

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a blue sky at the top, a green landscape with yellow trees and a white road in the middle, and a blue base. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the shield.

**Board of  
Commissioners'  
Meeting**

**August 5, 2015**

**NOTICE AND AGENDA FOR  
AUGUST 5, 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 **Wednesday, August 5, 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 Allow Processing of Daily Placement Invoices for the Department of Health & Human Services Payments
- B.      Request for Approval of Elimination/Creation of Positions (Grant Funds)
- C.      Request for Approval of Cooperative Reimbursement Program/IV-D Grant Amendment
- D.      Request for Approval of Sales Contract and Agreement with Jefferson Audio Systems, Inc. (JAVS)

Community Corrections

- E.      Request for Approval to Submit FY2016 Application for Comprehensive Corrections Plan to the State of Michigan, Department of Corrections

Health & Community Services

- F.      Request for Approval of Provider Group Affiliation Agreement with Blue Cross Complete of Michigan
- G.      Request for Approval to Submit a Grant Application to the Michigan Department of Health and Human Services and the Michigan Department of Education
- H.      Request for Approval to Accept CSBG14-39015 Community Service Block Grant (CSBG) Notice of Funds Available #4 from the Michigan Department of Health and Human Services/Bureau of Community Action & Economic Opportunity
- I.      Request for Approval of Revised Bylaws for the Community Action Tripartite Advisory Board
- J.      Request for Approval of Letter of Agreement Michigan Community Action for Consumers Energy 2:1 Match Program
- K.      Request for Approval of Community Development Block Grant (CDBG) Program Lien Subordination with Ms. Virginia Rayman
- L.      Request for Approval of Notice of Funds Available #6 to the Agreement for the DOE13-39015 Weatherization Assistance Program from the Michigan Department of Human

Services

M. Request for Approval of Business Agreement with Borgess Medical Center dba Borgess Women's Health

Michigan Works!

N. Request for Approval of Workforce Investment & Opportunity Act Capacity Building & Professional Development, PI 15-16

O. Request for Approval of AY2015 Workforce Innovation & Opportunity Act Statewide Activities Funding for Michigan Works! Service Center Operations PI 15-15

P. Request for Approval of AY2015 Workforce Innovation & Opportunity Act Statewide Activities Funding for PY2015 for High Concentration of WIOA Eligible Youth PI 15-13

Parks & Expo Center

Q. Request for Approval of 2018 Home Expo Contract with Home Builders Association of S.W. Michigan

R. Request for Approval of Partnership Agreement with Michigan Recreation and Park Association

Prosecuting Attorneys

S. Request for Approval of FY 2015-2016 Crime Victim Rights Grant Agreement with the Michigan Department of Community Health

Sheriff

T. Request for Approval of 2015 Emergency Management Performance Grant (EMPG)

U. Request for Approval of 2016 EMPG Initial Work Agreement

Board of Commissioners

V. Request for Approval of Transfers and Disbursements

W. Request for Approval of Appointments to Various Advisory Boards

X. Request for Approval to Purchase Real Estate (VFW)

**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*

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Dina Sutton  
Office Manager for Administrative Services

JULY 29, 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:** August 5, 2015

**DEPARTMENT:** Circuit Court

**PREPARED BY:** Susan Sayles

**SUBJECT:** Payment Process of DHHS Placement Bills

**SPECIFIC ACTION REQUESTED:**

The Circuit Court would like the bills for DHHS placement to be considered daily (d) for processing and payment instead of weekly (w).

**DESCRIPTION OF ACTION (dollar amount, purpose):**

These bills will be paid within three days of being processed by the Circuit Court.

**TIME FRAME OF ACTION:**

As soon as possible

**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 OR AMENDMENT:**

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

N/A

**ANY OTHER PERTINENT INFORMATION:**

By processing the DHHS placement invoices as weekly (w), payments can take up to two weeks from the date of processing by the Circuit Court. Changing the invoices to a daily process will reduce this time.

**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:**

Susan Sayles 383-6415

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: August 5, 2015**

**DEPARTMENT: Circuit Court**

**PREPARED BY: Susan Sayles**

**SUBJECT: Elimination/Creation of Positions**

**SPECIFIC ACTION REQUESTED:**

The Circuit Court is requesting the elimination and creation of four positions in the family division.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

**TIME FRAME OF ACTION:**

See effective dates below.

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

There is no change in funding source. These positions are part of the Child Care Fund which is funded 50% State and 50% 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)

**CREATE**

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
<b><u>Effective 8/1/2015</u></b>					
10558-032	Juvenile Probation Officer II	j12	43,347.20-56,347.20	1.0	292-668-704.00
10558-033	Juvenile Probation Officer II	j12	43,347.20-56,347.20	1.0	292-668-704.00
10558-034	Juvenile Probation Officer II	j12	43,347.20-56,347.20	1.0	292-668-704.00
<b><u>Effective 10/1/2015</u></b>					
10179-001	Juvenile Services Supervisor	k10	49,753.60-67,142.40	1.0	292-668-704.00

**ELIMINATE**

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
<b><u>Effective 8/1/2015</u></b>					
10558-032	Juvenile Probation Officer II	j12	43,347.20-56,347.20	1.0	292-664-704.00
10558-033	Juvenile Probation Officer II	j12	43,347.20-56,347.20	1.0	292-664-704.00
10558-034	Juvenile Probation Officer II	j12	43,347.20-56,347.20	1.0	292-664-704.00
<b><u>Effective 10/1/2015</u></b>					
10179-001	Juvenile Services Supervisor	k10	49,753.60-67,142.40	1.0	292-664-704.00

**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:**

**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:**

Suzanne Darling 383-8928  
Kathy Flack 385-6039  
Susan Sayles 383-6415

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: August 5, 2015**

**DEPARTMENT: Circuit Court**

**PREPARED BY: Susan Sayles**

**SUBJECT: CRP/IV-D Contract Amendment Approval**

**SPECIFIC ACTION REQUESTED:**

The Circuit Court is requesting approval and Board Chair Signature on the Cooperative Reimbursement Program/IV-D Grant Amendment for the period starting October 1, 2012 through September 15, 2016.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

