

---



**Board of  
Commissioners'  
Meeting**

**August 6, 2014**

**NOTICE AND AGENDA FOR  
AUGUST 6, 2014 MEETING  
OF THE  
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for Wednesday, August 6, 2014, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

**CONSENT AGENDA**

- A. Request for Approval of 25 Year Resolution Honoring Mark Caley

Buildings and Grounds

- B. Request for Approval of Settlement Release with Republic Services

Circuit Court

- C. Request for Approval to Submit a Grant Application to Georgia-Pacific Foundation for the Youthful Offender Transition Program (YOTP)  
D. Request for Approval to Submit a Grant Application to Walmart Foundation for the Youthful Offender Transition Program (YOTP)  
E. Request for Approval to Submit a Michigan Supreme Court State Court Administrative Office for Court Performance Innovation

Health & Community Services

- F. Request for Approval to Accept Grant Award from the Michigan Medicare/Medicaid Assistance Program (MMAP) for the Area Agency on Aging IIIA Senior Medicare Patrol Project  
G. Request for Approval of Breast and Cervical Cancer Control Program (BCCCP) Agreements with Battle Creek Community Physicians  
H. Request for Approval of Amendment #1 to DOE 13-39015 Weatherization Subcontract Agreements  
I. Request for Approval to Accept Grant Award from the Michigan Department of Community Health (MDCH) MIECHV Grant and Corresponding Agreement with Kalamazoo Regional Educational Service Agency (KRESA)  
J. Request for Approval of Temporary Social Worker Position in the Area Agency on Aging IIIA Program (Grant Funded)  
K. Request for Approval of an Agreement with Disability Network Southwest Michigan  
L. Request for Approval of Statement of Grant Award from the Michigan Office of Services to the Aging

Prosecuting Attorney

M. Request for Approval of FY 2013-2014 Victims of Violence – Assistance Program Grant Agreement Amendment #1 with the Michigan Department of Community Health

Sheriff

N. Request for Approval of 2014 Marine Grant Agreement with the Michigan Department of Natural Resources (MDNR)

O. Request for Approval of Elimination/Creation of Positions (General Fund)

Board of Commissioners

P. Request for Approval of Transfers and Disbursements

Q. Request for Approval of Performance Resolution for Government Agencies for the Purpose of Receiving a State Highway Right of Way Use Permit

R. Request for Approval of Kalamazoo County Transportation Authority Articles of Incorporation

S. Request for Approval of Tax Incrementing Financing (TIF) Policy

T. Request for Approval of Amendment to Personnel Policy 3.06

U. Request for Approval of Personnel Policy 4.08

V. Request for Approval of a Temporary Agreement with Circuit Court

**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

JULY 30, 2014

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

Dina Sutton  
Office Manager for Administrative Services  
KALAMAZOO COUNTY GOVERNMENT  
201 West Kalamazoo Avenue  
Kalamazoo, Michigan 49007  
TELEPHONE: (269)384-8111  
TDD PHONE: (269)383-6464



**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: August 6, 2014**

**DEPARTMENT: Buildings & Grounds**

**PREPARED BY: Ron Kuivenhoven**

**SUBJECT: Republic Services Insurance Settlement Release**

**SPECIFIC ACTION REQUESTED:**

Approval the settlement release for Republic Services.

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

In leaving the Lamont Street site, a Republic Services truck driver hit the edge of the canopy over the gas islands, damaging the canopy and adjacent light pole. Repairs cost \$8753.32. The County has paid these costs, and the release is an agreement that the reimbursement payment will settle all claims resulting from the accident. All repair work has been completed and no further action or repairs are necessary.

**TIME FRAME OF ACTION:**

The date of the accident was March 19<sup>th</sup>, 2014 and repairs were completed spring 2014.

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

Repairs were paid from B&G departmental account.

**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)

**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:**

Randy Winterowd, Director – Buildings & Grounds @ 383-8954

Ron Kuivenhoven, Administrative Mgr.- Buildings & Grounds @ 383-8954

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: August 5, 2014**

**COURT: Ninth Circuit Court- Family Division**

**PREPARED BY: Jaishree Khatri**

**SUBJECT: Grant Proposal**

**SPECIFIC ACTION REQUESTED:** The Youthful Offender in Transition Program (YOTP) seeks permission to apply for a grant to continue to provide services to youth aged 16-21 during 2015. We would like to send a letter of application/request to the Georgia-Pacific Foundation. YOTP has a balance of \$81,000.00 as of June 1, 2014 to operate the program until February of 2015 and is currently awaiting the approval of other grant applications (two).

**DESCRIPTION OF ACTION (dollar amount, purpose):** YOTP would like to request funding in the amount of \$35,000.00 from the Georgia-Pacific Foundation to put towards operating costs incurred by YOTP beginning January 1, 2015.

**TIME FRAME OF ACTION:** The funds will be used pending approval of the grant and award money beginning January 1, 2015 and ending December 31, 2015.

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):** The Georgia-Pacific Foundation is a national foundation but only provides funding to areas where Georgia-Pacific has locations. There is one in Parchment, Michigan. The foundation seeks to assist youth enrichment programs and those transitioning from school to the workforce.

**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)

The Youthful Offender Transitions Program has employed a full time Transitions Coordinator for the last eight years. This position currently is a J12 at a salary of \$55,244.80.

**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 funding will be new. We have not previously made applications to the Georgia-Pacific Foundation.

**ANY OTHER PERTINENT INFORMATION:**

Georgia Pacific Foundation accepts applications for funding from January 1<sup>st</sup> through October 31<sup>st</sup> and recommends early submissions while funds last. YOTP would like to submit the grant by August 15, 2014.

