

The seal of Culberrathoo County Government is a semi-circular emblem with a textured, stippled background. It features a central illustration of a forest with several tall, thin trees. The words "CULBERRATHOO COUNTY GOVERNMENT" are written in a curved path along the top edge of the seal. Overlaid on the seal is the text "Board of Commissioners' Meeting" in a large, bold, black sans-serif font.

**Board of  
Commissioners'  
Meeting**

**November 19, 2013**

**NOTICE AND AGENDA FOR  
NOVEMBER 19, 2013 MEETING  
OF THE  
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, November 19, 2013, at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

- A.      Southwest Michigan First Presentation

**CONSENT AGENDA**

Circuit Court

- B.      Request for Approval of Grant Agreement with the State Court Administrative Office for the Men's Drug Treatment Court Program
- C.      Request for Approval of Grant Agreement with the State Court Administrative Office for the Family Dependency Treatment Court Program
- D.      Request for Approval of Grant Agreement with Edward Byrne Memorial Justice Assistance (JAG) for the Men's Drug Treatment Court Program
- E.      Request for Approval of Grant Agreement with Edward Byrne Memorial Justice Assistance (JAG) for the Women's Drug Treatment Court Program
- F.      Request for Approval of Grant Agreement with State Court Administrative Office for the Swift and Sure Sanctions Probation Program
- G.      Request for Approval of a Contract with Redwood Toxicology for the Men's, Women's, Family Dependency Drug Treatment Court Programs

Drain Commissioners

- H.      Request for Approval of Resolution Authorizing the Stormwater, Asset Management, and Wastewater (SAW) Grant Agreement

Health & Community Services

- I.      Request for Approval of Multiple FY 2014-2016 Master Agreement & Business Associate Agreements with Various Providers of Service
- J.      Request for Approval of Physician Participation Agreement with Priority Health
- K.      Request for Approval of a Grant Agreement with Michigan Department of Agriculture & Rural Development (MDARD) for the Clean Sweep Program
- L.      Request for Approval of Temporary Dentist Employment Agreement with Jason Michael Corradini, DDS

- M. Request for Approval of Service Agreement & Business Associate Agreement with Friendship Village of Kalamazoo, Senior Living Community
- N. Request for Approval of Amendment to the Healthy Babies Healthy Start (HBHS) Agreement with Kothari Consulting
- O. Request for Approval of Creation of a Position (Grant Funded)

Human Resources

- P. Request for Approval of an Agreement with CMI-York for Workers Compensation Third Party Administrator

Michigan Works!

- Q. Request for Approval of Appointments to the Workforce Development Board

Parks & Expo Center

- R. Request for Approval of Temporary Increase of Fair Coordinator Position

Purchasing

- S. Request for Approval of Contract Extension for Office Supplies with Zemlick Office Products
- T. Request for Approval of Contract Extension for Dry Cleaning & Laundry Services, Uniforms with Portage Cleaners & Laundry

Sheriff

- U. Request for Approval of an Agreement with Charter Township of Kalamazoo Appointing Officers as Deputy Sheriffs
- V. Request for Approval of a Maintenance Agreement with SECANT Technologies
- W. Request for Approval of Creation of Civilian Dispatch Positions (General Fund)
- X. Request for Approval of 2013-2014 Snowmobile Enforcement Grant Agreement with the Michigan Department of Natural Resources (MDNR)

Board of Commissioners

- Y. Request for Approval of Transfers and Disbursements
- Z. Request for Approval of Appointment to the Michigan Department of Human Services Board

**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

NOVEMBER 13, 2013

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

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 19, 2013**

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

**PREPARED BY: Ann Filkins**

**SUBJECT: Men's Drug Treatment Court Program Grant Acceptance**

**SPECIFIC ACTION REQUESTED:**

Permission to accept Michigan Drug Court Grant Funds for the Men's Drug Treatment Court Program.

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

Amount of award = \$55,000 the Men's Drug Treatment Court Program. These grant funds will be used for Salaries/Fringe and treatment expenses for the Men's Drug Treatment Court Program.