2013 Total Expenditures	\$ 3,151,331
2014 Total Expenditures	\$ 3,338,680
2015 Total Expenditures	\$ 3,540,836
2016 Total Expenditures	\$ 3,478,634
Total Amount	\$13,509,481

**TIME FRAME OF ACTION:**

Contract Period 10/1/2015 thru 9/30/2016

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

<u>Year</u>	<u>Federal IV-D</u>	<u>Federal Incentive</u>	<u>State GF/GP</u>	<u>Local</u>
2013	\$1,865,045	\$325,506	\$214,834	\$ 745,946
2014	\$1,985,254	\$330,720	\$218,275	\$ 804,431
2015	\$2,122,118	\$325,506	\$214,834	\$ 878,378
2016	\$2,295,898		\$223,734	\$ 959,002

**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)  
There is no request in change of personnel

**NEW OR RENEWAL:**

This is an amendment to the contract to add the year of 2016

**ANY OTHER PERTINENT INFORMATION:**

None

**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:**

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** July 1, 2015

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Justin J. Clark

**SUBJECT:** 9<sup>th</sup> Circuit Court and Probate Court JAVS Video Recording System – New Gull Road Justice Complex

**SPECIFIC ACTION REQUESTED:**

Board approval and signature is requested on the attached Sales Contract and Agreement.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

The proposed Sales Contract with Jefferson Audio Video Systems, Inc. (JAVS) will allow the Circuit and Probate Court to replace equipment that currently exists at the Gull Road and Crosstown locations with new JAVS equipment at the new Gull Road Justice Complex. The JAVS video recording system provides video and audio recordings of all hearings that come before the court.

The Sales Contract replaces obsolete equipment with new equipment in 4 courtrooms, 4 judge’s chambers, 6 hearing rooms, servers, and backup servers.

The purchase amount includes new equipment, installation, shipping, 1-year limited warranty on equipment, and a 1-year extended maintenance agreement that will cover the video recording system for one year after the system becomes operational. The cost for the aforementioned items is \$649,092.76.

**TIME FRAME OF ACTION:**

The first phase of installation will occur over the next two months. In this phase, JAVS will pull some portions of the necessary wiring. The second phase of installation will occur after construction on the new facility has been completed by AVB, but before the building is open for normal business. This phase will include installation of all new equipment that will be used to replace obsolete equipment. The third phase will occur prior to the facility opening in early March. This phase will require existing equipment that will be reused to be uninstalled, moved, and reinstalled from the Gull Road and Crosstown locations to the new facility, the Gull Road Justice Complex.

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

Allocated Funds/General 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)

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 Contract

**ANY OTHER PERTINENT INFORMATION:**

Jefferson Audio Video Systems, Inc. (JAVS) has provided the courts with video and audio recording equipment for over 20 years. The Gull Road Justice Complex video recording system solution was planned and specified by JAVS beginning at the outset of the building development and construction, along with Tower Pinkster and AVB. JAVS system integration has been designed for the new facility, which includes electrical conduit placement, data jack locations, courtroom layout, and video and audio recording strategy in each courtroom and hearing room.

**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:**

Suzanne M. Darling, Circuit Court Administrator  
Phone Number: (269) 383-8928  
Email: SMDarl@kalcounty.com



# 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: August 05, 2015

DEPARTMENT: Community Corrections

PREPARED BY: Kenneth D. Bobo

SUBJECT: FY2016 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 \$ 536,638.00.  
Probation Residential funding for 49 beds (estimated to be \$860,000.00)  
Felony Drunk Driver Community Treatment/Jail Reimbursement in the amount of \$8,700.00

TIME FRAME OF ACTION:

Grant year is October 1, 2015 through September 30, 2016.

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 9.5 personnel and additional funding for a 0.5 FTE position which is already authorized, but unfilled at this time, plus the addition of two new 1.0 FTE positions.

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, the Intensive Supervision Program, Drug Testing, Pretrial Supervision, three types of cognitive behavioural training, 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

F-M.



*Kalamazoo County*

# Health & Community Services

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

**DATE:** August 5, 2015

**TO:** County Board of Commissioners

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

**RE:** ITEMS FOR YOUR CONSIDERATION

## **A. REQUEST TO ENTER INTO A PROVIDER GROUP AFFILIATION AGREEMENT WITH BLUE CROSS COMPLETE OF MICHIGAN (BLUE CROSS COMPLETE) FOR THE PROVISION OF HEALTH CARE SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval to enter into a Provider Group Affiliation Agreement with Blue Cross Complete of Michigan for the provision of health care services to individuals who have insurance coverage. The Agreement will be effective 8/1/15 and is automatically renewed each year.

### **DESCRIPTION OF SUBJECT**

Blue Cross Complete of Michigan provides services to Medicare enrolled recipients. Blue Cross Advantage of Michigan provides services to Medicaid enrolled recipients. Blue Cross of Michigan has agreed to include Health and Community Services public health programs in their network of providers for both types of insurance coverage; these are public health programs that provide billable clinical services to the Kalamazoo Community. HCS Clinics that provide billable services include: Sexually Transmitted Disease Clinic and Immunization Clinic.

### **RELATIONSHIP TO GOALS**

State and Federal budget reductions have limited access to some essential public health services. Entering into this agreement increases access for commercial, Medicaid and Medicare insured recipients to such services. This furthers the HCS goal of improving the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

### **FUNDING SOURCE**

Services provided to Blue Cross Complete and Blue Cross Advantage members in the HCS public health clinics will be billed per the Provider Group Affiliation Agreement.

## PERSONNEL

There are no new personnel associated with this request.

## PROCUREMENT

There is no procurement associated with this request.

## ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Ryan Post, Deputy Director – Financial Management and Administration, at 373-5254 or [rjpost@kalamazoo.com](mailto:rjpost@kalamazoo.com)

### **B. REQUEST TO SUBMIT A GRANT APPLICATION FROM THE HEALTH & COMMUNITY SERVICES DEPARTMENT TO THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES AND THE MICHIGAN DEPARTMENT OF EDUCATION**

## ACTION REQUESTED

HCS Administration requests Board approval for the submission of a grant proposal to the Michigan Department of Health and Human Services and the Michigan Department of Education in the amount of \$170,000 for a one-year period to continue funding for the Edison School-based health clinic.

## DESCRIPTION OF SUBJECT

The Edison School Health Clinic provides critical health care to students attending the Edison School and their siblings. The clinic is currently administered through the Family Health Center (FHC), but FHC will be unable to maintain this role in the future. A collaborative of the WMU Homer Stryker School of Medicine, Communities in Schools and the Kalamazoo County Health and Community Services Department has been formed to continue the important work of the clinic. The clinic provides health services to children attending the Edison School, 98% of who are eligible for free and reduced lunches. For many of these children there is no medical home and even for those who do have a designated health provider, there are frequently many challenges for them to make their appointments. The Edison clinic provides many of these services on site, which means that not only do the children receive the needed care but that the time away from their classes is minimized. These children are particularly vulnerable as they live in environments with high levels of chronic stress, including homelessness and transient living. The clinic provides medical diagnosis and treatment, health education, mental health care and coordination of services. The medical services will be provided through a sub-contract with the WMU Homer Stryker School of Medicine, while the behavioral health and nutritional services will be provided through a sub-contract with the Family Health Center.

The Health and Community Services Department will provide fiduciary, education and coordination services.

### **RELATIONSHIP TO GOALS**

The Health and Community Services Department seeks to improve the health of the community through coordinated planning, resource development, and service delivery. The Edison School Health Clinic provides important health services to the most vulnerable members of our community, in order to minimize health and behavioral challenges to their education.

### **FUNDING SOURCE**

Funding for this program comes from the Michigan Department of Health and Human Services and the Michigan Department of Education.

### **PERSONNEL**

If the grant is received, it will require a 1.0 FTE position creation within the HCS department. As this funding is only through the end of August 2016, the position will expire by September 2016.

### **ISSUES/CONCERNS**

Due to the short timeline provided for submission of the grant application, and the need to establish the collaborative body to support and sustain the Edison Clinic if awarded, HCS is submitting this request for application after the application deadline. Approval from County Administration was sought and provided prior to grant submission. Application was submitted on July 31, 2015. Any subsequent award or communication will be brought to the Board for notice and approval. There are no other issues or concerns at this time. If there are any questions, please contact Gillian Stoltman, Director Health and Community Services [gastol@kalcounty.com](mailto:gastol@kalcounty.com) or 269-373-5260.

### **C. ACCEPTANCE OF CSBG14-39015 COMMUNITY SERVICE BLOCK GRANT (CSBG) NOTICE OF FUNDS AVAILABLE (NFA), #4 FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES/BUREAU OF COMMUNITY ACTION & ECONOMIC OPPORTUNITY**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept the Notice of Funds Available (NFA), #4 for the Community Service Block Grant (CSBG) from the Michigan Department of Health and Human Services (DHHS). NFA #4 is a funding increase in the amount of \$83,937 in relation to the approved CSBG14-39015 contract effective October 1, 2014 through September 30, 2015. The Original Agreement was approved on 7.2.13.

### **DESCRIPTION OF SUBJECT**

NFA #4 for the CSBG14-39015 contract with DHHS provides for an increase in Carry Forward funding in the amount of \$83,937. As outlined and allowable by the Federal community service policy manual (CSPM), carry forward funds may be utilized across grant years, as such any funds unused in FY15 will also be available through FY16 which will end September 30, 2016. Additional funds will be used for emergency assistance to families and individuals, as well as programs designed to assist Kalamazoo County residents to become self-sufficient and strengthen family units. Acceptance of NFA #4 allows the continued provision of a range of services that are designed to help families remain independent.

### **RELATIONSHIP TO GOALS**

HCS reinforces the overall goal for the Community Action Agency (CAA) as promoting, providing and educating our community through education and services offered to the best of its ability and with the highest standards of quality and community partnership. The acceptance of this funding continues to further CAA's goal to promote and create a means toward self-sufficiency for Kalamazoo County residents by helping them improve their working, living, and financial conditions.

### **FUNDING SOURCE**

There are no County funds associated with this request. The funding is from the Federal Community Service Block Grant (CSBG), which is distributed through the State of Michigan by the Department of Health and Human Services (MDHHS). This action accounts for increased funding for the FY 2015 grant year. The total Grant award is \$705,666.00

### **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 questions, please contact Charlotte J. Smith, CAA Manager, 373-5052/ [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com) or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / [lmstin@kalcounty.com](mailto:lmstin@kalcounty.com)

## **D. APPROVAL OF REVISED BYLAWS FOR THE HEALTH AND COMMUNITY SERVICES/ COMMUNITY ACTION TRIPARTITE ADVISORY BOARD**

### **ACTION REQUIRED**

HCS Administration and the Community Action Agency are requesting Board approval of the bylaws as recently revised on behalf of the Community Action Tripartite Advisory Board (CATAB).

### **DESCRIPTION OF SUBJECT**

CATAB members have recently reviewed the bylaws that govern advisory board operations and due to many changes in the Community Action Agency and its programs in recent years have worked to revise the bylaws accordingly. Primary revisions to the bylaws include: amending and/or removing references to Head Start; updating the position title of the head of the CAA (from Director to Manager); adding additional CATAB member responsibilities for completing program reviews and making recommendations; increasing the number of board members; and adding a provision for the removal of board members directly by the CATAB. These revisions were adopted by unanimous approval of all members at the July 2, 2015 advisory board meeting. A copy of the bylaws is attached for the Board's review.

### **RELATIONSHIP TO GOALS**

This request 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 and work to self-sufficiency.

### **SOURCE OF FUNDS**

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

### **PROCUREMENT**

There is no procurement associated with this request.