**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:** Katherine B. Flack (269)385-6039  
[kbfllac@kalcounty.com](mailto:kbfllac@kalcounty.com)

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: August 5, 2014**

**COURT: Ninth Circuit Court- Family Division**

**PREPARED BY: Jaishree Khatri**

**SUBJECT: Grant Proposal**

**SPECIFIC ACTION REQUESTED:** The Youthful Offender in Transition Program (YOTP) seeks permission to apply for a grant to continue to provide services to youth aged 16-21 during 2015. We would like to send a letter of application/request to the Walmart Foundation. YOTP has a balance of \$81,000.00 as of June 1, 2014 to operate the program until February of 2015 and is currently awaiting the approval of other grant applications (two).

**DESCRIPTION OF ACTION (dollar amount, purpose):** YOTP would like to request funding in the amount of \$2,500.00 from the Walmart Foundation to put towards operating costs incurred by YOTP beginning January 1, 2015.

**TIME FRAME OF ACTION:** The funds will be used pending approval of the grant and award money beginning January 1, 2015 and ending December 31, 2015.

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):** The Walmart Foundation is a national foundation requiring that programs exist in the same communities as their stores. Kalamazoo County is home to Walmart stores. The foundation seeks to assist youth enrichment programs career development.

**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)  
The Youthful Offender Transitions Program has employed a full time Transitions coordinator for the last eight years. This position currently is a J12 at a salary of \$55,244.80.

**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 funding will be new. We have not previously made applications to the Walmart Foundation.

**ANY OTHER PERTINENT INFORMATION:**  
Walmart Foundation accepts applications for funding through December 31, 2014 while funds last. YOTP would like to submit the grant by August 15, 2014.

**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:** Katherine B. Flack (269)385-6039  
[kbflac@kalcounty.com](mailto:kbflac@kalcounty.com)

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** August 6, 2014

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

**PREPARED BY:** Ann Filkins

**SUBJECT:** Court Performance Innovation Fund (CPIF) Grant Request

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court is requesting permission to apply for the CPIF Grant.

The CPIF grant application was released 7/1/14 with a due date of 7/30/14. Permission was granted by Finance and Administration to submit the grant and receive board permission after submission due to the tight turnaround time.

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

\$2,235

The 9<sup>th</sup> Circuit Court is requesting Innovative Fund Grant dollars to produce courthouse videos/tutorials. These videos/tutorials would be available to assist the public so that prior to visiting the courthouse, the public can be shown instead of just told, what to expect by viewing the educational videos.

**TIME FRAME OF ACTION:**

October 1, 2014 – September 30, 2015

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

State

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL OR AMENDMENT:**

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

New

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Ann Filkins 384-8253



Kalamazoo County

# Health & Community Services

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

**DATE:** August 6, 2014

---

**TO:** County Board of Commissioners

**FROM:** Lynne Norman, Acting Health Officer

**RE:** **ITEMS FOR YOUR CONSIDERATION**

**A. ACCEPTANCE OF GRANT AWARD FROM THE MICHIGAN  
MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH  
AND COMMUNITY SERVICES DEPT/AREA AGENCY ON AGING IIIA for the  
SENIOR MEDICARE PATROL PROJECT**

**ACTION REQUESTED**

HCS Administration requests Board approval to accept a grant award from the Michigan Medicare/Medicaid Assistance Program to Kalamazoo County HCS/Region IIIA Area Agency on Aging to support local MMAP activities that increase recognition, reporting and avoidance of Medicare and Medicaid waste, fraud, and abuse, in the amount of \$1,933, covering June 1, 2014 through May 31, 2015.

**DESCRIPTION OF SUBJECT**

These funds are generated from the Center for Medicare/Medicaid Services and the funds are then directed to the regional Area Agency on Aging, who usually provides MMAP services. However, in our region, those services are provided through a subcontract with Senior Services. The funds are intended to carryout education, outreach and prevention of fraud and abuse efforts as it relates to Medicare and Medicaid.

**RELATIONSHIP TO GOALS**

This program meets the goal of strengthening the capacity of individuals and families at risk within the community to take control of their lives and work towards self-sufficiency.

**FUNDING SOURCE**

There are no County funds associated with this request. Funding is from the state via a grant from the Center for Medicare/Medicaid Services.

**PROCUREMENT**

There is no procurement related to this request.

### **PERSONNEL**

There are no new personnel associated with this request.

### **CONCERNS/ISSUES**

There are no concerns or issues. If you have any questions, please contact Judy Sivak, Director, HCS Area Agency on Aging IIIA Director, at 373-5153 or [jasiva@kalamazoo.org](mailto:jasiva@kalamazoo.org).

## **B. APPROVAL OF BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP) AGREEMENTS WITH BATTLE CREEK COMMUNITY PHYSICIANS**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a Service Agreement and Business Associate Agreement (BAA) with Battle Creek Community Physicians for BCCCP services. These agreements are effective July 1, 2014 and will automatically renew each year.

### **DESCRIPTION OF SUBJECT**

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

### **RELATIONSHIP TO GOALS**

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

### **FUNDING SOURCE**

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

## **PERSONNEL**

There are no new personnel associated with this request.

## **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@kalamazoo.org](mailto:lajone@kalamazoo.org).

### **C. APPROVAL OF AMENDMENT #1 TO DOE13-309015 WEATHERIZATION SUBCONTRACTOR AGREEMENTS**

#### **ACTION REQUESTED**

HCS Administration requests Board approval of amendment #1 to Weatherization subcontractor agreements for the period of July 1<sup>st</sup>, 2013 through July 1<sup>st</sup>, 2015 with the entities listed below. The original agreements were approved by the Board on 12-17-13.

Subcontract Amendment #1 to Agreements with:

- DeHaan Heating/Cooling, Andrew Gyllstrom – HVAC
- Better World Builders, Mark Lee – Auditor/QC Inspector
- Athena Construction, Heidi Johnson – Auditor/QC Inspector
- Lakeshore Construction, Mike Horvath – Weatherization Contractor

#### **DESCRIPTION OF SUBJECT**

These subcontract agreement amendments account for new requirements from the federal government in relation to quality control inspections and regulations. The amendment provides for the incorporation of Quality Control Protocol to be incorporated into the current agreements. This will allow the continued completion of Weatherization related work to be completed for Kalamazoo residents in need. These are a result of the grant award, DHS DOE13-39015, previously accepted by the Board of Commissioners.

