

The seal of Callahan County Government is a semi-circular emblem with a textured, stippled background. It features a central illustration of a landscape with a river, trees, and a sun. The words "CALLAHAN COUNTY GOVERNMENT" are written in a semi-circle along the top edge of the seal.

**Board of
Commissioners'
Meeting**

June 18, 2013

**NOTICE AND AGENDA FOR
JUNE 18, 2013 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 18, 2013, 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

- A. Public Hearing on Groundwater Restricted Zone for Parker Hannifin

CONSENT AGENDA

Buildings & Grounds

- B. Request for Approval of an Agreement with Biddergy Auctions

Circuit Court

- C. Request for Approval of Contract with West-Thomson Reuters for Electronic Legal Research Services

Community Corrections

- D. Request for Approval to Submit FY 2014 Grant Application for Comprehensive Corrections Plan to the State of Michigan – Office of Community Alternatives

District Court

- E. Request for Approval of Elimination of Positions (general fund)

Health & Community Services

- F. Request for Approval an Agreement with the Michigan Office of Services to the Aging to Conduct the Savvy Caregiver Evidence Based Program
- G. Request for Approval of Area Agency on Aging IIIA FY 2014-2016 Multi Year Plan
- H. Request for Approval of Amendment #1 to the Agreement with Bronson Battle Creek for the Breast and Cervical Cancer Control Program (BCCCP)
- I. Request for Approval of an Agreement with the Student Health Center at Kalamazoo College for Laboratory Services
- J. Request for Approval to Accept a Grant Award from the Federal Department of Health & Human Services, Health Resources and Services Administration, (HRSA) for the Healthy Babies Healthy Start (HBHS) Project
- K. Request for Approval of a Professional Services Agreement with Hope College's Frost Research Center for the Creation of the CSBG 2013 Needs Assessment

- L. Request for Approval of DOE-13-39015 Weatherization Assistance Program Agreement with the Michigan Department of Human Services (MDHS)
- M. Request for Approval of Amendment #3 with Kalamazoo Removal Services, LLC for Medical Examiner's Office Transportation Services

Michigan Works!

- N. Request for Approval of Workforce Investment Act Capacity Building & Professional Development 13-00
- O. Request for Approval of Workforce Investment Act Adult Services Plan 13-00
- P. Request for Approval of Workforce Investment Act Dislocated Worker Plan 13-00
- Q. Request for Approval of Workforce Investment Act Youth Plan 13-00

Parks & Expo Center

- R. Request for Approval of a Resolution to Approve Grant Agreement, Michigan Natural Resources Trust Fund Development Project Agreement with the Michigan Department of Natural Resources (MDNR) for the River Oaks County Park Improvement Project

Probate Court

- S. Request for Approval of Elimination/Creation of Positions (general fund)

Sheriff

- T. Request for Approval of Memorandum of Understanding with the City of Kalamazoo for the JAG Grant
- U. Request for Approval of Hiring Part-Time On Call Dispatchers
- V. Request for Approval to Submit the 2013 COPS Grant Application

Board of Commissioners

- W. Request for Approval Transfers and Disbursements
- X. Request for Approval of Labor Counsel Contract with Cohl, Stoker & Toskey, PC

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

JUNE 12, 2013

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

B.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Buildings and Grounds

PREPARED BY: Randy Winterowd

SUBJECT: Agreement with Biddergy

SPECIFIC ACTION REQUESTED: Approve Agreement with Biddergy Auctions to dispose of surplus County owned equipment.

DESCRIPTION OF ACTION (dollar amount, purpose): Turn surplus County Equipment over to Biddergy for auction. The charge will be 10% of sale plus a \$2.00 lot fee.

TIME FRAME OF ACTION: Agreement for One Year

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)

NEW OR RENEWAL OR AMENDMENT: New

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

ANY OTHER PERTINENT INFORMATION: Currently we transport equipment for auction. Store the equipment. Transport equipment again for City Auction. The City has reduced the amount of times they are going to have auctions so our storage areas are bursting at the seams. We believe that we will save man power and resources buy picking up the items for auction and transporting it directly to Biddergy's site one time instead of several trips.