**TIME FRAME OF ACTION:**

October 1, 2013 – September 30, 2014

**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)

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Ann Filkins 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 19, 2013**

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

**PREPARED BY: Ann Filkins**

**SUBJECT: Family Dependency Treatment Court Program Grant Acceptance**

**SPECIFIC ACTION REQUESTED:**

Permission to accept Michigan Drug Court Grant Funds for the Family Dependency Treatment Court Program.

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

Amount of award = \$80,000 the Family Dependency Treatment Court Program. These grant funds will be used for Salaries/Fringe and treatment expenses for the FDTC.

**TIME FRAME OF ACTION:**

October 1, 2013 – September 30, 2014

**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)

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Ann Filkins 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 19, 2013**

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

**PREPARED BY: Ann Filkins**

**SUBJECT: Men's Drug Treatment Court Program Grant Acceptance**

**SPECIFIC ACTION REQUESTED:**

Permission to accept Edward Byrne Memorial Justice Assistance (Byrne/JAG) Grant for the Men's Drug Treatment Court Program.

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

Amount of award = \$145,000 for the Men's Drug Treatment Court Program. These grant funds will be used for Salaries/Fringe and treatment expenses for the MDTC.

**TIME FRAME OF ACTION:**

October 1, 2013 – September 30, 2014

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

Federal

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Ann Filkins 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 19, 2013

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

**PREPARED BY:** Ann Filkins

**SUBJECT:** Women's Drug Treatment Court Program Grant Acceptance

**SPECIFIC ACTION REQUESTED:**

Permission to accept Edward Byrne Memorial Justice Assistance (Byrne/JAG) Grant for the Women's Drug Treatment Court Program.

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

Amount of award = \$140,000 for the Women's Drug Treatment Court Program. These grant funds will be used for Salaries/Fringe and treatment expenses for the WDTC.

**TIME FRAME OF ACTION:**

October 1, 2013 – September 30, 2014

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

Federal

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Ann Filkins 383-6469

F.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 19, 2013

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

**PREPARED BY:** Ann Filkins

**SUBJECT:** Swift and Sure Sanctions Program Grant Acceptance

**SPECIFIC ACTION REQUESTED:**

Permission to accept a grant for the Swift and Sure Sanctions Probation Program

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

The Swift and Sure Sanctions Probation Program (SSSPP) is an intensive supervision probation program focusing on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. SSSPP is modeled after Hawaii's Honest Opportunity Probation with Enforcement (HOPE) program. The primary goal of SSSPP is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations. Probationers are informed during an initial hearing of the terms of their probation and of the consequences for violating those terms. Thereafter, they are to be closely monitored and sanctioned for every probation violation within 72 hours after the violation is reported to the court.

Amount of award = \$292,000. (\$7,000 of total grant award held in reserve for evaluation and \$108,547 of total grand award held in reserve for MDOC personnel)

**TIME FRAME OF ACTION:**

October 1, 2013 – September 30, 2014

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

State – Administered by the State Court Administrative Office

**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:**

Ann Filkins 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 19, 2013

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

**PREPARED BY:** Ann Filkins

**SUBJECT:** Approval of Contract with Redwood Toxicology

**SPECIFIC ACTION REQUESTED:**

Permission to enter into a contractual relationship with Redwood Toxicology.

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

Redwood Toxicology performs all of laboratory drug testing for the 9<sup>th</sup> Circuit Court Men's, Women's, Family Dependency Drug Treatment Court Programs as well as the Swift and Sure Sanctions Program. Costs for testing are attached. The monthly amount varies, depending upon the number of drug tests completed.