#### **RELATIONSHIP TO GOALS**

The approval of these contract amendments will further the department's goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives, work toward their self-sufficiency, and help improve the housing stock in our community.

### **FUNDING SOURCE**

No county general funds are required. Funding is from the DHS grant award DOE13-39015 (U.S. Department of Energy through the Michigan Department of Human Services).

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

County Purchasing Policy was followed. The subcontractors listed above submitted a successful RFQ to the HCS – Community Action Agency.

### **ISSUES AND CONCERNS**

There are no issues or concerns. If you have any questions, please contact Amber Leverette, Housing and Neighborhoods Coordinator, Community Action Agency 373-5101 or at [arleve@kalcounty.com](mailto:arleve@kalcounty.com).

### **D. ACCEPTANCE OF GRANT AWARD FROM MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) MIECHV GRANT IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT MATERNAL & CHILD HEALTH DIVISION AND CORRESPONDING AGREEMENT WITH KRESA.**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept a grant award from Michigan Department of Community Health to assist in marketing and outreach activities which will promote County-wide home visitation programs. The grant funding period will be 7/1/2014 through 9/30/2014 in the amount of \$5,000.00. Approval is also requested for the corresponding Agreement with KRESA to develop and implement marketing and promotional outreach for this program.

### **DESCRIPTION OF SUBJECT**

The Maternal, Infant, and Early Childhood Home Visitation (MIECHV) Grant facilitates collaboration and partnership at the Federal, State, and community levels to improve health and development outcomes of at-risk pregnant women and children through evidence-based home visitation programs. Funds for this project will be dispersed to KRESA for the purpose of designing and printing outreach materials to market County-wide home visitation programs.

### **RELATIONSHIP TO GOALS**

The acceptance of this funding and corresponding agreement will further HCS'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**

No County funds are associated with this request. All funding is from the MIECHV Grant, awarded from the Michigan Department of Community Health, via the Comprehensive, Planning and Budgeting Contract (CPBC)

### **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 Deb Lenz, MCH Division Manager at 373-5024 or [dllenz@kalcounty.com](mailto:dllenz@kalcounty.com)

## **E. REQUEST FOR TEMPORARY POSITION IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT, AREA AGENCY ON AGING IIIA**

### **ACTION REQUESTED**

HCS Administration requests Board approval to hire a temporary Social Worker for the Area Agency on Aging IIIA for the period August 7, 2014 through September 29, 2014 at a rate of \$22.87 per hour for a total of 296 hours.

### **DESCRIPTION OF SUBJECT**

This request is a result of time limited grant funding from the MI Office of Services to the Aging. The grant requires provision of face-to-face Options Counseling and that Options Counselors meet certain requirements, such as being trained and providing unbiased advice. With our long list of people waiting for services, this is an excellent way to contact people on the waiting list and review their situation and options for care.

### **RELATIONSHIP TO GOALS**

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

### **FUNDING SOURCE**

No County funds are required as a result of this action. Funding for the temporary position comes from the Michigan Office of Services to the Aging via a grant to the Aging & Disability Resource Consortium of Kalamazoo County and its fiduciary, Disability Network Southwest Michigan. There will be a purchase of service agreement with Disability Network Southwest Michigan for distribution of the funds.

### **PERSONNEL**

HCS will hire a temporary social worker who meets the options counseling requirements at the rate of \$22.87 per hour for up to 296 hours between August 7, 2014 and September 29, 2014.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director HCS Area Agency on Aging IIIA, 373-5153 or [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

## **F. APPROVAL OF AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES - AREA AGENCY ON AGING IIIA AND DISABILITY NETWORK SOUTHWEST MICHIGAN**

### **ACTION REQUESTED**

HCS Administration requests Board approval to approve the attached Purchase of Service Agreement for options counseling services with Disability Network Southwest Michigan, 517 E. Crosstown Parkway, Kalamazoo, Michigan, as the fiduciary for Aging & Disability Resource Consortium of Kalamazoo County, effective July 22, 2014 through September 29, 2014, in the amount of \$11,931.

### **DESCRIPTION OF SUBJECT**

The MI Office of Services to the Aging issued a Request for Applications from Aging & Disability Resource Consortiums who meet the requirements for options counseling. The application was submitted by our ADRC's fiduciary, Disability Network Southwest Michigan, and included options counseling provided by the Area Agency on Aging IIIA. This is an opportunity to contact people on the AAIIIAs waiting list and offer them a face-to-face meeting to go over their options to maintain independence, including addressing any obstacles to meeting their needs.

### **RELATIONSHIP TO GOALS**

Approval of this agreement will provide funding that will strengthen the capacity of vulnerable older adults to take control of their lives and remain independent in their own homes.

### **FUNDING SOURCE**

The funding is from a federal grant through the MI Office of Services to the Aging. No local funds are needed.

### **PROCUREMENT**

There is no procurement related to this request.

### **PERSONNEL**

A temporary employee will be hired to work full time for the duration of the grant, beginning August 7. In addition, two current AAAlIA care consultants will be providing options counseling on a limited basis.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director of HCS Area Agency on Aging IIIA at 373-5153 or at [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

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

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept Statement of Grant Award (SGA) 2014-#8 from the MI Office of Services to the Aging (OSA) for the period of October 1, 2013 through September 30, 2014.

### **DESCRIPTION OF SUBJECT**

Statement of grant award 2014-#8 authorizes a transfer of federal administrative and service funds for Fiscal Year 2014. Acceptance of this transfer of funds allows for the continued provision of a range of services provided by the AAAlIA and community partners, designed to help older persons remain independent in their own homes and communities, along with assisting residents in licensed long-term care facilities with concerns about care and quality of life issues.

### **RELATIONSHIP TO GOALS**

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

**FUNDING SOURCE**

The funding represents allocations from the Older Michigianian's Act and Older American's Act through the MI Office of Services to the Aging. Transferred funds are in the amount of \$41,500. The total funding award to date is \$1,567,661.

