

The logo for Kalamazoo County Government is a shield-shaped emblem. The top arc of the shield contains the text "KALAMAZOO COUNTY GOVERNMENT" in a light blue, sans-serif font. The interior of the shield is divided into three horizontal sections: a top blue section with a white silhouette of a city skyline, a middle green section with a white silhouette of a house and trees, and a bottom blue section with a white silhouette of a winding river. Overlaid on this logo is the text "Board of Commissioners' Meeting" in a large, bold, black, sans-serif font.

**Board of
Commissioners'
Meeting**

June 16, 2015

**NOTICE AND AGENDA FOR
JUNE 16, 2015 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, June 16, 2015, 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

Circuit Court

- A. Request for Approval to Submit a Mental Health Court Grant Application to State Court Administrative Office
- B. Request for Approval of a Contract with Western Michigan University for the Men's, Women's, Juvenile and Family Dependency Treatment Court Programs
- C. Request for Approval to Accept Grant from the Kalamazoo Community Foundation for the Men's, Women's, Juvenile and Family Dependency Treatment Court Programs

Health & Community Services

- D. Request for Approval of Household Hazardous Waste Agreement with Charleston Township
- E. Request for Approval of Water Quality Protection Grant Contract with the Michigan Department of Environmental Quality (MDEQ)
- F. Request for Approval to Accept Grant Award from the Federal Department of Health and Human Services, Health Resources and Services Administration (HRSA) for the Healthy Babies Healthy Start (HBHS) Project
- G. Request for Approval of a Business Agreement with the Family Health Center
- H. Request for Approval of Amendment #5 to the DOE13-39015 Weatherization Assistance Program Agreement with Michigan Department of Health and Human Services (MDHHS)
- I. Request for the Approval of Area Agency on Aging IIIA FY 2016 Annual Implementation Plan
- J. Request for Approval to Submit a Grant Application to the Thome Foundation
- K. Request for Approval to Purchase a Nitrous Flowmeter for the Dental Clinic

Human Resources

- L. Request for Approval of Amendment to Non-Union Personnel Policy, Sections 4.06 and 5.04 (Housekeeping)
- M. Request for Approval of a Contract with Cohl, Stoker & Toskey, P.C. for Workers' Compensation Legal Services

Michigan Works!

- N. Request for Approval of Workforce Development Agency (WDA) Policy 15-XX
- O. Request for Approval of Contract 2014-01 Modification 02 with W.E. Upjohn Institute
- P. Request for Approval of Contract 2015-01 with W.E. Upjohn Institute

Prosecuting Attorney

- Q. Request for Approval of Title IV-D Cooperative Reimbursement Contract Amendment FY 2016

Sheriff

- R. Request for Approval of Amendment to Telmate, LLC Agreement for Inmate Telecommunication
- S. Request for Approval of Interlocal Agreement with Kalamazoo Public Safety for the 2015-2016 Byrne JAG Grant
- T. Request for Approval of Temporary Acting Sergeant Position for Marine/ORV and Snowmobile Patrols (general fund)
- U. Request for Approval of a Contract with McDonalds Towing and Rescue

Board of Commissioners

- V. Request for Approval of Transfers and Disbursements
- W. Request for Approval of Appointments to Various Advisory Boards

NON-CONSENT AGENDA ITEMS

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

ITEM 9 Old Business

X. Request for Approval of Responsible Bidders Policy

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

JUNE 10, 2015

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

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** June 16, 2015**DEPARTMENT:** 9th Circuit Court**PREPARED BY:** Ann Filkins**SUBJECT:** Grant Submission**SPECIFIC ACTION REQUESTED:**

Permission to submit a grant for a Juvenile Mental Health Court to the State Court Administrative Office. A planning grant was submitted and accepted. These grant funds would be used for the implementation of a Juvenile Mental Health Court. The grant had a tight timeframe and has been submitted with the approval of John Faul.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$109,848.37

TIME FRAME OF ACTION:

10/1/2015 – 09/30/2016

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

State

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)

New

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)

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins 384-8253

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Evaluation Services for Men's, Women's, Juvenile and Family Dependency Treatment Court Program.

SPECIFIC ACTION REQUESTED:

Approval of contract with Western Michigan University (WMU) for process and outcome evaluation of components of the Men's, Women's, Juvenile and Family Dependency Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

An independent evaluation is an invaluable source of information for determining program effectiveness and for providing direction for program improvements that will enhance treatment outcomes for program participants. The Kercher Center has extensive experience in evaluation of Drug Treatment Courts, in the Kalamazoo Court system, and other Michigan Drug Courts. PA 224, legislation specific to Drug Treatment Courts, became effective on January 1, 2005, and requires program evaluation and reporting. An evaluation work plan was developed by the Kercher Center and complies with the requirements of PA 224.