**TIME FRAME OF ACTION:**

11/8/13 – 11/7/15

**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:**

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 383-6469



Kalamazoo County

# Health & Community Services

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

**DATE:** November 19, 2013

**TO:** County Board of Commissioners

**FROM:** Linda Vail, Director/Health Officer

**RE:** ITEMS FOR YOUR CONSIDERATION

**A. APPROVAL OF FISCAL YEARS 2014-2016 MASTER AGREEMENT AND BUSINESS ASSOCIATE AGREEMENTS BETWEEN PROVIDERS OF SERVICES TO OLDER ADULTS AND THE KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES DEPARTMENT/AREA AGENCY ON AGING IIIA**

**ACTION REQUESTED**

HCS Administration requests Board approval of the business associate agreements and the master agreement covering Fiscal Years 2014-2016 for the provision of services to older adults in Kalamazoo County; with funding indicated for the Fiscal Year 2014:

<b>Counseling at Home</b>	
Caregiver Counseling	\$7,035
<b>Advocacy Services for Kids</b>	
Caregiver Education, Support & Training	\$3,931
<b>Covenant Senior Day Program</b>	
Adult Day Services	\$60,504
Transportation	\$6,996
USDA	\$1,653
<b>Ecumenical Senior Center</b>	
Senior Center Staffing	\$4,093
Transportation	\$2,000
<b>Legal Aid of Western Michigan</b>	
Legal Services	\$12,045
<b>Senior Services Southwest Michigan</b>	
Senior Center Staffing/Operations	\$3,000
Transportation	\$11,700

Home Injury Control  
Congregate Meals  
Home Delivered Meals

CBOC  
11/19/13  
Page 2  
\$3,000  
\$167,478  
\$317,290

**Total**            \$    600,725

**DESCRIPTION OF SUBJECT**

The services funded through these contractors meet federal and state guidelines to provide a continuum of care in our community for vulnerable older adults that will help them maintain maximum independence and dignity. It is the mission of the HCS/AAA to develop a coordinated, community based system of services to address the needs of older adults and distribute funds from the federal and state government that assist in meeting this mission.

**RELATIONSHIP TO GOALS**

These services meet the goal of strengthening the capacity of individuals and families at risk within the community to take control of their lives and work toward self-sufficiency.

**FUNDING SOURCE**

No County funds are required. Funds are from federal and state grants designated for aging services.

**PERSONNEL**

There are no new personnel associated with this request.

**PROCUREMENT**

There is no procurement associated with this request.

**CONCERNS/ISSUES**

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

**B. APPROVAL TO ENTER INTO A PHYSICIAN PARTICIPATION AGREEMENT WITH PRIORITY HEALTH FOR THE PROVISION OF HEALTH CARE SERVICES**

**ACTION REQUESTED**

HCS Administration requests Board approval to enter into a Physician Participation Agreement with Priority Health for the provision of health care services to members

enrolled in their networks. This Agreement will be effective after the signature and credentialing processes are complete, and will be automatically renewed each year.

### **DESCRIPTION OF SUBJECT**

Priority Health has agreed to include Health and Community Services public health programs in their network of providers. These are public health programs that provide billable clinical services to the public.

### **RELATIONSHIP TO GOALS**

Entering into this agreement increases access for commercially 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 Priority Health members in the HCS public health clinics will be billed per the Physician Participation Agreement.

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

There is no procurement issue associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Ryan Post, Financial Systems Supervisor, at 373-5254 or at [rjpost@kalcounty.com](mailto:rjpost@kalcounty.com).

## **C. APPROVAL OF A GRANT AGREEMENT WITH MICHIGAN DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT FOR THE CLEAN SWEEP PROGRAM FOR COLLECTION AND DISPOSAL OF PESTICIDES AT THE HOUSEHOLD HAZARDOUS WASTE CENTER**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a Grant Agreement between the County and the Michigan Department of Agriculture & Rural Development (MDARD) for the Environmental Assurance Program Clean Sweep Program. This Agreement provides \$9,000 in funding for collection and disposal of agricultural pesticides and mercury at the Household Hazardous Waste Center.

**DESCRIPTION OF SUBJECT**

For FY 2013/14, MDARD will provide funding in the amount of \$9,000 to the County to cover the cost of pesticide and mercury disposal plus related costs for training. The Agreement is effective October 1, 2013 through September 30, 2014. The Agreement is a continuation of the original contract between the County and the Michigan Department of Agriculture, which was approved by the Board of Commissioners on August 20, 1996 and was in effect until September 30, 2006.

