIC ACTION REQUESTED:

Approval to continue Stephanie Olmsted as the temporary F-13 Clerk

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

March 5, 2014 – not to exceed June 30, 2014

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

PERSONNEL IF REQUIRED:

10444-004 temporary FTE F-13 pay rate

NEW OR RENEWAL OR AMENDMENT:

ANY OTHER PERTINENT INFORMATION:

Olmsted was previously approved for 90 days as a temporary fill in for the sick leave of another clerk typist. If now appears the employee on sick leave will be extended until June when her sick benefit runs out. Continuation of the job functions needs to be handled by the temporary employee.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 4th 2014

DEPARTMENT: Sheriff's Office

PREPARED BY: Lt Donald Ester

SUBJECT: Traffic Enforcement Grant

SPECIFIC ACTION REQUESTED:

Approve a multi-agency traffic enforcement grant from the Office of Highway Safety Planning.

DESCRIPTION OF ACTION (dollar amount, purpose

\$74,776 Multi-agency traffic enforcement grant

TIME FRAME OF ACTION:

March 14th thru September 30th 2014

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

State of Michigan

PERSONNEL IF REQUIRED:

Overtime Reimbursement grant, no new positions

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lt Donald Ester 385-6171