**PERSONNEL**

There are no new personnel associated with this request.

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES AND CONCERNS**

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director, Area Agency on Aging IIIA at 373-5153 or at [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: August 6, 2014

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Kristine Cunningham, Administrator

SUBJECT: Victims of Violence – Assistance Program

---

**SPECIFIC ACTION REQUESTED:**

Approve and sign **two originals** of the FY 2013-2014 “Victims of Violence – Assistance Program” Victims of Crime Act (VOCA) Grant Agreement Amendment 1.

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

Please place the FY 2013-2014 “Victims of Violence – Assistance Program” Victims of Crime Act (VOCA) Grant Agreement Amendment 1 on the August 6, 2014 Board Meeting agenda for approval and required signatures. This amendment includes revisions to the special provisions in Attachment E. Per the VOCA Program Specialist, the revisions have been made to ensure that “all the language has been changed to reflect the Agreement in plain English.”

**TIME FRAME OF ACTION:**

The grant began on 10/1/2013 and ends on 9/30/14.

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

This amendment does not change the total amount of the original agreement, \$59,209.

**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)

No changes

**NEW OR RENEWAL:**

Renewal - Amendment

**CONTACT PERSON WITH PHONE NUMBER:**

Kristine D. Cunningham, (269) 383-8965

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** August 5, 2014

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Sheriff Richard C. Fuller, III

**SUBJECT:** Marine Grant Acceptance

---

**SPECIFIC ACTION REQUESTED:**

Approval to accept the 2014 Marine Grant

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

The grant for 2014 is \$21,100 to be used for marine patrol and related expenses

**TIME FRAME OF ACTION:**

January 1, 2014 to September 30, 2014

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

DNR Grant

**PERSONNEL IF REQUIRED:**

Seasonal employees are hired for Marine Patrol

**NEW OR RENEWAL OR AMENDMENT:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**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:**

Sheriff Richard C. Fuller, III 385-6173

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF: August 6, 2014**

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Sheriff Richard Fuller III

**SUBJECT:** Elimination/Creation

**SPECIFIC ACTION REQUESTED:**

KCSO Administration requests Board approval to eliminate a 1.0 FTE Account Clerk II position; and to create a 1.0 FTE Financial Administrator position.

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

With this action, KCSO is requesting the elimination of 1.0 FTE position and the corresponding creation of 1.0 FTE position in the general fund. This action is related to the goal of maintaining current and accurate records for KCSO and ensuring compliance with Generally Accepted Accounting Principles (GAAP).

**TIME FRAME OF ACTION:**

After Board Approval the position may be hired.

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

County general funds are required as a result of this request.

**PERSONNEL IF REQUIRED:**

**Eliminate:**

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
101-301-704.29	Account Clerk II #10446-003	F16a	1.0	\$17.74-\$21.58/hr	8/06/2014

**Create:**

<u>Account#</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
101-301-704.00	Financial Administrator #TBD	K11	1.0	\$26.55-\$35.84/hr	8/06/2014

**NEW OR RENEWAL OR AMENDMENT:**

New

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

There is no procurement associated with this request.

**CONTACT PERSON WITH PHONE NUMBER:**

There are no issues or concerns. If you have any questions regarding this information, please contact Sheriff Richard Fuller III, at (269) 385-6175 or at [RCFULL@kalcounty.com](mailto:RCFULL@kalcounty.com)

Q.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** August 6, 2014

**DEPARTMENT:** Administration

**PREPARED BY:** John Faul, [jmfaul@kalcounty.com](mailto:jmfaul@kalcounty.com), 383-8908

**SUBJECT:** Gull Road Court Facility Project, Michigan Department of Transportation Right of Way Permit

**SPECIFIC ACTION REQUESTED:**

Approve a Performance Resolution for Governmental Agencies for purposes of receiving a State Highway Right of Way use permit from the Michigan Department of Transportation necessary because of the construction of the Gull Road Court Facility Project.

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

Approve a Performance Resolution for Governmental Agencies in lieu of issuing a performance bond. No cost.

**TIME FRAME OF ACTION:** Immediate

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):** No cost

**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) No additional personnel

**NEW OR RENEWAL:** 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:** John Faul (383-8908), [fauljm@kalcounty.com](mailto:fauljm@kalcounty.com)



Kalamazoo County Transportation Authority  
530 N. Rose Street Kalamazoo, MI 49007  
269-337-8087 | www.kalcountytransit.com

R.

Date: Updated July 21, 2014  
To: Kalamazoo County Board of Commissioners  
From: Sean P. McBride, Executive Director  
Subject: Articles of Incorporation for the Central County Transportation Authority

### Background

Since the KCTA was operational in 2006, the City of Kalamazoo, Kalamazoo County, Kalamazoo Transportation Authority Board and KCTA have been working collaboratively on achieving an integrated, county-wide public transit system. In 2012, a Transitional Leadership Team was formed to provide guidance on the process and steps to achieve a county-wide transit system. The membership of the Transitional Leadership Team is attached. In the summer of 2013, a detailed plan for transferring the system from the City of Kalamazoo to the Kalamazoo County Transportation Authority with a target date of October 1, 2015, was endorsed by the participating jurisdictions/organizations on the Transitional Leadership Team. A resolution endorsing the process was approved by the County Board of Commissioners on August 6, 2013.