Men's:	11,378
Women's:	11,378
Juvenile:	12,258
Family:	9,978

The Kalamazoo Drug Treatment Court Foundation, now through the Kalamazoo Community Foundation provides payments for these evaluations.

TIME FRAME OF ACTION:

Grant start date is January 1, 2015 through April 1, 2015

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

Local

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:

Renewal

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)

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins (269) 384-8253

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Grant Acceptance

SPECIFIC ACTION REQUESTED:

Permission to accept a grant from the Kalamazoo Community Foundation – Drug Treatment Court Fund.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$280,000.00 – to support the Men’s/Women’s/Juvenile and Family Dependency Treatment Court Programs.

TIME FRAME OF ACTION:

1/1/15 – 12/31/15

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

Local

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)

Renewal

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)

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins 384-8253



Kalamazoo County

Health & Community Services

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

DATE: June 16, 2015

TO: County Board of Commissioners

FROM: Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer

RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL OF HOUSEHOLD HAZARDOUS WASTE CONTRACT & CONTRACT AMENDMENTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES

ACTION REQUIRED

HCS Administration requests Board approval of the following contract & contract amendments between the county governmental units listed below (both in and out-of-county units) and Kalamazoo County Health and Community Services Department for the Household Hazardous Waste Program. These contracts are for the period of January 1, 2015 to December 31, 2015 and establish each unit's funding for calendar year 2015.

GOVERNMENTAL UNITS AND FUNDING

1. Charleston Township \$1,500

DESCRIPTION OF SUBJECT

The county will provide collection services to each unit's residents at the Household Hazardous Waste Center as long as that unit has funds on account with the county to cover the costs of their citizen's utilization of the service. These amendments were a result of amended Household Hazardous Waste fees for FY15 that were approved by the Board on March 17th of this year for the purpose of supporting HHW program operations on six (6) Saturdays for the remainder of the calendar year.

RELATIONSHIP TO GOALS

These contracts/amendments will allow the collection of household hazardous waste in 2015 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

FUNDING SOURCE

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$37.50 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the county.

PERSONNEL

There are no new personnel associated with this item.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Vern Johnson, Environmental Health Division Manager, at 373-5356 or vljohn@kalcounty.com

B. APPROVAL OF WATER QUALITY PROTECTION GRANT CONTRACT FROM THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)

ACTION REQUESTED

HCS Administration requests Board approval of a Water Quality Protection Grant Contract between KCHCS Laboratory and the Michigan Department of Environmental Quality's (MDEQ) in the amount of \$4,600.00 for the period of May 1, 2015 through September 30, 2016 for the purchase of reagents associated with the development of protocols and procedures for rapid beach water testing using qPCR (quantitative real-time polymerase chain reaction).

DESCRIPTION OF SUBJECT

The funds from this grant will be used to purchase reagents (primers, probes, etc) to be used in the development of the protocols and procedures necessary to implement rapid beach water testing via qPCR for public and private beach water samples as described in the MOU approved by the Board on May 19, 2015. Once the protocols and procedures are developed, beach samples will be tested using qPCR.

RELATIONSHIP TO GOALS

The Health and Community Services Department seeks to improve the overall health of the community by reducing preventable disabilities and deaths and promoting

healthy lifestyles and choices. Rapid beach water testing for samples associated with Environmental Health Programs will build efficiencies in sample result reporting and response.

FUNDING SOURCE

No county general funds are requested. All funds for this grant will be allocated by MDEQ.

PERSONNEL

No new personnel are required as a result of this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. Please contact Aaron Hoogenboom, KCHCS Laboratory Manager, at awhoog@kalcounty.com or at 373-5077

C. ACCEPTANCE OF GRANT AWARD FROM THE FEDERAL DEPARTMENT OF HEALTH AND HUMAN SERVICES, HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) FOR THE HEALTHY BABIES HEALTHY START (HBHS) PROJECT

ACTION REQUESTED

HCS Administration requests Board approval to accept a grant award from the Health Resources and Services Administration (HRSA) in the amount of \$625,000 in support of the Kalamazoo County Healthy Babies Healthy Start project (HBHS). This grant award is for the period of 6/1/15 to 3/31/2016. The original grant agreement was approved by the Board on 9/17/14.