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: Randy Winterowd, B&G Director, 383-8954

C.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Circuit Court on behalf of the Countywide Legal Research Committee

PREPARED BY: DeVona Jones, Circuit Court Trial Division Administrator

SUBJECT: Contract with West -Thomson Reuters for Electronic Legal Research Services

SPECIFIC ACTION REQUESTED:

The approval of a 3-year contract with West-Thomson Reuters for Electronic Legal Research Services is being requested.

DESCRIPTION OF ACTION (dollar amount, purpose):

In an effort to collaborate and make the most efficient use of county funds, a countywide Legal Research Committee oversees this contract for services. The countywide Legal Research Committee consisting of representatives from the following courts and departments: Circuit Court, District court, Probate Court, Office of Prosecuting Attorney, Sheriff Department, Office of Community Corrections and Board Office reviewed proposals from two vendors.

After consideration, it was determined that entering into a contract with West-Thomson Reuters for Electronic Legal research Services will provide the County with quality and financially efficient services. The attached contracts are for electronic legal research services used by selected employees and elected officials.

TIME FRAME OF ACTION:

January 1, 2014 – December 31, 2016.

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

The County general fund is the funding source. The department or court line item is charged a monthly fee according to number of user passwords assigned the individual department or court.

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) None. Contract is for services only.

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 contract will replace the current 3 year contract with the same vendor which expires December 31, 2013.

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)

Proposals were requested of the two national vendors providing this service: Lexis-Nexis and West-Thomson Reuters. The services, products and costs from both vendors are similar. The decision was made by the committee based on preference and consistency of services.

CONTACT PERSON WITH PHONE NUMBER:

DeVona Jones, Chairperson of the Countywide Electronic Research Committee
Trial Division Administrator
9th Circuit Court
269-384-8253
dijone@kalcounty.com



D.

COMMUNITY CORRECTIONS

1000 Oliver St, West Entrance Kalamazoo MI 49008
269-387-7136 269-387-7193 Fax

BOARD AGENDA REQUEST

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Community Corrections

PREPARED BY: Kenneth D. Bobo

SUBJECT: FY2014 Application for Comprehensive Corrections Plan between the State of Michigan – Office of Community Alternatives and Kalamazoo County.

SPECIFIC ACTION REQUESTED: Approve submission of the FY2014 Grant application for PA511 funding for Community Corrections programming.

DESCRIPTION OF ACTION (dollar amount, purpose):

Programs and services in the amount of \$450,375.

Probation Residential funding for 49 beds (estimated to be \$860,000.00)

Felony Drunk Driver Community Treatment/Jail Reimbursement in the amount of \$6,069.00

Mental Health/Substance Abuse Assessments Services in the amount of \$6,000

TIME FRAME OF ACTION:

Grant year is October 1, 2013 through September 30, 2014.

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

Funding for this grant is from the State of Michigan, Michigan Department of Corrections – Office of Community Alternatives, as identified in PA 511 (Community Corrections Act).

PERSONNEL IF REQUIRED: The Grant requests various levels of continuation funding for 9 personnel staffing the Office of Community Corrections.

NEW OR RENEWAL: This is a renewal. First Grant was received in 1990.

ANY OTHER PERTINENT INFORMATION: This funding will help support CCAB Administration, the Electronic Monitoring Program, Drug Testing, Pretrial Supervision, Probation Residential Services, Post Arraignment screening of jail inmates, mental health and substance abuse assessments and a Felony Drunk Driver Community Treatment program. These positions oversee 4,000 annual OCC program enrollments.

CONTACT PERSON WITH PHONE NUMBER: Kenneth D. Bobo. 269.387.7136

E.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: District Court

PREPARED BY: Tina Keifer

SUBJECT: APPROVAL TO ELIMINATE POSITIONS IN THE 8TH DISTRICT COURT

ACTION REQUESTED

The 8th District Court Administration requests Board approval to eliminate 2.50 FTE positions as a housecleaning item due to legislative action eliminating a judgeship from 8th District Court and the retirement of a Judge and Recorder/Judicial Aide; and also due to the closure of the 8th District Court South location, there is no longer a need for the part-time Senior Deputy Clerk position (unfilled)

DESCRIPTION OF SUBJECT

On a periodic basis, the District Court brings position action requests to the Board for housekeeping or accounting purposes. With this action, the District Court is requesting the elimination of 2.50 FTE positions.

RELATIONSHIP TO GOALS

This action does not relate to a specific District Court goal.

FUNDING SOURCE

Not applicable.