### **PERSONNEL**

There are no new personnel associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Charlotte J. Smith, CAA Manager at 373-5052 / [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com) or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / [lmstin@kalcounty.com](mailto:lmstin@kalcounty.com)

## **E. APPROVAL OF LETTER OF AGREEMENT BETWEEN HEALTH AND COMMUNITY SERVICES/ COMMUNITY ACTION AGENCY AND MICHIGAN COMMUNITY ACTION FOR CONSUMERS ENERGY 2:1 MATCH PROGRAM**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a letter of agreement (LOA) from Michigan Community Action (MCA) that will enable the HCS - Community Action Agency (CAA) to participate in the Consumers Energy 2:1 Match Program. This LOA awards HCS-CAA \$9000.00 in match funding for direct assistance for the term of 3/1/15 to 12/31/15.

### **DESCRIPTION OF SUBJECT**

In the MCA Consumers Energy 2:1 Match Program, Consumers Energy will match \$1 for every \$2 the HCS-CAA provides in assistance to low income residents for bill payments. The HCS -CAA match amount of \$18,000 has been designated from MCA funding to the HCS -CAA as a part of the annual funds awarded through the Michigan Energy Assistance Program. HCS -Community Action Agency must work with community residents to have all match program funds committed for assistance no later than November 30, 2015; as a part of the match program HCS- CAA must release any unobligated/committed funds back to MCA on December 1, 2015.

### **RELATIONSHIP TO GOALS**

Each year the CAA assists low income individuals with payment of utility bills via the Michigan Energy Assistance Program. During the 2015 program year, the CAA expended more than \$230,000 to pay gas and electric bills for residents in crisis. The 2:1 Match Program will allow the CAA to specifically target senior citizens age 65 and older, customers with multiple payment plan defaults, and disconnected customers seeking restoration of service.

### **FUNDING SOURCE**

There are no County funds associated with this request. Matching funds will come from the allotment received from MCA for the Michigan Energy Assistance Program in the beginning of October, 2015.

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Charlotte J. Smith, CAA manager at 373-5052 / [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com) or Lucinda M. Stinson, Deputy Director - Community Services, at 373-5012/ [lmstin@kalcounty.com](mailto:lmstin@kalcounty.com)

**F. APPROVAL OF A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
LIEN SUBORDINATION BY THE KALAMAZOO COUNTY HEALTH AND  
COMMUNITY SERVICES DEPARTMENT/COMMUNITY ACTION AGENCY**

**ACTION REQUESTED**

HCS Administration requests Board approval of a lien subordination between the KCHCS – Community Action Agency CDBG Program and Ms. Virginia Rayman. Ms. Rayman applied for the program in 1998, but did not meet all eligibility guidelines and was not approved. Despite the fact that no work was ever completed on the home, a program lien was still executed and filed with the Kalamazoo County Register of Deeds.

**DESCRIPTION OF SUBJECT**

The purpose of the Community Development Block Grant (CDBG) Home Rehabilitation Program is to ensure access to safe and comfortable housing for low income homeowners in Kalamazoo County. This program allows for major repairs to be performed on a home. A lien is placed on the home at time of service and remains until the amount of the loan is paid off. The County may agree to subordinate a lien if the client is refinancing for term and/or rate reduction on their mortgage and there will be no cash back.

Ms. Rayman never received services through the CDBG Program and no funds were expended for her home. As this lien is the cause of undue hardship, HCS – Community Action Agency would like to request that the Board subordinate this lien in its entirety.

**RELATIONSHIP TO GOALS**

This will further the department's goal for the Community Action Agency to strengthen the capacity of individuals and families at risk within the community and to take control of their lives and work toward their self-sufficiency.

**FUNDING**

There are no County funds associated with this request.

**PERSONNEL**

There are no new personnel associated with this request.

**PROCUREMENT**

There is no procurement associated with this request

**CONCERNS/ISSUES**

There are no concerns or issues. If you have any questions, please contact Amber Leverette, MPA, Housing & Neighborhoods Coordinator at 373-5101/ [arleve@kalamazoo.com](mailto:arleve@kalamazoo.com) or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / [lmstin@kalamazoo.com](mailto:lmstin@kalamazoo.com)

## **G. APPROVAL OF NOTICE OF FUNDS AVAILABLE #6 TO THE AGREEMENT FOR THE DOE13-39015 WEATHERIZATION ASSISTANCE PROGRAM FROM THE MICHIGAN DEPARTMENT OF HUMAN SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of Notice of Funds Available (NFA) #6 to the current agreement for the DOE Weatherization Assistance Program, from the Michigan Department of Health and Human Services (DHHS). The NFA is for funding in the amount of \$276,179.00 in relation to the approved DOE13-39015 contract that is effective July 1, 2013 through June 30, 2016. Original agreement approved 6.18.13.

### **DESCRIPTION OF SUBJECT**

NFA #6 is funding for the 2015-2016 program year. 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 has established the overall goal of 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, CAA Housing & Neighborhoods Coordinator, at 373-5101/ [arleve@kalamazoo.org](mailto:arleve@kalamazoo.org) or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012 / [lmstin@kalamazoo.org](mailto:lmstin@kalamazoo.org)

## **H. APPROVAL OF BUSINESS AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES/ MATERNAL AND CHILD HEALTH PROGRAMS AND BORGESS MEDICAL CENTER DBA BORGESS WOMEN'S HEALTH**

### **ACTION REQUESTED**

HCS Administration requests Board approval of an Agreement between Kalamazoo County and Borgess Medical Center dba Borgess Women's Health for the provision of office space to conduct pre-natal and perinatal services for HCS Maternal and Child Health Programs. This agreement will begin August 5, 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 Borgess Women's Health to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas, specifically zip codes 49001, 49006, 49007 and 49048, with the highest concentration of infant and fetal deaths. By placing a Care Coordinator directly onsite with Borgess Women's Health, 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**

There are no funds required as a result of this request. Borgess Women's Health is providing this space at no charge to the HCS-Maternal and Child Health Programs.