A key step in transitioning the system is the creation of the new/urban transit authority. The new/urban authority is proposed to be called the Central County Transportation Authority (CCTA). The targeted timeline for creation of the CCTA is as follows:

- **April, May & June 2014** - Meetings with key decision-makers in potentially impacted jurisdictions. Jurisdictions potentially within the boundaries of the CCTA include City of Kalamazoo, City of Portage, City of Parchment, Comstock Township, Kalamazoo Township, Oshtemo Township, Pavilion Township and Texas Township.
- **June, 2014** - Recommendation by the Public Transportation Transitional Leadership Team and the KCTA on the Articles of Incorporation for the CCTA, which will include boundaries and board appointment structure.
- **July, August 2014** - County Board of Commissioners considers approval of Articles of Incorporation.
- **August, September, 2014** - Board of Commissioners appoint board members for the CCTA.
- **September, 2014** - CCTA meets and appoints officers, adopts bylaws and authorizes 30-day opt-out notice to all cities, villages and townships within the district.
- **October, 2014** - During the 30-day opt-out period cities, villages and township governing bodies can take action to opt-out of the CCTA in total or opt-out by precinct.
- **By March, 2015** - CCTA will take action to request a millage election to fund the local match for urban line-haul bus service.
- **May, 2015** - Millage election
- **October, 2015** - Transfer operation, assets and liabilities of public transit system from the City of Kalamazoo to the KCTA/CCTA.

In order to meet the May 2015 millage election date as well as the proposed transfer date of October 1, 2015, it is important that minimal slippage of the timeline occur.

**Process for Creating the Central County Transportation Authority**

The process for creating has involved many meetings focused on the drafting of Articles of Incorporation. A list of meetings is included below. The Articles of Incorporation will address key issues such as board structure, board appointments/removal, authority boundaries and the process for amending the Articles.

<b>Date</b>	<b>Group</b>	<b>Notes</b>
March 14	Transitional Leadership Team	Discuss Process to Determine Boundaries of new Authority
March 26	Attorney Meeting	Meeting with all Attorney's that may be included in the new Authority
April 11	Transitional Leadership Team	Discuss Draft Articles of Incorporation
April 14	Kalamazoo Township Board	Discuss Authority Boundaries
April 14	Small Group of Kalamazoo County Board of Commissioners	Discuss Draft Articles of Incorporation
April 15	Pavilion Township Supervisor	Discuss Authority Boundaries
April 17	Small Group of Kalamazoo County Board of Commissioners	Discuss Draft Articles of Incorporation
April 21	Clerk and Treasurer Meeting	Meeting with Clerks and Treasurers that may be included in the new Authority
April 22	Oshtemo Township Board	Discuss Authority Boundaries
May 2	Transitional Leadership Team	Discuss Draft Articles of Incorporation
May 5	City of Kalamazoo Commission	Discuss Draft Articles of Incorporation
May 6	City of Portage	Discuss Authority Boundaries
May 12	Pavilion Township Board	Discuss Authority Boundaries
May 13	Oshtemo Township Board	Discuss Authority Boundaries
May 19	Comstock Township Board	Discuss Authority Boundaries
June 9	Texas Township	Discuss Authority Boundaries
June 16	City of Parchment	Discuss Authority Boundaries
June 18	Comstock Township	Discuss Authority Boundaries
June 20	Transitional Leadership Team	Recommend Articles of Incorporation
June 23	KCTA	Recommend Articles of Incorporation
July 1	Kalamazoo County Board of Commissioners	Begin Consideration of Articles of Incorporation
August 6	Kalamazoo County Board of Commissioners	Consider Adoption of CCTA Articles of Incorporation

Summary of Feedback from Jurisdictions on Authority Boundaries

**Pavilion Township:**

- Fixed-route bus service provided in Precinct 3 on the northwest quadrant of the township and precinct.
- Township Board has communicated through Supervisor Pat White to KCTA Chairperson Teeter that the Township does not want Precinct 3 included in the new/urban Authority. The initial indication from Supervisor White was that there was support, however that changed in early June.

**Kalamazoo Township:**

- At the meeting of April 28, 2014, Resolution unanimously adopted to include all of Kalamazoo Township within the boundaries of the Authority.

**City of Kalamazoo:**

- No formal action but indication from Transitional Leadership Team members to include all of City of Kalamazoo.
- Currently, all of and only the City of Kalamazoo is included within the Kalamazoo Transportation Authority, which levies a 0.6 mils for public transit.

**City of Portage:**

- At a special meeting of the City Council no formal action or direction was provided. Based on discussion, it was inferred that all of the City of Portage be included with the new/urban authority.
- The City Council requested that a public meeting be conducted in Portage once the Articles of Incorporation have been adopted by the County Board of Commissioners and with plenty of time prior to the conclusion of the 30-day opt out period.

**Oshtemo Township:**

- No formal action was provided by the Board but the following direction was provided through informal polling of the Board members at their May 13, 2014 meeting. The results of the polling included the following:
  - 7-0 to include precincts 4, 5, 6, 8
  - 6-1 to include precinct 7
  - 4-3 to include precincts 3, 9
  - 4-3 to not include precinct 1, 2, 10
- The Township Board is seeking citizen input on the inclusion of the certain new authority. A mailing is being sent to township residents requesting that they complete a survey to provide feedback. Once the survey results are compiled a discussion will be held at a future meeting of the Township Board.

**City of Parchment:**

- No formal direction provided at the meeting of June 16, 2014. It was discussed that the Board would consider their position at a future meeting and direction will be provided at that time.

### **Texas Township:**

- No formal direction provided at the meeting of June 9, 2014.
- Since the meeting of June 9, 2014, a meeting to discuss options for moving forward occurred with the Township Clerk, Treasurer and Superintendent and KCTA Chair and Executive Director. It was emphasized by both parties of the importance of Route #11 – Stadium Drive on serving Kalamazoo Valley Committee College in Texas Township Precinct #3. The group discussed the possibility of having some public input sessions in Precinct #3 prior to the opt-out period expiring. It was discussed that they would consider this possibility at a future meeting of the Township Board and direction will be provided at that time.

### **Comstock Township:**

- The Township Board at a Special Meeting voted 6-1 to include the entire township within the boundaries of the new Authority.