PERSONNEL

The following position actions are requested:

Eliminate:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
101-136	District Court Judge #10236-005		1.00		3/1/13
101-136	Court Recorder/ Judicial Aide #10421-006	K06	1.00	15.15-20.46	1/4/13

101-136 Senior Deputy D15 .50 12.79-15.50 3/1/13
 Clerk - PT
 #10723-027

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Tina Keifer, District Court Administrator at 384-8166 or at tlkeif@kalcounty.com.

F.-M.



Kalamazoo County

Health & Community Services

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

DATE: June 18, 2013
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL FOR THE HCS/REGION IIIA AREA AGENCY ON AGING TO ENTER INTO AN AGREEMENT WITH THE MI OFFICE OF SERVICES TO THE AGING TO CONDUCT THE SAVVY CAREGIVER EVIDENCE BASED PROGRAM

ACTION REQUESTED

HCS Administration requests Board approval to accept the grant agreement for the Alzheimer's disease Supportive Services Program – Savvy Caregiver Program from the Michigan Office of Services to the Aging, effective May 3, 2013 through September 29, 2013. The Statement of Grant Award has already been approved in the amount of \$2,750.00.

DESCRIPTION OF SUBJECT

The grant agreement covers costs associated with conducting at least one Savvy Caregiver Program in Kalamazoo County before September 29, 2013. This is the program we refer to as "Creating Confident Caregivers," which is directed toward caregivers of people with Alzheimer's disease and other dementias.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

The funding associated with this agreement is from the MI Office of Services to the Aging through a grant from the Administration on Aging, in the amount of \$2,750.00.

PERSONNEL

Current staff is sufficient to undertake the responsibilities of the grant.

PROCUREMENT

Not applicable.

ISSUES/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@kalamazoo.org.

B. APPROVAL OF HEALTH & COMMUNITY SERVICES DEPARTMENT/AREA AGENCY ON AGING IIIA (HCS/AAA) FY 2014-2016 MULTI YEAR PLAN

ACTION REQUESTED

HCS Administration requests Board approval of the Fiscal Year 2014-2016 Multi-Year Plan for the Region IIIA Area Agency on Aging.

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 policy board, is required to review and approve the plan prior to submitting it to the state. The plan is going to the Older Adult Services Advisory Council for approval June 12, 2013.

The multi-year plan has elements in addition to the FY 2014 budget, including a description of unmet needs, service priorities, demographics, partnerships, and advocacy strategy. The AAA held three public hearings on the plan. The amount of federal and state money, including local match and program income, initially budgeted to support the administrative responsibilities of the HCS/AAA, and provide program development, supportive and nutrition services is \$2,111,681.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

The majority of funding is from the federal Administration on Aging, the MI Office of Services to the Aging, client donations and a required 10% minimum match provided by our contractors.

PERSONNEL

There are no changes in personnel reflected in this plan.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

If you have any questions please contact Judy Sivak, Director, Older Adult Services at 373-5153 or jasiva@kalamazoo.org.

C. APPROVAL FOR AMENDMENT #1 TO THE AGREEMENT WITH BRONSON BATTLE CREEK AND THE BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP)

ACTION REQUESTED

HCS Administration requests Board approval of amendment #1 to the agreement with Bronson Battle Creek for BCCCP services. The original agreement was signed by the Board on 9/18/12.

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 actions 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 Lynn Ann Jones, Women's Health Supervisor at 269-373-5383 or lajone@kalcounty.com.

D. APPROVAL OF AN AGREEMENT WITH THE STUDENT HEALTH CENTER AT KALAMAZOO COLLEGE FOR HCS LABORATORY SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of an agreement for laboratory services with Kalamazoo College Student Health Center. This agreement will begin July 1, 2013 and will be automatically renewed annually. HCS will bill this agency at HCS's established fee rates.

DESCRIPTION OF SUBJECT

HCS's Laboratory has been asked to provide clinical laboratory services, specifically Chlamydia and Neisseria gonorrhea testing to the student health center at Kalamazoo College. This laboratory agreement sets the terms and standards for the arrangements.

RELATIONSHIP TO GOALS

The overall health of the community can be improved by reducing preventable diseases and promote healthy lifestyles and choices.

FUNDING SOURCE

This is a fee for service agreement and HCS will receive reimbursement at the department's established fee rates.