### **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 / [dllenz@kalcounty.com](mailto:dllenz@kalcounty.com) or Lucinda M. Stinson, Deputy Director – Community Services, at 373-5012/ [lmstin@kalcounty.com](mailto:lmstin@kalcounty.com)

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: August 5, 2015

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Workforce Innovation and Opportunity Act Capacity Building and Professional Development, PI 15-16

SPECIFIC ACTION REQUESTED: Review and approval signature of the Workforce Development Agency (WDA) Policy 15-16

DESCRIPTION OF ACTION (dollar amount, purpose): \$150,000

The Workforce Development Agency (WDA) is providing Workforce Innovation and Opportunity Act Statewide Activity 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. Michigan Works! Southwest 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 partnership,
- Developing and improving local program performance and achieving goals, and
- 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 membership fee to the Michigan Works! Association.

TIME FRAME OF ACTION: July 1, 2015 through June 30, 2016

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Workforce Innovation and Opportunity Act

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: The W.E. Upjohn Institute served as a regional project manager of these funds in program years 2012, 2013 and 2014.

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269-385-0414

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

## Capacity Building and Professional Development Allocations for PY2015

### PI 15-16

The Workforce Development Agency (WDA) is providing Workforce Innovation and Opportunity Act Statewide Activity 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. Michigan Works! Southwest 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 partnership,
- Developing and improving local program performance and achieving goals, and
- Assisting ongoing system development and proficiency including professional development and technical assistance.

Utilizing this funding, the Michigan Works! Association will be able to:

- Provide support to the state and the system in the design, development, implementation and operation of policy and state-level initiatives.
- Serve as a clearinghouse/conduit of information for procedures, policy and updates on a multitude of topics.
- Survey to respond to WDA, MWA and/or partner information needs.
- Provide information exchange activities – The Association’s well-established, public portal of information for Michigan’s workforce eco-system requires action/responses to convene, connect and communicate with a unified voice.
- Provide professional development and technical assistance, training will be delivered through both classroom and web-based settings.

Activities supported by this funding will address the goals of local strategic plans and the needs of local employers for a trained workforce.

Capacity building and professional development activities will be achieved for this through the membership fee to the Michigan Works! Association. The Association was established in 1987 by Michigan’s 25 Michigan Works! Agencies to foster high-quality employment and training programs serving employers and workers by providing support activities and a forum for information exchange for Michigan’s workforce development system. That system has been recognized as one of the most innovative membership and training association in the country.

#### Funding Levels Summary

<b>PY2015 Allocation</b>	<b>\$ 150,000</b>
Administration	0
Program Support	\$150,000

#### Technical Information

Program Title/Number	Capacity Building/Professional Development, 15-16
Funding Source	Workforce Innovation and Opportunity Act (WIOA) of 2014, Statewide Activities
Funding Level	\$150,000
Period of Performance	Program Year (PY) 2015 (July 1, 2015 - June 30, 2016)
Source Reference	WDA Policy Issuance: 15-16 (emailed 7/20/2015)
CFDA Number	17.258, 17.259, 17.260

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: August 5, 2015

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: AY2015 Workforce Innovation and Opportunity Act Statewide Activities  
Funding for Michigan Works! Service Center Operations PI 15-15

SPECIFIC ACTION REQUESTED: Review and approval signature of the Workforce Development Agency (WDA) Policy 15-15

DESCRIPTION OF ACTION (dollar amount, purpose): \$27,816

The Workforce Development Agency announced Statewide Activity funding for Michigan Works! Southwest for the operations of the Michigan Works! One-Stop Service Centers. The announced allocation for PY2015 (July 1, 2015 – June 30, 2016) is \$27,816.

Service Centers are the core of the local Michigan Works! System. Numerous organizations and agencies and programs are housed at the Service Centers in the Michigan Works! Southwest area. Service Centers are located in Battle Creek (Calhoun County), Coldwater (Branch County), Three Rivers (St. Joseph County) and Kalamazoo (Kalamazoo County). Funds identified for the One-Stop system will be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade one-stop facilities as necessary. One-Stop Operations funds from this grant will supplement financial support from all partners housed at the one stop facilities. This grant will support:

- Service center development and coordination - \$14,464
- Marketing and public information - \$3,338
- One-stop operations - \$10,014

TIME FRAME OF ACTION: July 1, 2015 through June 30, 2016

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Workforce Innovation and Opportunity Act

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269-385-0414

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

**AY2015 Workforce Innovation and Opportunity Act Statewide Activities Funding for Michigan  
Works! Service Center Operations**

**PI 15-15**

The Workforce Development Agency announced Statewide Activity funding for Michigan Works! Southwest for the operations of the Michigan Works! One-Stop Service Centers. The announced allocation for PY2015 (July 1, 2015 – June 30, 2016) is \$27,816.

Service Centers are located in Battle Creek (Calhoun County), Coldwater (Branch County), Three Rivers (St. Joseph County) and Kalamazoo (Kalamazoo County). Funds identified for the One-Stop system will be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade one-stop facilities as necessary.

One-Stop Operations funds from this grant will supplement financial support from all partners housed at the one stop facilities.

**1. Service Center Development and Coordination**

**\$14,464** to support additional improvements to the Service Center, ensure the Service Center facility provides total accessibility for all job seekers and employers, and establish customer service protocol for quality service.

**2. Outreach and Public Information**

**\$3,338** to promote the Michigan Works! System and Michigan Works! Service Centers, its purpose, services and accessibility to all employers and job seekers through various activities that may include: Outreach, development and distribution of promotional materials, annual and special reports, job fairs, produce newsletters, and participate in cooperative ventures with other organizations, etc.

**3. One-Stop Operations**

**\$10,014** is designated to provide general operational staff support at the One-Stop Service Center and expand the resources and tools available to employers and job seekers. This cost does not include expenses attributed to facility rental that is supported through partner resources. Service Center funding will not be utilized to purchase or maintain participant reporting systems or job matching systems that duplicate those provided by the state.