**RELATION TO GOALS**

The agreement allows the Household Hazardous Waste Center to collect more hazardous chemicals than previously possible. The HHW Center will be able to serve the agricultural community and assure proper disposal of their pesticides, so that this waste is no longer a threat to the environment. Proper disposal is consistent with the goal to improve the quality and safety of the physical environment, and in particular, protection of groundwater in Kalamazoo County.

**FUNDING SOURCE**

This amendment provides \$9,000 in funding to cover costs associated with proper disposal of collected pesticides, mercury and related promotional activities. Once these funds are expended, the County will collect no additional pesticides until MDARD provides additional funding.

**PERSONNEL**

There are no new personnel associated with this request.

**PROCUREMENT**

There is no procurement associated with this request.

**CONCERNS/ISSUES**

There are no issues or concerns. If you have any questions regarding this information, please contact Deb Cardiff, Director of Environmental Health, at 373-5347, or [dacard@kalcounty.com](mailto:dacard@kalcounty.com).

**D. APPROVAL OF A TEMPORARY DENTIST EMPLOYMENT AGREEMENT  
WITH JASON MICHAEL CORRADINI, DDS**

**ACTION REQUESTED**

HCS Administration requests Board approval for the agreement between Jason Michael Corradini, DDS and the County of Kalamazoo for the position of a Temporary

Dentist. This agreement will begin November 13, 2013 and will automatically renew each following year.

### **DESCRIPTION OF SUBJECT**

Dr. Jason Michael Corradini will be working in the HCS-Dental Clinic one day per week. This temporary dentist will report to the Lead Dentist and will perform the duties of the position as described in the appropriate job description.

### **RELATIONSHIP TO GOALS**

This agreement supports the goal of HCS to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

### **FUNDING SOURCE**

No additional funds are required as a result of this action. Funding for the Dental Clinic is from first, second and third party fees and the general fund. The 2013 adopted budget includes the cost of temporary dentist agreements.

### **PERSONNEL**

Temporary Dentists positions are filled on a contractual basis. Dr. Corradini will be paid \$80.00 per hour and will work up to eight hours per week.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES AND CONCERNS**

There are no issues or concerns. If you have any questions, please contact Lucinda M. Stinson, MPA, Division Manager Health Promotion & Disease Prevention at 373-5012 or [lmstin@kalamazoo.org](mailto:lmstin@kalamazoo.org).

## **E. APPROVAL OF SERVICE AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH FRIENDSHIP VILLAGE OF KALAMAZOO, SENIOR LIVING COMMUNITY**

### **ACTION REQUESTED**

HCS Administration requests Board approval of the Service Agreement and Business Associate Agreement between Health & Community Services (HCS) Dental Clinic and Friendship Village of Kalamazoo, Senior Living Community.

**DESCRIPTION OF SUBJECT**

The HCS Dental Clinic will provide Dental Services to the Residents of Friendship Village of Kalamazoo, Senior Living Community. Services will be provided on site to the residents of Friendship Village of Kalamazoo on a semi-annual basis.

**RELATIONSHIP TO GOALS**

This agreement is related to the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

**FUNDING SOURCE**

Fees for Dental Services will be charged per patient and will be dependent upon the dental procedure that is preformed. Reimbursement for services will be charged to Friendship Village of Kalamazoo, Senior Living Community.

**PERSONNEL**

No new personnel will be needed for this service, only current HCS Dental staff.

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES AND CONCERNS**

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

**F. AMENDMENT (SECTION V. PUBLICATION) TO THE HEALTHY BABIES  
HEALTHY START (HBHS) AGREEMENT WITH KOTHARI CONSULTING  
FOR THE PERIOD OF 6-1-13 TO 5-31-14**

**ACTION REQUESTED**

HCS Administration requests Board approval to amend (as noted in Section V. Publication) the Agreement with Kothari Consulting, for the period of 6-1-13 to 5-31-14. The original agreement was approved on 7-2-2013.