DESCRIPTION OF SUBJECT

The HBHS project is a 5-year federal grant provided for the reduction of infant mortality and perinatal health disparities in Kalamazoo. The project involves extensive collaboration and system integration involving multiple agencies, medical and social service providers.

RELATIONSHIP TO GOALS

This funding provides services consistent with the HCS goal to improve the overall health of the community by reducing preventable disabilities and death, and promoting healthy lifestyles and choices.

FUNDING SOURCE

No County funds are required as a result of this request. All funding is from the U.S Department of Health and Human Services, Health Resources and Services Administration.

PERSONNEL

No new personnel are required as a result of 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

D. APPROVAL OF BUSINESS AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES/ MATERNAL AND CHILD HEALTH PROGRAMS AND THE FAMILY HEALTH CENTER

ACTION REQUESTED

HCS Administration requests Board approval of an Agreement between Kalamazoo County and Family Health Center for the provisions of office space to conduct pre-natal and perinatal services for HCS Maternal and Child Health Programs. This agreement will begin June 1, 2015 and will automatically renew for consecutive one year periods.

DESCRIPTION OF SUBJECT

This agreement will allow for increased partnership between HCS- Maternal and Child Health Programs and the Family Health Center (FHC) to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. By placing a Care Coordinator directly onsite at FHC community residents will have increased access to the services provided by HCS- Maternal and Child Health programs and will receive more targeted attention as early as possible for their families.

RELATIONSHIP TO GOALS

HCS has a goal to improve the overall health of the community by reducing preventable deaths. Maternal and Child Health Programs work to reduce the fetal and infant deaths in Kalamazoo County.

FUNDING SOURCE

No County funds are required as a result of this action. Funding for this agreement comes from the Healthy Start Initiative through the U.S. Department of Health and Human Services. HCS will compensate the FHC a monthly amount of \$250, not to exceed \$3,000.00 annually for the rental of space and equipment to conduct case management services.

PERSONNEL

There are no new personnel required as a result of this action.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Deb Lenz, MCH Manager, at 373-5024 or dllenz@kalcounty.com

E. APPROVAL OF AMENDMENT #5 TO THE AGREEMENT FOR THE DOE13-39015 WEATHERIZATION ASSISTANCE PROGRAM FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of amendment #5 to the agreement for the DOE Weatherization Assistance Program, from the Michigan Department of Health and Human Services (MDHHS). Agreement term is July 1, 2013 through June 30, 2016. Original agreement was approved by the Board on 6.18.13.

DESCRIPTION OF SUBJECT

Amendment #5 accounts for the recent merger of the Michigan Department of Human Services and the Michigan Department of Community Health into the Michigan Department of Health and Human Services (MDHHS) and for necessary additions to Weatherization contractor qualifications. Acceptance of this agreement allows the continued provision of a range of services designed to help families remain independent in their homes and communities. Services provided will include assisting families with home weatherization and client education activities.

RELATIONSHIP TO GOALS

The Health and Community Services Department enforces their overall goal for the Community Action Agency (CAA) as promoting, providing for and educating our community through all services offered to the best of its ability and with the highest

standards of quality and community partnership. This agreement continues to further CAA's goal to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while also helping to improve the housing stock in our community.

FUNDING SOURCE

There are no County general funds associated with this action. All funding is from the Michigan Department of Health and Human Services (MDHHS) and the Department of Energy (DOE).

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 Amber Leverette, MPA, CAA Housing & Neighborhoods Coordinator, at 373-5101 or at arleve@kalcounty.com.

F. APPROVAL OF HEALTH & COMMUNITY SERVICES DEPARTMENT/AREA AGENCY ON AGING IIIA (HCS/AAA) FY 2016 ANNUAL IMPLEMENTATION PLAN

ACTION REQUESTED

HCS Administration requests Board approval of the Fiscal Year 2016 Annual Implementation Plan covering October 1, 2015 through September 30, 2016 for the Region IIIA Area Agency on Aging. Plan was presented at the Committee of the Whole on June 2, 2015.

DESCRIPTION OF SUBJECT

Each year, the HCS/AAA is required to write a plan that indicates priorities for spending state and federal money designated for aging services in primarily Kalamazoo County (the Long-Term Care Ombudsman/Elder Abuse Education Program serves a 5-county area). The County Board of Commissioners, as the AAA's governing board, is required to review and approve the plan prior to submitting it to the state. The Older Adult Services Advisory Council conducted a public hearing on the plan at their May 13, 2015 meeting. There was no testimony given and the Advisory Council approved the plan.