**Funding Levels and Investment Summary**

<b>Total Available</b>	\$27,816
<b>Program</b>	\$27,816
<b>Administration</b>	\$ 0

**Technical Information**

<b>Program Title/Number</b>	Michigan Works! Service Center (MWSC) Operations
<b>Funding Source</b>	Workforce Innovation and Opportunity Act Statewide Activities
<b>Funding Level</b>	\$27,816
<b>Duration</b>	PY2015 (July 1, 2015 - June 30, 2016)
<b>Reference</b>	Workforce Development Agency (WDA) PI 15-15 emailed on 7/20/2015)
<b>CFDA Number</b>	17.258, 17.259, 17.278

## APPROVAL REQUEST

1. Michigan Works! Agency (MWA): Michigan Works! Southwest	2. MWA Number: 14
3. Plan Title(s): AY2015 WIOA Statewide Activities Funding for Michigan Works! Service Center Operations	
4. Policy Issuance number: 15-15	5. Plan Period: July 1, 2015 – June 30, 2016

THE CHIEF ELECTED OFFICIAL(S) AND WORKFORCE DEVELOPMENT BOARD  
(WDB) HEREBY REQUEST APPROVAL OF THIS DOCUMENT

Authorized Chief Elected Official  John Taylor, Chairperson, Kalamazoo County Board of Commissioners	Date
Authorized Chief Elected Official  Timothy Snow, Kalamazoo County Clerk/Register	Date
Authorized Chief Elected Official	Date
WDB Chairperson  Dale Swift, WDB Chairperson	Date

BWT-344 (5/09)

The Workforce Development Agency (WDA), in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: August 5, 2015

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: AY2015 Workforce Innovation and Opportunity Act Statewide Activities  
Funding for PY2015 for High Concentrations of WIOA Eligible Youth PI  
15-13

SPECIFIC ACTION REQUESTED: Review and approval signature of the Workforce  
Development Agency (WDA) Policy 15-13

DESCRIPTION OF ACTION (dollar amount, purpose): \$5,574

The Workforce Development Agency has allocated \$5,574 in Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funding to serve High Concentrations of WIOA Eligible Youth to Michigan Works! Southwest for program year 2015 (July 1, 2015-June 30, 2016). This funding is being made available to Michigan Works! Areas having a high concentration of low income youth. 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 24 years old.

TIME FRAME OF ACTION: July 1, 2015 through June 30, 2016

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Workforce Innovation  
and Opportunity Act

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269-385-0414

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

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**AY2015 Workforce Innovation and Opportunity Act Statewide Activities Funding for High Concentrations of WIOA Youth  
PI 15-13**

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The Workforce Development Agency has allocated \$5,574 in Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funding to serve High Concentrations of WIOA Eligible Youth to Michigan Works! Southwest for program year 2015 (July 1, 2015-June 30, 2016). This funding is being made available to Michigan Works! Areas having a high concentration of low income youth. 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 24 years old.

Program services described are available to youth who:

- **Are in school, ages 14- 21 years old,**
- Are low-income individuals; and
- Are within at least one of the following categories:
  - Deficient in basic literacy skills;
  - English language learner
  - School Dropout;
  - Homeless, runaway, or foster child;
  - Pregnant or parenting;
  - Offender;
  - An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and maintain employment.

Or

- **Are out of school, ages 16-24 years old,**
- Are low-income individuals; and
- Are within at least one of the following categories:
  - Recipient of secondary school diploma (or equivalent) and is: basic skills deficient or an English language learner;
  - School Dropout;
  - Homeless, runaway, or foster child;
  - Pregnant or parenting;
  - Offender;
  - A youth who is an individual with a disability;
  - A low income individual who requires additional assistance to complete an educational program, or to secure and maintain employment.

At least seventy-five percent of expenditures for youth will be invested in out-of-school youth.

Local workforce development strategies incorporate services and resources that address critical objectives for youth that are appropriate for the individual's situation, interests, and employment and/or educational goals:

- Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential.
- Preparation for post-secondary educational opportunities.
- Strong linkages between academic and occupational learning that lead to the attainment of recognized postsecondary credentials.
- Preparation for unsubsidized employment that leads to self-sufficiency.

- Effective connections to employers in in-demand industry sectors.

These strategies are reinforced by year-around programming as well as supplemented with additional resources during the summer months. These resources are intended to provide additional work experience opportunities that are directly linked to academic and/or job skill training.

**Funding Summary**

<b>Funding Category</b>	<b>Funding Level</b>
Allocation	\$5,574
Base Allocation	\$5,574
<b>Distribution by Cost Category</b>	
Administration	\$557.40
Program	\$5,016.60
<b>Distribution by Group</b>	
In school youth, ages 14-21	
Out of school youth, ages 16-24	2
<b>Program Fund Distribution by Group</b>	
In school youth, age 14-21	
Out of school youth, age 16-24	\$5,016

Source: PI: 15-13, 7/20/2015

**Performance**

Federal performance goals are established for the state and local Workforce Development Boards. For the 2015 program year, performance measures have not yet been determined.

	<u>In School Youth</u> <u>(14-21 years old)</u>	<u>Out of School Youth</u> <u>(16-24 years old)</u>
Entered Employment Rate		
Employment Retention Rate		
Average Earnings		
Credential Rate		
Skill Attainment Rate		
Diploma Attainment Rate		
Participants Customer Satisfaction		
Employers Customer Satisfaction		

**Technical Information**

<b>Program Title/Number</b>	High Concentrations of WIOA Eligible Youth
<b>Funding Source</b>	Workforce Innovation and Opportunity Act Statewide Activities
<b>Funding Level</b>	\$5,574
<b>Duration</b>	PY2015 (July 1, 2015 - June 30, 2016)
<b>Reference</b>	Workforce Development Agency (WDA) PI 15-13 emailed on 7/20/2015)
<b>CFDA Number</b>	17.259

9

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: August 5, 2015**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: Home Builders Association of S.W. Michigan 2018 Home Expo Contract**

**SPECIFIC ACTION REQUESTED:**

Approve the 2018 Home Expo Contract for use of the Kalamazoo County Expo Center. The event is scheduled for March 8-12 2018.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Approve the 2018 Home Expo contract for \$21,863.