PERSONNEL

There are no new personnel actions associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

Additional laboratory service agreements will be brought to the board as new agencies are added to this service. If you have any questions please contact Aaron Hoogenboom, Lab Manager at 373-5077 or awhoog@kalcounty.com.

E. ACCEPTANCE OF THE 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 \$248,160.00 in support of the Kalamazoo County Healthy Babies Healthy Start project (HBHS). This grant award represents 6 months of funding and additional award notifications are expected. This is for the period of June 1, 2013 through May 31, 2014.

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.

PERSONNEL

There are no new personnel actions associated with this request.

PROCUREMENT

Not applicable.

ISSUES/CONCERNS

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

F. APPROVAL OF A PROFESSIONAL SERVICE AGREEMENT WITH HOPE COLLEGE'S FROST RESEARCH CENTER FOR THE CREATION OF THE CSBG 2013 NEEDS ASSESSMENT

ACTION REQUESTED

HCS Administration requests Board approval for a Professional Service Agreement with Hope College's Frost Research Center for the creation of the 2013 CSBG Needs Assessment in the amount of \$19,000.

DESCRIPTION OF SUBJECT

The complete needs assessment for CSBG programming and services are required by the CSBG funding source. Analyzing the demographics, community input (from provider organizations and service consumers), and the trending insights gathered into the assessment related to health and poverty will help the Community Action Agency strategically plan effective, efficient and measurable service and education outcomes in order to have a positive impact on the lives of individuals and families faced with extremely low to very low incomes.

RELATIONSHIP TO GOALS

The needs assessment is the basis that allows HCS to adequately plan for the distribution of funds to best meet the needs of the community and 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 \$19,000 that will pay for the assessment is the CSBG (Community Service Block Grant).

PERSONNEL

There are no new personnel actions associated with this request.

PROCUREMENT

HCS followed the County's procurement policy.

ISSUES AND CONCERNS

There are no issues of concern. If you have questions, please contact David Artley, Housing and Neighborhood Coordinator @ 373-5058 or dpartl@kalcounty.com

G. ACCEPTANCE OF DOE-13-39015 WEATHERIZATION ASSISTANCE PROGRAM AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES (DHS)

ACTION REQUESTED

HCS Administration requests Board approval to accept an agreement with the Michigan Department of Human Services (DHS) for the Weatherization Assistance Program Contract, (DOE-13-39015). There is not yet an award amount associated with this agreement. The contract is effective July 1, 2013 through June 30, 2016.

DESCRIPTION OF SUBJECT

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. This contract will be followed with one or more notifications of funds available at a later date.

RELATIONSHIP TO GOAL

HCS enforces the overall goal for the Community Action Agency (CAA) as promoting, providing 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 funds associated with this action.

PERSONNEL

There are no new personnel actions associated with this request.

PROCUREMENT

There is not procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact David Artley, CAA Neighborhood & Housing Coordinator, at 373-5058 or at dpartl@kalcount.com.

H. APPROVAL OF AMENDMENT #3 WITH KALAMAZOO REMOVAL SERVICES, LLC FOR MEDICAL EXAMINER'S OFFICE TRANSPORTATION SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of an amendment with Kalamazoo Removal Services, LLC (KRS) to renew the current transport & removal services for the Medical Examiner's Office. Services provided are based on a fee scale and are for the period of July 1, 2013 to June 30, 2014.

DESCRIPTION OF SUBJECT

The purpose of this amendment is to continue services from KRS for the removal and transport of individual bodies from the death scenes within Kalamazoo County for the Medical Examiner's Office. The current contractor will continue services for an additional year and will work closely with HCS and the Medical Examiner's Office at Sparrow Hospital.

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.

FUNDING SOURCE

Funding for this service is from the County's general fund.

PERSONNEL

There are no new personnel actions associated with this request.

PROCUREMENT

This service went out for bid in 2010 according to County Purchasing policy. HCS received four bids at that time and has elected to continue with the current contractor for a third year per the contract and bid specifications.

ISSUES/CONCERNS

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Amanda Wright

SUBJECT: Workforce Investment Act Capacity Building and Professional Development 13-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Capacity Building and Professional Development Plan 13-00.