The plan is a continuation of the direction set by the Multi-Year Plan, prioritizing the funding of services to help maintain people in their own homes, increasing the

availability of Healthy Living Programs, and collaborating with community partners on program development efforts. The amount of federal and state money, including local match and program income, expected to be available to support the administrative responsibilities of the HCS/AAA, and provide program development, supportive and nutrition services is \$2,316,057.

RELATIONSHIP TO GOALS

This action is consistent with the HCS goal to strengthen the capacity of individual and families at risk within the community to take control of their lives.

FUNDING SOURCE

Funding is from the federal Administration on Aging, the MI Office of Services to the Aging, client donations, county general fund and a required 10% minimum match provided by contractors.

PERSONNEL

The plan includes a .2 FTE increase for a RN Care Consultant which will be brought to the board at a later fall date for review and approval.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

None at this time. Contact Judy Sivak, Director of Older Adult Services, at 373-5153 or jasiva@kalcounty.com if there are questions.

G. REQUEST TO SUBMIT A GRANT APPLICATION FROM THE HEALTH & COMMUNITY SERVICES DEPARTMENT/AAAIIA TO THE THOME FOUNDATION

ACTION REQUESTED

HCS Administration requests Board approval to submit a grant proposal to the Edward N. and Della L. Thome Foundation in the amount of \$163,900 for a two-year period to assist vulnerable adults residing in licensed long-term care facilities.

DESCRIPTION OF SUBJECT

The program we are requesting funding for is the Long-Term Ombudsman Program, which serves Barry, Branch, Calhoun, Kalamazoo and St. Joseph counties. There are 29 skilled nursing facilities and hundreds of licensed adult foster care and homes for the aged that are part of the ombudsman's responsibility. We are requesting funds to hire a 1.0 FTE ombudsman who would assist the current ombudsman with casework.

This new hire would also be responsible for coordinating a network of volunteer ombudsman in order to have a regular presence in facilities, which will help to identify and solve problems, often before they escalate to serious issues.

RELATIONSHIP TO GOALS

This funding will assist residents at risk to strengthen their capacity to take control of their lives and continue living with dignity wherever they choose.

FUNDING SOURCE

The Thome Foundation is the sole funding source for the additional position and associated operating costs.

PERSONNEL

If awarded, HCS/AAAIIA would need to create and hire an additional 1.0 FTE Long Term Care Ombudsman position.

ISSUES/CONCERNS

The Thome Foundation will respond to the grant request within six months of application. There are no other issues or concerns at this time. If there are any questions, please contact Judy Sivak, AAAIIIA Director, at 373-5153 or jasiva@kalcounty.com.

H. APPROVAL TO PURCHASE A NITROUS FLOWMETER FOR THE HEALTH & COMMUNITY SERVICES-DENTAL CLINIC

ACTION REQUESTED

HCS Administration requests Board approval to purchase a Nitrous Flowmeter for the HCS-Dental Clinic in the amount of \$2,000.

DESCRIPTION OF SUBJECT

The Dental Clinic has two nitrous delivery units that are 18.5 years old. One of the units has a broken Flowmeter. The Flowmeter is responsible for the delivery of precise and efficient nitrous while sedating a patient. It is imperative that this system works efficiently for the patient and also to avoid nitrous leakage for the employees. More than half of the patients seen by the pediatric dentist have acute situational anxiety in the dental chair and behavior problems for dental treatment because of their early age, therefore requiring nitrous oxide sedation.

RELATIONSHIP TO GOALS

This purchase will allow for the continued provision to provide needed dental services and is consistent with the HCS goal to improve the overall health of the community by decreasing preventable disabilities and deaths.

FUNDING SOURCE

Funding for this purchase is from the County general fund appropriation to the Health Fund.

PERSONNEL

There are no new personnel actions associated with this request.

PROCUREMENT

All County procurement policies and procedures were followed when determining where to purchase this needed equipment.

ISSUES AND CONCERNS

There are no issues or concerns. If there are any questions, please contact Lucinda M. Stinson, Deputy Director-Community Services @ 269-373-5012 or lmstin@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Non-Union Personnel Policy Changes

SPECIFIC ACTION REQUESTED:

Adoption of two revisions to the Non-Union Personnel Policy Changes. Both revisions are supported by Labor Counsel.

DESCRIPTION OF ACTION (dollar amount, purpose):

- 4.06 (D) – Pay Policy – Reclassification
 - Correct language to make the policy more consistent with the other pay policies under 4.06.
- 5.04 (A) – Vacation Policy
 - Remove the six-month waiting period for employees to use vacation time. This section of the vacation policy should have been removed when the probationary period was discontinued.