**TIME FRAME OF ACTION:**

The contract is for the 2018 Home Expo. The 2016 & 2017 Contract has already been approved.

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

NA

**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)

NA

**NEW OR RENEWAL:**

The Home Expo returned to the expanded Expo Center facilities in 2014.

**ANY OTHER PERTINENT INFORMATION:**

The Home Expo Contract is approved by the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission.

**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:**

David Rachowicz, (269) 383-8787

Email: dmrach@kalamazoo.org

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** July 21, 2015

**DEPARTMENT:** Parks

**PREPARED BY:** David Rachowicz

**SUBJECT:** Approval of Grant Acceptance form for Michigan Recreation and Park Association trail programming grant

**SPECIFIC ACTION REQUESTED:**

Acceptance of a grant to implement weekly walking clubs on the Kalamazoo River Valley Trail in the summer and fall seasons of 2015 and 2016. The walking clubs will meet in Comstock Township and the City of Galesburg, and the goal is to introduce the community to the new segment of trail and in turn improve the health and well-being of residents in these two communities.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

The grant will be for the summer and fall seasons of 2015 and 2016, at \$4,500. The total amount of the grant is \$9,000.

**TIME FRAME OF ACTION:**

Grant application review form was approved at April 21, 2015 BOC meeting.

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

Michigan Recreation and Park Association

**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)

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:**

David Rachowicz 269-383-8787; or, Kyle Lewis 269-373-5071

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: August 5, 2015  
 DEPARTMENT: Office of the Prosecuting Attorney  
 PREPARED BY: Lisa Henthorn, Administrator  
 SUBJECT: Crime Victim Rights Grant

**SPECIFIC ACTION REQUESTED:**

Approve submission of the FY 2015-2016 Crime Victim Rights Grant.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

The amount of the agreement is \$203,357. This agreement allows us to retain 2.5 Victim Advocates and a .50 FTE Legal Assistant II, that provide constitutionally mandated and critical services to victims of crime (i.e., notices of court hearings, escort to court, information and support regarding the court process, referrals for counseling, etc). These services ensure compliance with the law and reduce victimization.

**TIME FRAME OF ACTION:**

The grant begins on 10/1/2015 and ends on 9/30/2016.

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

In FY 2015-2016, we have been allocated \$203,357 by the Michigan Department of Community Health.

**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)

This grant provides continued funding for 2.5 FTE Victim Advocates (Diane Klauer – K7 ½ FTE), (Stella Chivikas – K7), and (Rhonda Baxter-Todd, K7), and .5 FTE Legal Assistant II (Lacey Clapper – K4) from account #278-000-704.00.

**NEW OR RENEWAL:**

Renewal

**CONTACT PERSON WITH PHONE NUMBER:**

Lisa Henthorn, Administrator, (269) 383-8965

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** August 15, 2015

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**DEPARTMENT:** Emergency Management Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** 2015 Emergency Management Performance Grant (EMPG)

**SPECIFIC ACTION REQUESTED:** Approve the renewal the of the 2015 Emergency Management Performance Grant (EMPG)

**DESCRIPTION OF ACTION (dollar amount, purpose):** The 2015 EMPG grant is for 36.76% or \$30,559.00 that will fund a portion of the Emergency Management Director's wages & fringe benefits.

**TIME FRAME OF ACTION:** The grant period is October 1, 2014 through September 30, 2015. The signed copies of the grant agreement are due in Lansing, no later than September 9, 2015.

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):** The EMPG is a federal funded grant set up as a pass-through account to the State of Michigan. The funds are distributed to Kalamazoo County's Emergency Management Office from the State of Michigan. The FY2015 EMPG program has a 50% cost match (cash or in-kind) requirement.

**PERSONNEL IF REQUIRED:** N/A

**NEW OR RENEWAL OR AMENDMENT:** Renewal

**ANY OTHER PERTINENT INFORMATION:** The County of Kalamazoo has been a recipient of these grants dollars for many years. If the full \$30,559.00 is not allocated to the Emergency Management Director's wages & fringe benefits, Management and Administration's costs reimbursement may be requested, however, not to exceed 5% of the total allocation.

**PROCUREMENT INFORMATION:** The Emergency Management Performance Grant is awarded to all local Emergency Management State of Michigan recognized programs.

**CONTACT PERSON WITH PHONE NUMBER:** Patrick Wright- Emergency Management Director, 385-6137/Paul Matyas Undersheriff, 383-6176

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**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** August 5, 2015

**DEPARTMENT:** Sheriff's Department, Office of Emergency Management

**PREPARED BY:** Paul G. Matyas, Undersheriff

**SUBJECT:** 2016 Emergency Management Performance Grant (EMPG)  
Initial Work Agreement / Quarterly report.

**SPECIFIC ACTION REQUESTED:**

Kalamazoo County Board of Commissioners approval of the FY2016 EMPG Initial Work Agreement / Quarterly Report

**DESCRIPTION OF ACTION (dollar amount, purpose):**

The FY2016 EMPG Initial Work Agreement/Quarterly Report is a quarterly breakdown of duties to be completed by the Emergency Management Director/Office during fiscal year 2016

**TIME FRAME OF ACTION:**

Due in Lansing by October 16, 2015

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

This is associated with the Federal pass-through grant from the State of Michigan which supplements the County for the duties performed by the Emergency Management director.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL OR AMENDMENT:**

This agreement is renewed every fiscal year.