DESCRIPTION OF ACTION (dollar amount, purpose): \$75,000

The Workforce Development Agency, State of Michigan is providing Workforce Investment Act Statewide Activities funds to the Michigan Works! System for enhancing skills of Michigan Works! Agency professionals in the development of skills and abilities that will address the changing program and technological needs presented in the Michigan Works! System. Capacity building funding, which will benefit the entire system, is allocating funding using a regional approach. Kalamazoo/St. Joseph Michigan Works! was selected as one of four MWAs in the state who are awarded these funds and will serve as project manager for these funds. Capacity Building and Professional Development funds shall be used to address a number of critical areas within the Michigan Works! System, including, but not limited to:

- Supporting state and local partnerships
- Developing and improving local program performance and goals
- Assisting ongoing system development and proficiency including professional development and technical assistance

Capacity building and professional development activities will be achieved for this through the special membership fee to the Michigan Works! Association.

TIME FRAME OF ACTION: July 1, 2013 through June 30, 2014

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W. E. Upjohn Institute served as a regional project manager for this funding during the 2012 program year (2012 – 2013).

CONTACT PERSON WITH PHONE NUMBER: Amanda Wright 385-0457

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Amanda Wright

SUBJECT: Workforce Investment Act Adult Services Plan 13-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Adult Plan 13-00

DESCRIPTION OF ACTION (dollar amount, purpose): \$714,694

The Workforce Investment Act of 1998 established the foundation for an integrated workforce development system for job seekers and employers. The goal of the locally operated, demand driven workforce investment system is to increase employment, retention, earnings, and occupational skill attainment of job seekers.

The Workforce Development Agency, State of Michigan (WDASOM) issued a policy issuance with an estimated allocation of \$714,694 in Workforce Investment Act (WIA) Adult Program funding to the Kalamazoo-St. Joseph Workforce Development Board for program year 2013 (7/1/2013-6/30/2014). The allocation is pending the approval of the US Department of Labor Fiscal Year 2014 Budget. This represents an 18.7% reduction in funding over the PY2012 WIA Adult allocation of \$878,813. A portion of the total of the local allocation (\$14,264) is available for expenditure July 1, 2013, with the projected balance (\$700,430) available for expenditure on October 1, 2013.

TIME FRAME OF ACTION: July 1, 2013 through June 30, 2015

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W.E. Upjohn Institute has administered this program since 1998.

CONTACT PERSON WITH PHONE NUMBER: Amanda Wright 385-0457

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Amanda Wright

SUBJECT: Workforce Investment Act Dislocated Worker Plan 13-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Dislocated Worker Plan 13-00

DESCRIPTION OF ACTION (dollar amount, purpose): \$620,678

The Workforce Investment Act of 1998 established the foundation for an integrated workforce development system for employers and job seekers that have been displaced due to business closures or substantiated layoff. The goal is to increase the employment, retention, earnings, and occupational skill attainment of job seekers. Workforce development services provided through local organizations and agencies include: rapid response to business closure or substantiated layoff, career information and guidance, job search assistance, occupational skill training, employability skills training, and job development and placement services.

The Workforce Development Agency, State of Michigan (WDASOM) issued a policy issuance allocating a total of \$620,678 in Workforce Investment Act (WIA) Dislocated Worker Program funding to the Kalamazoo-St. Joseph Workforce Development Board for program year 2013 (7/1/2013-6/30/2014). The allocation is pending the approval of the US Department of Labor Fiscal Year 2014 Budget. This represents a 9.4% reduction from the WIA Dislocated Worker initial allocation from PY 2012 (\$684,792). A portion of the total of the local PY2013 allocation (\$74,522) is available for expenditure July 1, 2013, with the projected balance (\$546,156) available for expenditure on October 1, 2013. The services and performance goals identified below represent an estimate based on the allocation identified above. Changes may be necessary in performance goals as well as services if changes in funding occur once the final allocation is released upon approval of the US Department of Labor budget.

TIME FRAME OF ACTION: July 1, 2013 through June 30, 2015

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W.E. Upjohn Institute has administered this program since 1998.

CONTACT PERSON WITH PHONE NUMBER: Amanda Wright 385-0457

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

Q.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Amanda Wright

SUBJECT: Workforce Investment Act Youth Plan 13-00

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Youth Plan 13-00

DESCRIPTION OF ACTION (dollar amount, purpose): \$1,016,922

The Workforce Development Agency, State of Michigan (WDASOM) has issued a policy issuance allocating \$1,016,922 in Workforce Investment Act (WIA) Youth Program funding to the Kalamazoo-St. Joseph Workforce Development Board for program year 2013 (7/1/2013-6/30/2014). This represents a 23% reduction from the PY2012 allocation (\$1,320,735) without projecting any carry-in funding.