The updated policies are attached. The comprehensive review of the County Personnel Policy Manual is currently under review by Labor Counsel.

TIME FRAME OF ACTION:

Effective 5/1/2015.

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

N/A

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:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, 384-8100 or kdcunn@kalcounty.com

Personnel Policy #4.06 (D) – Pay Policy...

1. An employee whose position is reclassified, resulting in a lower salary band assignment, shall retain his/her current pay rate ~~or be placed at the maximum of the new band, whichever is lower~~ until such time as the employee is eligible for further salary increases. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

Personnel Policy #5.04 – Vacation Policy

- A. Every full-time, regular employee shall be entitled to vacation leave with pay of four (4) hours for each completed bi-weekly work period of full pay, ~~except that no employee shall be entitled to utilize such vacation leave until he/she has completed six months after date of hire.~~

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: June 16, 2015****DEPARTMENT: Human Resources****PREPARED BY: Kristine Cunningham, Human Resources Director****SUBJECT: Workers' Compensation Legal Services****SPECIFIC ACTION REQUESTED:**

Approval of contract with Cohl, Stoker & Toskey, P.C. for workers' compensation legal services. The legal services contract would be for three years beginning 7-1-15 through 6-30-18.

DESCRIPTION OF ACTION (dollar amount, purpose):

We are requesting approval to enter into a contract with Cohl, Stoker & Toskey, P.C. to provide workers' compensation legal services for all workers' compensation related claims. Cohl, Stoker & Toskey, P.C. would represent Kalamazoo County at all legal proceedings pertaining to workers' compensation and provide legal advice regarding claims.

The amount for legal services will be at a rate of \$120.00 per hour plus expenses. Consistent with our current agreement for labor services, there will be no charge for mileage or attorney time for travel from their office to County offices. Annualized costs will depend upon the amount of workers' compensation claims that require legal attention.

TIME FRAME OF ACTION:

July 1, 2015 through June 30, 2018

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

Employee Benefits Fund

PROCUREMENT INFORMATION:

A Request for Proposal (RFP) was completed as part of the due diligence process. Three responses were received. Presentations by all three respondents were held on May 15, 2015 in the County Administration building. The respondents were: Varnum LLP, Liggett & Ripley and Cohl, Stocker, & Toskey, P.C.

Cohl, Stoker & Toskey brings thirty plus years of experience in the field of workers compensation by the lead attorney, the expertise of the former head of Auto-Owners Workers Compensation, the firm's experience with the County through their work as our Labor Counsel, and a great working relationship with Administration. Their goal to get employees back to work using a team approach with all parties focusing on fair and honest resolution is consistent with the County's vision.

The decision to have the same law firm represent the County for labor and workers compensation will give the County the advantage to coordinate efforts between workers' compensation/American with Disabilities Act/Family Medical Leave. This was confirmed by two of the three respondents during the interview process.

The RFP review and interview team consisted of Kristine Cunningham, Human Resources Director, Lisa Bradshaw, Deputy Finance Director, Jean Michaud, Benefits Specialist and Tom O'Brien, Purchasing Coordinator

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, kdcunn@kalcounty.com or 269-384-8100 or Jean Michaud, jmich@kalcounty.com or 269-383-8953.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Dawn Roberts

SUBJECT: Designation of Workforce Development Areas Under the Workforce Innovation and Opportunity Act (WIOA) 15-XX

SPECIFIC ACTION REQUESTED: Review and Approval Signature for Workforce Development Agency (WDA) Policy 15-XX

DESCRIPTION OF ACTION (dollar amount, purpose): N/A

Michigan Works! Southwest is requesting Initial Two-Year Designation for workforce development areas that were designated as a local area under the Workforce Investment Act (WIA).

WDA Policy PI 15-XX states:

If the CEO and the local board submit a request for *initial two-year designation*, the Governor must approve the request if, for the two (2) program years preceding the date of enactment of the WIOA (Program Year (PY) 2012 and 2013), the following criteria are met:

- Was designated as a local area for purposes of WIA;
- Performed successfully; and
- Sustained fiscal integrity.

This initial designation shall apply for the balance of PY 2015 and all of PY 2016.

Michigan Works! Southwest has met these requirements. The local workforce development area includes: Branch, Calhoun, Kalamazoo and St. Joseph counties.

Local workforce development areas are designated for the purpose of implementing the WIOA and administering workforce development programs through the Michigan Works! Agencies. Under the federal legislation, the Governor, in consultation with the local CEO, is required to designate local workforce areas. The definition of CEO is the chief elected executive officer of a unit of general local government in a local area. To implement the WIOA, the CEO has the responsibility to request local workforce development area designation.