**DESCRIPTION OF SUBJECT**

The Healthy Babies/Healthy Start Program is a five-year grant to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal

deaths. Kothari Consulting completes research in regards to overall HBHS research as well as evaluation of our current grant project. The purpose of the amendment is to provide Catherine L. Kothari access to the final, de-identified analytic datasets that have been produced and delivered to the Healthy Babies Healthy Start (HBHS) project in accordance with the above referenced contract and work plan. HBHS would own these datasets, and Catherine L. Kothari would retain a copy of these datasets for the purpose(s) described below:

- To present study findings at professional conferences and/or
- To publish in an academic journal publication

### **RELATIONSHIP TO GOALS**

HCS has a goal to improve the overall health of the community by reducing preventable deaths. The Healthy Babies/Healthy Start Program works to reduce the fetal and infant deaths in Kalamazoo County.

### **FUNDING SOURCE**

No County funds are required as a result of this request. This agreement is funded through the Federal Healthy Start Grant.

### **PERSONNEL**

Implementation of this request requires no new personnel.

### **PROCUREMENT**

There is no procurement issue associated with this request.

### **CONCERNS/ISSUES**

There are no issues or concerns. If you have questions please contact Deb Lenz, Maternal & Child Health Division Manager at 373-5024 or at [dllenz@kalamazocounty.com](mailto:dllenz@kalamazocounty.com).

## **G. POSITION CREATION IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT/REGION IIIA AREA AGENCY ON AGING (HCS/AAAIIIA)**

### **ACTION REQUESTED**

HCS Administration requests Board approval to create a .2 Administrative Assistant position, effective 11/20/13.

### **DESCRIPTION OF SUBJECT**

The Administrative Assistant for HCS Area Agency on Aging currently works 32 hours per week. This action will bring this position up to 40 hours per week and will assist the agency to better cope with the many requirements that it is obligated to fulfill, which includes increased assistance for Healthy Living programs.

**RELATIONSHIP TO GOALS**

This action will allow the Area Agency on Aging to further accomplish its goal and the goal of HCS to strengthen the capacity of individuals and families at risk within the community to take control of their lives.

**FUNDING SOURCE**

Funding for this position is from federal and state grants, general fund and program income. No additional County general fund assistance is needed for this request.

**PERSONNEL**

Create:

<b>Account #</b>	<b>Position/#</b>	<b>Pay</b>	<b>Grade</b>	<b>FTE</b>	<b>Effective Date</b>
280-131	10373-001	\$16.93	K4	.2	11/20/13

**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 – Older Adult Services, at 373-5153 or [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

**BOARD AGENDA REQUEST**

PROPOSED FOR BOARD MEETING OF: November 19, 2013

DEPARTMENT: Human Resources

PREPARED BY: Dane Turner, Human Resource Director  
Kelly Ball, Assistant Human Resources Director

SUBJECT: **CMI-York - Workers Compensation Third Party Administrator**

DESCRIPTION OF ACTION: We are requesting approval to partner with CMI – York (CMI) for our workers compensation third party administrator (TPA). We are requesting the agreement be in place for three years beginning January 1, 2014 and ending December 31, 2016.

Kalamazoo County completed an RFP process for its TPA services as part of the due diligence process. We received six responses to our RFP, from which two finalists were chosen for presentations to Human Resources (HR). Eagle Claims Management and CMI provided an in-depth presentation during the week of October 14, 2013. Both finalist TPA firms provided three year proposals which did not differ appreciably in respect to the fee charged for their services. We have been working with Eagle Claims Management out of Grand Rapids and have been satisfied with their services. However, throughout the RFP process it became apparent to us that a partnership with CMI would be more beneficial to the County in controlling workers compensation costs and provide loss control services.

CMI is a TPA out of Howell, Michigan, with over 28 years of experience designing and developing workers' compensation administration solutions for public entity clients in Michigan. They have an experienced team of professionals to serve Kalamazoo County with its workers compensation program. We feel they will be a strong partner with Kalamazoo County to focus on cost containment, assertive claim management and a proactive approach to managing the workers compensation program. As medical costs continue to rise, CMI is able to provide better solutions and results for us such as enhancing our current bill review, PPO and pharmacy program to positively impact our bottom line.