### *Proposed Governance Structure*

The governance structure was a key component that was carefully considered by the Transitional Leadership Team. The key consideration was the size and appointment process for the CCTA. In the review of the issue, the Team considered the governance structure of other successful transit agencies in the State of Michigan and in particular The Rapid in Grand Rapids and the Capital Area Transportation Authority (CATA) in Lansing. In the recommended Articles of Incorporation, the following is included regarding Board appointments:

- 11 member Board of Directors
- Jurisdictional representation of the 11 members from the following:
  - 3 City of Kalamazoo members
  - 2 City of Portage members
  - 1 Kalamazoo Township members
  - 1 Oshtemo Township members
  - 1 Comstock Township members
  - 3 County members: 2 to represent rural areas and 1 urban area
- The jurisdictions referenced will recommend the individual to be appointed to the Authority Board and the County Board of Commissioners will be the body responsible for making the appointment.

### **Recommendations on the Articles of Incorporation**

#### *Transitional Leadership Team Recommendation*

The Transitional Leadership Team met on June 20, 2014, to consider a recommendation to the County Board of Commissioners. At the meeting the team adopted a unanimous recommendation on the Articles of Incorporation, including the boundaries. The Articles of Incorporation recommended by the Transitional Leadership Team are attached and include a listing and map of the recommended Authority boundaries.

The recommended boundaries include:

- All of the cities of Kalamazoo, Portage and Parchment
- All of the townships of Kalamazoo, Oshtemo and Comstock
- Texas Township, Precinct 3
- Pavilion Township, Precinct 3

The rationale for this approach, as discussed by the Transitional Leadership Team, was to give local jurisdictions the strongest possible voice in establishing the boundaries. Since some jurisdictions wanted more time for citizen consultation, this approach allows them to carry out consultations prior to the 30 day “opt out” period – which will likely begin in October of 2014. Since there is no provision for “opting in,” the Transitional Leadership Team recommended broader boundaries to allow jurisdictions to have sufficient time to consider the issues.

KCTA Recommendation

At the KCTA Board meeting held on June 23, 2014, recommended to the County Board of Commissioners the Articles of Incorporation, with boundaries, as recommended by the Transitional Leadership Team. The motion passed unanimously.

Attachment:

1. Listing of Transitional Leadership Team Members
2. Recommended Articles of Incorporation for the Central County Transportation Authority, including Exhibit A – Precinct List and Map

c: Peter Battani, Kalamazoo County Administrator

KCTA/ExecDir/Memos/2014Draft Art.of Inc.Central Cnty

## **Transition Leadership Team Members**

as of 06/24/14

Tim Fallon, Facilitator

David Anderson, Vice-Mayor, City of Kalamazoo

David Buskirk, Vice-Chair, Kalamazoo County Commissioner

Bob Cinabro, Commissioner, City of Kalamazoo

Libby Heiny-Cogswell, Supervisor, Oshtemo Township

John Gisler, Board Member, KCTA

David Maturen, Chair, Kalamazoo County Commissioner

Garrylee McCormick, Chair, KTAB

Ann Nieuwenhuis, Supervisor, Comstock Township

Ron Reid, Supervisor, Kalamazoo Township

Greg Rosine, Vice Chair, KCTA

Linda Teeter, Chair, KCTA

Terry Urban, Councilman, City of Portage

Peter Battani, Administrator, Kalamazoo County

Sean McBride, Executive Director, KCTA

Patsy Moore, Deputy City Manager, City of Kalamazoo

Jim Ritsema, City Manager, City of Kalamazoo

Laurence Shaffer, Acting City Manager, City of Portage

Jonathan Start, Executive Director, KATS

### **Former Members**

Ken Collard, Former City Manager, City of Kalamazoo

Maurice Evans, Former City Manager, City of Portage

Hannah McKinney, Former Vice Mayor, City of Kalamazoo

William Schomisch, Former Director, Metro Transit

## Articles of Incorporation

### Central County Transportation Authority ("Authority")

Section 1. Background. Kalamazoo County ("County") is the incorporator of this public transportation authority under Act 196 (the Public Transportation Authority Act, P.A. 196 of 1986, as amended). The County anticipates that the City of Kalamazoo's Metro Transit public transportation system will be transferred by the City of Kalamazoo ("City") to either the Authority or to the existing county-wide Act 196 authority, the Kalamazoo County Transportation Authority ("KCTA").

Section 2. Geographic Boundary. The Authority's geographic boundary is described in Exhibit A. A tax levied under Act 196 applies to all taxable property within that boundary. For purposes of a tax, that boundary remains fixed for the duration of the tax. Changes to that boundary or to precinct lines that may occur during the term of a tax do not affect the tax's geographic scope. Those changes would apply only to a new tax approved after the changes are made.

Section 3. Purposes. The Authority is formed for these purposes:

- a. To provide public transportation services to the extent authorized by Act 196; and
- b. To succeed to (or assist KCTA in succeeding to) the assets and liabilities of the public transportation system described above, upon terms to be agreed between the City, County, KCTA, and the Authority.

Section 4. Powers. The Authority has all powers available under Act 196.

Section 5. Board.

- a. Number; Initial Meeting. The Authority is governed by a board of 11 directors. The board must promptly hold an initial meeting to appoint officers, adopt bylaws, and take any other action the board deems advisable.
- b. Appointment. The County appoints each of the directors. If the County receives a recommendation before the County makes the appointment, then the County will give great weight to that recommendation and may disregard that recommendation only for good cause. Recommendations may be made as follows:

Number	Recommendation by:
3	City of Kalamazoo
2	City of Portage
1	Comstock Township
1	Kalamazoo Township
1	Oshtemo Township

**Number**                      **Recommendation by:**

3                      County; 2 to be representative of rural County areas; 1 to be representative of urban County areas

c.     Definitions. For purposes of this section, "rural" means an area outside the Authority's district and "urban" means an area inside the Authority's district.

d.     Term. The County will appoint the initial board of directors promptly after the articles are filed. Each director serves a three-year term, except that the terms for the initial board of directors will be staggered as follows:

3 directors:	1-year terms
4 directors:	2-year terms
4 directors:	3-year terms

e.     Voting. Each director has one vote. Board decisions require the approval of a majority of the directors who attend a meeting that has a quorum. A meeting has a quorum if more than half of the directors in office attend in person. A director may participate in a meeting by telephone, but that director does not count toward a quorum and has no right to vote.

f.     Compensation of Directors. Directors serve without compensation.

g.     Removal. The County may remove a director for cause or upon the recommendation of the local unit that had previously recommended that the director be appointed. The County must give great weight to a local unit's recommendation to remove a director and may decline to follow that recommendation only for good reason. "Cause" includes conviction of a felony, gross dereliction of duty, a violation of the Authority's bylaws (such as requirements for attendance), and any other action by a director that the County believes would harm either the County's or the Authority's reputation if that person continued to serve as a director.

h.     Resignation. A director may resign from office at any time, to be effective upon the Authority's receipt of written notice of resignation unless the resignation notice states a later time.

i.     Vacancies. Vacancies may be filled using the same process used for appointment.