The Workforce Investment Act of 1998 established the foundation for an integrated workforce development system for job seekers and employers. The goal is to increase the employment, retention, earnings, and occupational skill attainment of job seekers.

The youth program provides eligible youth seeking academic and employment success with an effective and comprehensive range of resources to improve their education and skill competencies as well as provide them with effective connections to employers.

The program incorporates service strategies that consider differing needs of younger and older youth. Program services are available to all eligible youth 14 through 21 years old. However, older youth (19 – 21 years old) also have access to adult service options.

TIME FRAME OF ACTION: July 1, 2013 through June 30, 2015

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W.E. Upjohn Institute has administered this program since 1998.

CONTACT PERSON WITH PHONE NUMBER: Amanda Wright 385-0457

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

R.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Michigan Natural Resources Trust Fund Agreement for the River Oaks County Park Improvements.

SPECIFIC ACTION REQUESTED:

Approve the agreement with the Michigan Department of Natural Resources for the River Oaks County Park Improvement project funded with a Natural Resources Trust Fund Grant.

DESCRIPTION OF ACTION (dollar amount, purpose):

The project includes a new picnic shelter, splash play area, playground, parking areas and walkways, and site furnishings. The project grant budget is \$466,300 and the grant will provide \$300,000. The required County match of \$166,300 will be funded with available funds in the Park Improvement Fund.

TIME FRAME OF ACTION:

Project must be completed by March 27, 2015 but preliminary plans are to construct the project in the spring of 2014.

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

\$300,000 from the State of Michigan Natural Resource Trust Fund and \$166,300 from the Park Improvement Fund.

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:

This is a new agreement but the County Commission approved a resolution in April 2012 approving the submittal of the grant application.

ANY OTHER PERTINENT INFORMATION:

The Kalamazoo County Park Commission approved the agreement on June 6, 2013.

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 project will be bid in accordance of State requirements and County purchasing policies.

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, 383-8787, dmrach@kalcounty.com

S.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Probate Court

PREPARED BY: Mary Haskamp

SUBJECT: Elimination/Creation of Position

SPECIFIC ACTION REQUESTED:

Eliminate the current Probate Court .5 FTE position titled Adoption & Program Specialist. The position number is 10784-001 and is pointed in the K6 band.

Create a .5 position titled Deputy Register of Probate. The Deputy Register position number is 10005 and is pointed in the K5 band.

DESCRIPTION OF ACTION (dollar amount, purpose):

Eliminate

.5 FTE (Adoption & Program Specialist) is in the K6 Band / \$15.15 – \$20.46
101-148-704.00

Create

.5 FTE (Deputy Register) would be in the K5 Band / \$13.90 - \$18.76
101-148-704.00

The current .5 FTE is a shared position with a .5 FTE with Circuit Court and is considered 1 FTE and receives benefits.

The new position would be .5 FTE with no benefits.

TIME FRAME OF ACTION:

Immediate.

FUNDING SOURCE IF REQUIRED (Federal, State, or 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)

Eliminate

.5 FTE (Adoption & Program Specialist) is in the K6 Band \$15.15 – \$20.46
101-148-704.00

Create

.5 FTE (Deputy Register) would be in the K5 Band \$13.90 - \$18.76
101-148-704.00

The current .5 FTE is a shared position with a .5 FTE with Circuit Court and is considered 1 FTE and receives benefits.

The new position would be .5 FTE with no benefits.

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)

ANY OTHER PERTINENT INFORMATION:

This action would result in a cost savings to the county by eliminating the Adoption & Program Specialist position and creating an addition Deputy Register position.

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:

Mary Haskamp 384-8178

T.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas

SUBJECT: MOU for 2013 JAG Grant and Grant allocation acceptance

SPECIFIC ACTION REQUESTED:

Approve MOU with the City of Kalamazoo for the City to continue as the fiduciary for the JAG Grant and also accept the 2013 JAG Grant allocation.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$13,381.00 to be used for technology or law enforcement programs

TIME FRAME OF ACTION:

Oct 1, 2013 to September 30, 2015

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

Federal JAG Grant Allocation

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

Renewal although the amount of the allocation is different.