The **WIOA Local Workforce Development Area Designation Application** is attached as Attachment B.

TIME FRAME OF ACTION: Balance of PY 2015 and all of PY 2016

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

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Dawn Roberts 385-0455

PLEASE ATTACH ALL NECESSARY INFORMATION
i.e. Agreements/Contracts/Applications

Attachment B.

Section 1 – Point of Contact

The following information identifies the individual who is completing the application on behalf of the proposed local workforce development area and will be the point of contact for all future correspondence.

Name: Dawn Roberts

Title: Planning & Policy Manager

Address: 222 S. Westnedge Avenue, Kalamazoo, MI 49007-4628

Phone: 269-385-0455

E-mail: roberts@upjohn.org

Date of Application: June 2, 2015

Section 2 - Participating Counties

Please list all participating counties who will form the proposed local workforce development area.

Branch County

Calhoun County

Kalamazoo County

St. Joseph County

Section 3 – Type of Designation Requested

Select one of the following:

- Initial Designation – Complete Step 4
 Discretionary Designation – Complete Step 5

Section 4 - Initial Designation Criteria

Any local area requesting initial designation must demonstrate how the area meets each of the following criteria listed below. **Note:** Please attach a separate document to address each of the specific considerations, as well as any additional supporting documentation.

1. The local area identified in Step 2 above was designated as a local area for purposes of the Workforce Investment Act (WIA).
2. The local area identified in Section 2 above performed successfully (met all WIA performance metrics) during Program Year 2012 and 2013 (July 1, 2012 – June 30, 2014).
3. The local area identified in Section 2 above sustained fiscal integrity, as defined in this policy, during the last 2 consecutive years.

Section 5 – Discretionary Designation Criteria

Any local unit of government interested in receiving discretionary designation must demonstrate how the proposed geographic area meets each of the following criteria listed below. **Note:** Please attach a document to address each of the specific considerations, as well as any additional supporting documentation.

1. The geographic area is consistent with the labor market areas in the State;
2. The geographic area is consistent with the regional economic development areas in the State;
3. The geographic area is served by local educational agencies and intermediate educational agencies;
4. The geographic area is served by postsecondary education institutions and area vocational education schools;
5. The geographic area has available resources (federal and non-federal) necessary to effectively administer workforce development activities; and
6. Is consistent with the geographical boundaries as outlined in the Regional Prosperity Initiative map (Attachment A).

Section 6 - Signatures of Representatives from each County in the Proposed (Initial or Discretionary) Local Workforce Development Area

The Chief Elected Official (CEO) from each county in the proposed Workforce Development Area must sign below. If necessary, a separate signature page for each representative may be attached.

Branch County	_____ Signature	Click to enter Date
Calhoun County	_____ Signature	Click to enter Date
Kalamazoo County	_____ Signature	June 16, 2015
St. Joseph County	_____ Signature	Click to enter Date

Section 7 - Approvals of Proposed (Initial or Discretionary) Local Workforce Development Area

The members of the local elected official board representing the workforce development area approve this request of initial/discretionary designation.

Yes. Please attach the appropriate board meeting minutes
 No. Please explain why.

As of 6/2/2015 - Local WDB has not yet met. They will meet June 17, 2015

Requests for Designation Assistance

Recognizing costs will be incurred by those local workforce development areas whose composition changes under the WIOA designation process, assistance is available. Pursuant to Section 106(b)(6) of the WIOA, upon a request of all the local workforce development areas within a planning region, the State may provide funding to assist the local areas in carrying out activities to facilitate the designation of the new local workforce development area.

Local workforce development areas designated under the initial designation method are not eligible for designation funding assistance.

Requests for designation funding assistance may be sent to Ms. Christine Quinn, Director, Workforce Development Agency, at quinncl@michigan.gov. The request must contain a detailed description of the amount of funds requested and what designation activities will be funded.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Human Services

PREPARED BY: Ben Damerow

SUBJECT: Contract 2014-01, Mod 02 between the County of Kalamazoo and the W.E. Upjohn Institute.

SPECIFIC ACTION REQUESTED: Review and approval of Contract 2014-01, Mod 02 between the County of Kalamazoo and the W.E. Upjohn Institute.

DESCRIPTION OF ACTION (dollar amount, purpose): Funding for programs and services for the Michigan Works! System and activities of the Workforce Development Board for the Michigan Works! Southwest Area is defined in the attached Management Services contract modification between the W. E. Upjohn Institute for Employment Research, Employment Management Services Division and the County of Kalamazoo.