Section 6.     Bylaws. Promptly after the Authority is formed, the board must adopt bylaws regarding the Authority's internal governance.

Section 7.     Audits, Budgets, and Appropriations. The Authority must provide for audits, budgets, and appropriations as Act 196 requires.

Section 8. Adding Authority Members. All or part of a local unit (defined below) may become a member of the Authority as Act 196 permits.

Section 9. Withdrawal and Release. All or part of a local unit may withdraw or be released from the Authority as Act 196 permits.

Section 10. Amendment. Only the County may amend these articles, and only in accordance with this section. An amendment is effective when it is filed and published in the same manner that Act 196 requires for adoption of articles.

a. Amendments Expanding the District Boundary. If the County adopts an amendment that expands Exhibit A's geographic boundary, the Authority must promptly send notice of that expansion to the local unit in which the additional area is located. The County must remove that additional area if that local unit gives notice of removal to the County and the Authority within 30 days after receiving the Authority's notice.

b. Pre-Expansion Consultation. Before the County adopts an amendment that expands Exhibit A's geographic boundary, the County must give the Authority (i) an opportunity to meet with each affected local unit to discuss the impact of expanding the Authority's boundary; and (ii) an opportunity to make a recommendation to the County concerning that proposed expansion.

c. Amendments Changing Board Size. The County may not amend these articles to eliminate a director position without the prior written consent of the local unit that has the right under section 5 to recommend an appointment for that director position.

Section 11. Effective Date. Within 30 days after the articles are signed, the Kalamazoo County Clerk must publish these articles at least once in the Kalamazoo Gazette, file these articles with the Michigan Secretary of State and the Director of Michigan's Department of Transportation, and retain a filed copy in the Kalamazoo County Clerk's office. These articles become effective immediately upon this filing and publication.

Section 12. Annual Report. The Authority must give an annual report to the County on its operations and condition.

Section 13. Interpretation.

a. References to actions required or permitted by law mean the law in effect at the time the action is considered. References to a "local unit" mean a city, township or village.

b. The unenforceability of a term in these articles does not affect the enforceability of any other term in these articles.

c. Terms not otherwise defined in these articles have the meanings given them in Act 196.

d. Each term is enforceable only to the extent that the law allows.

These articles were adopted by Kalamazoo County at a meeting held on the \_\_\_\_\_  
day of \_\_\_\_\_, 2014.

Date: \_\_\_\_\_, 2014

Kalamazoo County Clerk

Attached  
Exhibit A (geographic boundary of Authority)