ANY OTHER PERTINENT INFORMATION:

JAG Grants are 'reverse' grants whereby the agency is first contacted with an allocated amount of funds. The agency then decides where to apply the funds over the next two years and completes the process to receive the allocation. Because the allocation resulted in what JAG calls a "funding disparity" i.e. the City of Kalamazoo is allocated more than the County, an MOU between the jurisdictions is required.

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

u.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18th, 2013

DEPARTMENT: Kalamazoo County Sheriff's Office

PREPARED BY: Sheriff Richard C. Fuller III

SUBJECT: Part-time, on call Dispatch Positions

SPECIFIC ACTION REQUESTED:

Request for approval of part-time, on call dispatchers. These positions will be used in filling part-time dispatch duties at the Consolidated Dispatch Center.

DESCRIPTION OF ACTION (dollar amount, purpose):

These positions will cost \$60,000 annually. There will be a decrease in overtime expense associated with the current operation by utilizing union agreed upon, contract negotiated, part-time dispatchers in lieu of overtime. The new personnel will be used to cover vacations, fill in for personnel on sick leave, and to fill in when needed.

TIME FRAME OF ACTION:

Immediately upon authorization.

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

This will be accomplished through the existing operational personnel budget.

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)

Part-time, on call positions to used until six part-time dispatchers can be hired.

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)

ANY OTHER PERTINENT INFORMATION:

The personnel will be part-time, on call. They will receive \$20.00 an hour compensation with no benefits other than FICA.

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:

Sheriff Richard C. Fuller III ph: 385-6173

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 18, 2013

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approval to submit 2013 COPS Grant application

SPECIFIC ACTION REQUESTED:

Approval to submit 2013 COPS Grant Application

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant application is \$819,384 over three years. The Grant amount is \$500,000 while the local share is \$319,384. A hardship request has been filed that if approved reduces the local share to \$250,000.

TIME FRAME OF ACTION:

Grants period is planned to begin approximately September 1, 2013 or to coincide with school opening.

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

Federal COPS Grant \$500,000
Local Share \$319,384 or \$250,000 if hardship approved.

PERSONNEL IF REQUIRED:

Four (4) new F-19 positions would be created if the full grant is approved.

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

The 2013 COPS Grant focuses on School Liaison Deputies and hiring veterans. Partnerships have been approved by the Superintendents from Gull Lake Community Schools, Comstock Public Schools, Climax-Scotts Community Schools, and Galesburg-Augusta Community Schools. Each requested we proceed with the application. The School Districts will pick up the local share of the Deputies. The Grant requires the Deputies be fully funded the 4th year. Going forward, the grant will be reviewed and we will be notified of any funding and the process to submit for the funding. These grants are very competitive. The plan is to handle the School Liaison Deputies in the same manner as Township contract Deputies.

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:

Paul Matyas, Undersheriff Ph: 385-6176



OFFICE OF FINANCE ADMINISTRATIVE SERVICES

Tracie Moored, Director

201 WEST KALAMAZOO AVENUE
KALAMAZOO, MI 49007
PHONE: (269) 384-8088
FAX: (269) 383-6448

DATE: June 18, 2013

TO: Board of Commissioners

FROM: Peter Battani, County Administrator / Controller
Tracie Moored, Finance and Administrative Services Director

RE: Labor Counsel Services

Our current Labor Counsel Contract expires June 30, 2013. A Labor Counsel Services Request for Proposal (RFP) was issued. A selection committee was established which included the Board Chairman, Board Vice-Chairman, Sheriff, Circuit Court Administrator, District Court Administrator, Deputy County Administrator, Corporation Counsel and Finance Director.

The County received six responses. One firm later withdrew and five were considered. Of the five remaining firms, three were interviewed by the selection committee.

Interviews took place on Thursday, May 30. In addition to the selection committee, Commissioner Heppler was present. After interviews, discussions and reference feedback, it is recommended by the selection committee to negotiate a one-year contract with Cohl, Stoker & Toskey, PC.

This recommendation is supported based on the following:

- Extensive 312 experience
- Multiple attorneys who specialize in municipal government
- Municipal labor law is the firms specialty

Please contact us if you have any questions.

c: Selection Committee