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Undersheriff Paul Matyas, 385-6176 or OEM Director Patrick Wright, 385-6137



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Tina Becker  
**DATE:** July 22, 2015  
**SUBJECT:** Planning Commission & CATAB Appointment Recommendations

The Board Appointments Committee recommends the following appointments be made:

Community Action Tripartite Advisory Board (CATAB)

- Melrose Hensley to assume a term representing the consumer sector that will commence through 12/31/2017

Planning Commission

- Virgie Ammerman to assume a term that will commence through 03/31/2017

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# ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: MARY BALKEMA, COUNTY TREASURER  
THOM CANNY, CORPORATE COUNSEL

DATE: JULY 28, 2015

SUBJECT: RECOMMENDATION TO ENTER INTO AN OPTION AGREEMENT FOR  
THE PURCHASE OF REAL ESTATE, VFW BUILDING

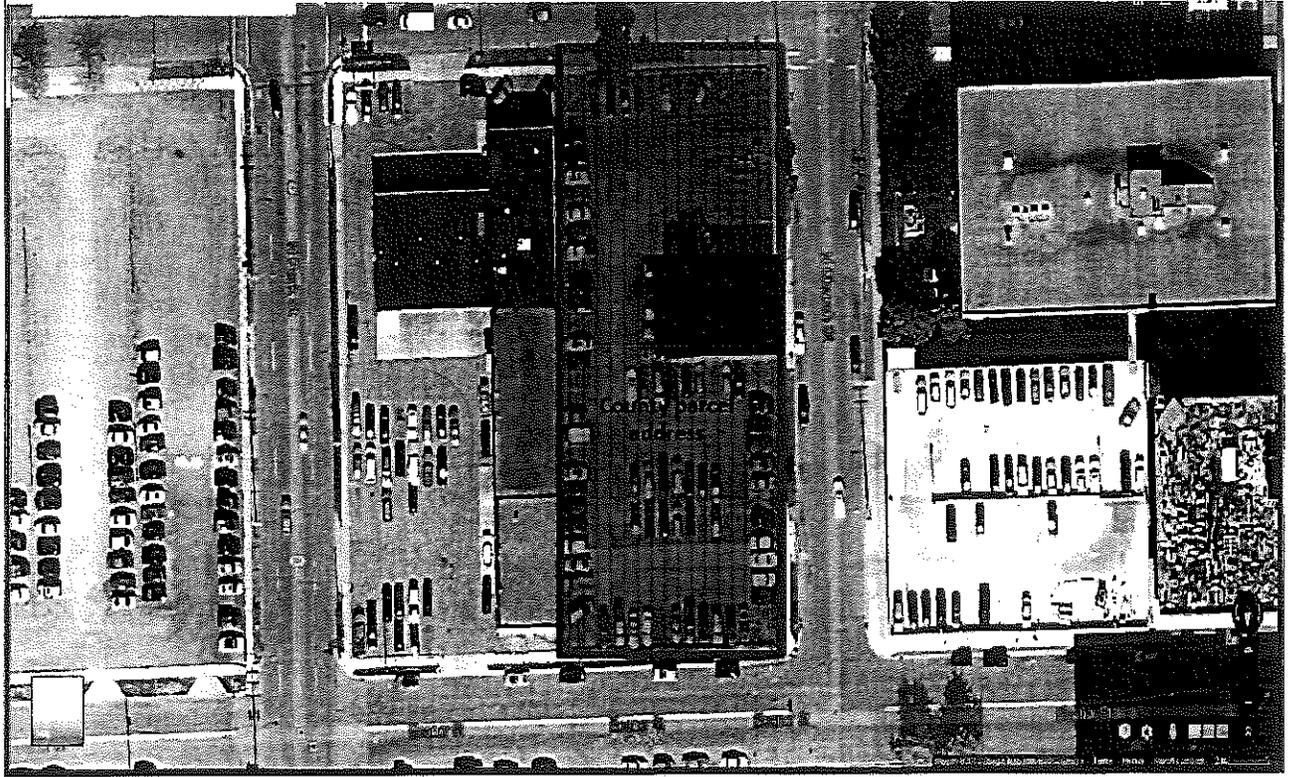
The County owns the majority of the western half of the block of land bordered by Church Street on the East, Eleanor Street on the South, Park Street on the West, and Kalamazoo Avenue on the North. The West Michigan Cancer Center owns the east half of this block. A sketch of the block is attached to this Memorandum. Located within the western half of this block of land is a building owned by the Luzon Argonne Post of the Veterans of Foreign Wars (VFW Building). The County currently uses its portion of the property as parking for County employees and would like to acquire the VFW Building for the immediate purpose of adding parking spaces. In the future, the County may need to build either a parking structure or to locate a County building on this space. It would be advantageous to acquire the property now. Recently, the Luzon Argonne Post's leadership contacted County Treasurer, Mary Balkema, and County Administration, to indicate that the Post would be interested in selling the VFW Building to the County.

As a result of those negotiations, which the Treasurer led, the Luzon Argonne Post is now willing to sell the VFW Building to the County and has submitted a signed "Option to Purchase" to the County. This Option to Purchase provides, in relevant part, for the following:

1. The Luzon Argonne Post will sell the VFW Building to the County for a total purchase price of \$375,000.
2. The County will pay the Luzon Argonne Post \$37,500 upon the signing of the Option. The \$37,500 Option price is non-refundable and will be credited to the total purchase price of \$375,000 if the County exercises the Option and completes the purchase of the VFW Building.
3. Kalamazoo County will have until December 31, 2016 to complete the purchase of the VFW Building.
4. If/when the County and the Luzon Argonne Post agree on a closing date, the County agrees to advance up to \$50,000 of the purchase price to the Luzon Argonne Post to use for the Post's relocation expenses. This advance must be refunded to the County if the closing fails to take place.

The Corporate Counsel's Office and County Administration wish to thank the Treasurer for all of her assistance in these negotiations and to recommend that the Board of Commissioners agree to the terms contained in the Option Agreement. Acquiring the VFW Building will allow for the County to expand its parking spaces, thereby reducing the number of parking spots the County is currently leasing from Central City Parking Buy/Sell Agreement and provide future flexibility to locate a parking structure or building on the property. The funds for the Option and total purchase price will come from the Capital Improvements Fund.

COUNTY PARCEL  
303 North Church Street, Kalamazoo, MI and  
317 West Kalamazoo Avenue, Kalamazoo, MI



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