TIME FRAME OF ACTION: July 1, 2014 through June 30, 2015

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

PERSONNEL IF REQUIRED: Personnel used to implement programs and services are supported through this Management Services Contract between the W.E. Upjohn Institute for Employment Research, Employment Management Services Division (EMSD) and the County of Kalamazoo.

NEW OR RENEWAL: Modification of current contract.

ANY OTHER PERTINENT INFORMATION: This contract is renewed every two years.

CONTACT PERSON WITH PHONE NUMBER: Ben Damerow 349-1533

Please Attach All Necessary Information (i.e. Agreements/Contracts/Applications):

- Contract 2014-01, Modification 02 is attached

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Human Services

PREPARED BY: Ben Damerow

SUBJECT: Contract 2015-01 between the County of Kalamazoo and the W.E. Upjohn Institute.

SPECIFIC ACTION REQUESTED: Review and approval of Contract 2015-01 between the County of Kalamazoo and the W.E. Upjohn Institute.

DESCRIPTION OF ACTION (dollar amount, purpose): Funding for programs and services for the Michigan Works! System and activities of the Workforce Development Board for Michigan Works! Southwest is defined in the attached Management Services contract between the W. E. Upjohn Institute for Employment Research, Employment Management Division and the County of Kalamazoo.

TIME FRAME OF ACTION: July 1, 2015 through June 30, 2017

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

PERSONNEL IF REQUIRED: Personnel used to implement programs and services are supported through this Management Services Contract between the W.E. Upjohn Institute for Employment Research, Employment Management Division and the County of Kalamazoo.

NEW OR RENEWAL: New Contract 2015-01

ANY OTHER PERTINENT INFORMATION: This contract is renewed every year.

CONTACT PERSON WITH PHONE NUMBER: Ben Damerow 349-1533

PLEASE ATTACH ALL NECESSARY INFORMATION i.e. Agreements/Contracts/Applications:

Contract 2015-01 is attached

Q.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Jennifer Granzow

SUBJECT: Amendment of Prosecutor's CRP Contract

SPECIFIC ACTION REQUESTED:

The Office of the Prosecuting Attorney recommends board approval to sign the Title IV-D Cooperative Reimbursement Contract Amendment to extend the current contract for the Office of the Prosecuting Attorney for FY 2016.

DESCRIPTION OF ACTION (dollar amount, purpose):

FY 2016 Title IV-D Cooperative Reimbursement Contract, in the amount of \$878,295.50 to fund the establishment of paternity and child support orders for families and children in Kalamazoo County. The Office of the Prosecuting Attorney is statutorily mandated to provide Title IV-D services to children and families.

TIME FRAME OF ACTION:

October 1, 2015 through September 30, 2016

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

66% Federal and State allocation with a 34% county match.

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)

Amendment, original contract was signed by chairperson on 9-18-2012, which was a 3 year contract this would extend the present contract for one year.

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)

Not Applicable – The Office of the Prosecuting Attorney is statutorily mandated to provide Title IV-D services.

CONTACT PERSON WITH PHONE NUMBER:

Jennifer Granzow, Assistant Prosecuting Attorney 385-8403

Lisa Henthorn, Administrator 383-8965

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approve Amendment to Telmate phone/video agreement

SPECIFIC ACTION REQUESTED:

Approve the amendment on the Interlata call charges and language changes.

DESCRIPTION OF ACTION (dollar amount, purpose):

Interlata calls are reduced both local and prepaid from \$3.00 connect charge and 69 cents per minute to \$1.75 connect charge and 30 cents per minute up to 20 minutes.

TIME FRAME OF ACTION:

Immediate

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

NA

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

Amendment to the contract that was originally signed in March 2013 and amended in both August and September 2013. Agreement expires in 2019.

ANY OTHER PERTINENT INFORMATION:

Interlata calls are those phone calls within the State but are not local. This amendment reduces the cost to inmates and family. Language is also added to cover cooperation with certain governmental units.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas ph: 385-6176

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approve 2015-16 Byrne JAG Grant Award

SPECIFIC ACTION REQUESTED:

Approve the JAG Grant award for 2015-16.

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant is for \$11,666.00 and may be used for police functions

TIME FRAME OF ACTION:

The 2015-16 grant period expires September 30, 2018

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

Federal Justice Assistance Grant (JAG)

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

Renewal. The JAG Grant is issued annually to the Sheriff's Office though in different amounts.