Exhibit A:  
Precinct List

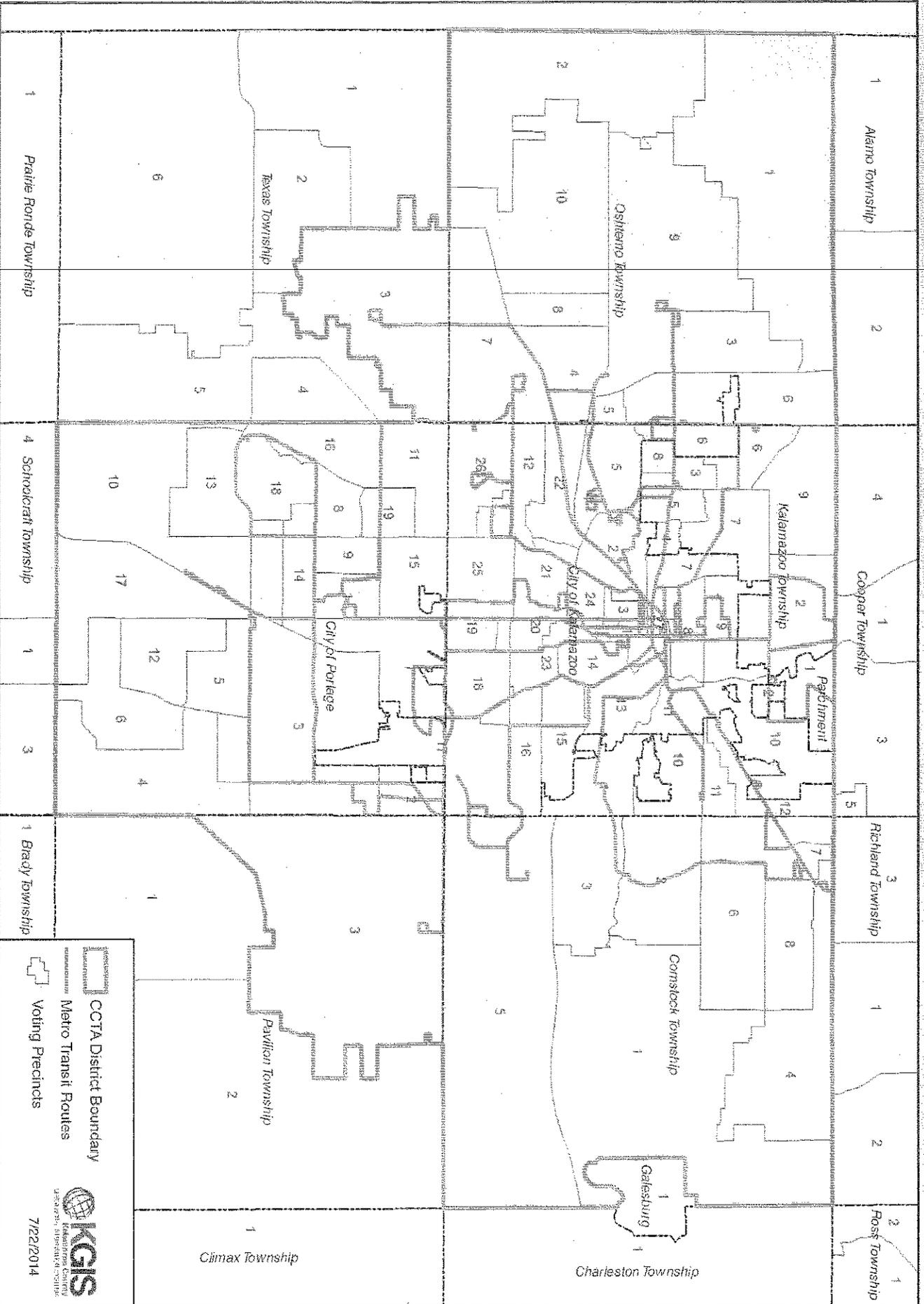
as of 07/16/14

This is a list of all voting precincts that are in the boundaries of the recommended new Authority.

City of Kalamazoo #01  
City of Kalamazoo #02  
City of Kalamazoo #03  
City of Kalamazoo #04  
City of Kalamazoo #05  
City of Kalamazoo #06  
City of Kalamazoo #07  
City of Kalamazoo #08  
City of Kalamazoo #09  
City of Kalamazoo #10  
City of Kalamazoo #11  
City of Kalamazoo #12  
City of Kalamazoo #13  
City of Kalamazoo #14  
City of Kalamazoo #15  
City of Kalamazoo #16  
City of Kalamazoo #17  
City of Kalamazoo #18  
City of Kalamazoo #19  
City of Kalamazoo #20  
City of Kalamazoo #21  
City of Kalamazoo #22  
City of Kalamazoo #23  
City of Kalamazoo #24  
City of Kalamazoo #25  
City of Kalamazoo #26  
City of Kalamazoo #27  
City of Parchment #01  
City of Portage #01  
City of Portage #02  
City of Portage #03  
City of Portage #04  
City of Portage #05  
City of Portage #06  
City of Portage #07  
City of Portage #08  
City of Portage #09  
City of Portage #10  
City of Portage #11  
City of Portage #12  
City of Portage #11  
City of Portage #12  
City of Portage #13  
City of Portage #14  
City of Portage #15

City of Portage #16  
City of Portage #17  
City of Portage #18  
City of Portage #19  
Comstock Township #01  
Comstock Township #02  
Comstock Township #03  
Comstock Township #04  
Comstock Township #05  
Comstock Township #06  
Comstock Township #07  
Comstock Township #08  
Kalamazoo Township #01  
Kalamazoo Township #02  
Kalamazoo Township #03  
Kalamazoo Township #04  
Kalamazoo Township #05  
Kalamazoo Township #06  
Kalamazoo Township #07  
Kalamazoo Township #08  
Kalamazoo Township #09  
Kalamazoo Township #10  
Kalamazoo Township #11  
Kalamazoo Township #12  
Oshtemo Township #01  
Oshtemo Township #02  
Oshtemo Township #03  
Oshtemo Township #04  
Oshtemo Township #05  
Oshtemo Township #06  
Oshtemo Township #07  
Oshtemo Township #08  
Oshtemo Township #09  
Oshtemo Township #10  
Pavilion Township #03  
Texas Township #03

# Boundaries of Central County Transit Authority District *With Transit Routes and Voting Precincts*



**CCTA District Boundary**
  
**Metro Transit Routes**
  
**Voting Precincts**

**KGIS**
  
 Kalamazoo-Gate County Information Systems

7/22/2014

### 3.06 Hiring & Wage Approval

A hiring decision of a Department Head or Court Administrator must be communicated to the Human Resources Department.

The wage rate to be offered to a new or transferred employee must be discussed with the Human Resources Department. All new employees are to be hired at the minimum starting rate of the appropriate band. If specifically applicable prior experience is demonstrated by a new employee, he/she may be hired up to the "€D" step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director. A starting rate above the "€D" step must be approved by the Board of Commissioners. Wage rates for transferred employees are covered by Policy 4.06.

#### 4.08 Competitive Adjustments

##### A. COMPETITIVE ADJUSTMENT AUTHORIZATION

If an Elected Official, Court Administrator or Department Head has been unable to fill a vacant position, due to salary, for a minimum period of 60 days, they may request that Human Resources complete a market competitive analysis. Based on the analysis, the County Administrator may authorize a Competitive Adjustment, not to exceed a three year period to assist in the recruiting process.

---

### **Circuit Court/Board of Commissioners Temporary Agreement**

The 9<sup>th</sup> Circuit Court anticipates reorganization of some of its operations in order to be more efficient. The Court would like an exception to policy, on a temporary basis, to accomplish its goals. Administration supports the Court in its desire for exception, because we agree with the Court that it will lead to more efficient operations. As such, we are recommending a change to policy for the Court to allow submission of revised Position Descriptions (PDs) without sending preliminary review to the Hay Group to determine substantive changes or reclassification of position.

---

All PDs within the Circuit Court structure may be revised for more accurate reflection of duties without being subject to Hay Group review. Duties must be consistent with pay band expectations. These PDs will become the formal PD for the noted position.

If there is a question as to pay band expectations, the position will be referred to the County Administrator for determination.

Job Title changes are still required to be formally approved according to current practice.

Formal practices and procedures will be defined in coordination with County Administration and Circuit Court Administration.

In exchange for this exception, the Court has agreed and affirmed that it will live within its budgetary limitations as assigned by the Board of Commissioners.

Action from the Board is being requested as this is an exception to policy on a temporary basis. This agreement will be active until June 30, 2015, at which time we will revert to existing policy.