ANY OTHER PERTINENT INFORMATION:

This grant is a "reverse grant" whereby the JAG program informs the agency of the funds they will give us to use for any police function. The agency then informs JAG how it will spend the funds. The Sheriff's Office will use the funds to purchase new Stop Sticks, an Internet Evidence Finder, and updated Crime Prevention material.

PROCUREMENT INFORMATION:

The Kalamazoo Department of Public Safety is the fiduciary for this grant on behalf of the Sheriff's Office.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

T.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Temporary Sergeant Position Approval

SPECIFIC ACTION REQUESTED:

Approval to create temporary F-22 position

DESCRIPTION OF ACTION (dollar amount, purpose):

Approval with place an existing F-19 FTE into a temporary F-22 position

TIME FRAME OF ACTION:

Immediate until no later than November 30, 2015

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

Covered by General Fund

PERSONNEL IF REQUIRED:

Create 1.0 FTE temporary F-22
Existing F-19 will not be backfilled

NEW OR RENEWAL OR AMENDMENT:

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

This is an annual event where the jail Sergeant is assigned to Marine/ORV and snowmobile patrols. This action fulfills the KCSDA CBA Article XXII Sec. 18 attached. It is much more economical to create the temporary F-22 than to pay an officer in charge the required one hour overtime.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

Section 17: If a central dispatch authority is created and the Employers cease to operate an independent dispatch center, laid off dispatchers will be given the opportunity to exercise their seniority to displace a Civilian Aide with less County seniority or an employee in the F-9 Clerk Typist I/Control Center Operator classification with less County seniority. A Dispatcher exercising his/her seniority in this manner will have his/her pay rate red-circled at his/her last Dispatcher rate of pay until the pay rate for the Civilian Aides exceeds it. The Dispatchers so exercising their seniority will remain as members of this bargaining unit while employed as Civilian Aides, but the Civilian Aide classification will not become part of this bargaining unit.

 **Section 18:** When a shift Sergeant is assigned to a special assignment, such as but not limited to Marine Division, that Sergeant's position will be backfilled with a Sergeant. Neither the assigned nor the backfilling Sergeant will acquire any right or title to the job seniority and the permanent classification to which he/she is assigned or for which he/she is backfilling.

Section 19: Security Deputies. Plan for security screeners at County Court buildings based upon previous proposal made by Sheriff Anderson. The pay scale is the same as for Airport Security Deputies.

Section 20: Part-time employees. The Employers shall have the right to use part-time employees without benefits as Security Deputies, as Civilian Dispatchers and Clerical positions. It is also agreed that part-time employees will not be used to replace full-time positions and/or to reduce the regular hours worked by full-time employees.

Section 21. Random Drug Testing. The random drug testing program currently utilized by the City of Portage will be used as a basis to develop a KCSD drug testing program. The drug testing program will be outsourced and will not be run by the County. A rehabilitation program is included in the drug testing program.

Section 22. Other Agreements. The parties have reviewed a number of memoranda and Letters of Understanding and have determined that the following Letters of Understanding are applicable:

1. May 10, 1985 regarding Radio Section assignments.
2. July 29, 1985 Grievance resolution regarding overtime eligibility
3. April 8, 1988 Grievance resolution regarding association leave time usage.
4. June 21, 1988 Grievance resolution identifying the Deputy/Reserve ratio.
5. June 22, 1988 Grievance resolution regarding using management for extraditions.
6. January 9, 1989 Grievance resolution regarding calculation of court overtime.
7. June 7, 1991 Grievance resolution regarding vacations with Jail and Transport on dayshift.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 16, 2015

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Towing Service Contract Approval

SPECIFIC ACTION REQUESTED:

Approve the towing contract with McDonalds Towing and Rescue

DESCRIPTION OF ACTION (dollar amount, purpose):

The contract has no cost to the County. The contract will serve as fees charged to the public for towing services when requested by the Sheriff's Office.

TIME FRAME OF ACTION:

July 15, 2015 to July 14, 2018. An addition of two one-year options apply.

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

None

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

New, although the contract is bid after each contract term.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The County bid process was applied by the Purchasing Director. McDonalds Towing and Rescue was the only bidder. All terms of the bid and contract had been verified.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners

FROM: Tina Becker

DATE: June 3, 2015

SUBJECT: Board Action

The Board Appointments Committee recommends the following appointments:

- ✓ Bruce Meyers to be appointed to the Jury Board to assume a six year term that will expire 04/30/2017
- ✓ Colin Andrews to be appointed to the Community Action Tripartite Advisory Board representing the Private Sector to assume a term that will expire 03/31/17