The cost of this partnership is \$20,900 annually for the first two years, and \$22,200 for third year. Services include: first call nurse triage, loss control training, webinars, and automation.

FUNDING SOURCE: Employee Benefit Fund

NEW OR RENEWAL: New, to be effective 1-1-14 through 12-31-16.

ANY OTHER PERTINENT INFORMATION: Staff recommends approval; contract will be reviewed by Corporate Counsel.

CONTACT PERSON AND PHONE NUMBER: Dane Turner, 384-8101, or [djturn@kalcounty.com](mailto:djturn@kalcounty.com); or Kelly Ball, 384-8100, or [coball@kalcounty.com](mailto:coball@kalcounty.com)



A Private-Public Partnership Serving Kalamazoo and St. Joseph Counties  
222 S. Westnedge Avenue, Kalamazoo, Michigan 49007-4628

**DATE:** November 7, 2013  
**TO:** Kalamazoo County Board of Commissioners  
**FROM:** Ben Damerow / Kathy Olsen  
**SUBJECT:** Workforce Development Board Appointments

We are requesting approval of the following new appointments to the Kalamazoo-St. Joseph Workforce Development Board.

<u>Name</u>	<u>Sector</u>	<u>Representing</u>	<u>Replacing</u>
Jim Finan Manager, Economic & Business Development	Private Sector	Indiana Michigan Power a unit of American Electric Power	Barry Visel (retired)
Mark Robinson Community Relations Manager (Alternate for Jim Finan)	Private Sector	Indiana Michigan Power a unit of American Electric Power	

These appointments are to serve on the Workforce Development Board for the remainder of a two-year term that began on January 1, 2012 and ends on December 31, 2013 and for another two-year term beginning on January 1, 2014 through December 31, 2015.

George Norberg  
Mortgage Loan Officer  
(Alternate for Dannie Alexander)

Private Sector PNC Mortgage

This appointment is to serve on the Workforce Development Board as an Alternate Member for Dannie Alexander for the remainder of a two-year term that began on January 1, 2012 and ends on December 31, 2013 and for another two-year term beginning on January 1, 2014 through December 31, 2015.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 19, 2013**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: Temporary Increase from .5FTE to .625FTE for Fair Coordinator Position**

**SPECIFIC ACTION REQUESTED:**

Temporarily increase .5FTE Fair Coordinator Position to .625 FTE

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

The Fair Coordinator Position was created in November of 2012 and we have just completed our first year with the County operating the Kalamazoo County Fair. This position was created as a part time position at .5FTE. The position was funded in the first year through the Accommodation Tax budget. At the conclusion of the 2013 Fair, we identified the need to complete strategic planning and event development for the future Kalamazoo County Fair. We decided to complete the work and planning process internally. This created additional hours in a period we were planning on minimal staff needs and we are exceeding the budget hours.

Request is to approve a temporary increase for budget year 2013 to the position to .625 FTE. The total cost including fringe = \$5,273.84 and will be paid for with excess revenue from the 2013 Kalamazoo County Fair.

**TIME FRAME OF ACTION:**

2013 Budget

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

The additional funds to pay for salary and fringe is \$5,273.84 and will be funded from excess revenue from the 2013 Kalamazoo County Fair.

**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)

Temporarily Increase FTE until December 31, 2013:

.625 FTE Fair Coordinator P8 \$36,712-\$52,124 208-009 Position #10876-001

**NEW OR RENEWAL:**

**ANY OTHER PERTINENT INFORMATION:**

The strategic plan that is developed will be presented to the County Board in early 2014.

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, 383-878 or dmrach@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 19, 2013**

**DEPARTMENT: Finance**

**PREPARED BY: Thomas G. O'Brien, Purchasing Coordinator**

**SUBJECT: Contract Extension for Office Supplies with Zemlick Office Products**

**SPECIFIC ACTION REQUESTED: Request Board approval of a contract extension with Zemlick Office Products to provide office supplies to County departments.**

**DESCRIPTION OF ACTION (dollar amount, purpose): This is the third extension to the contract approved by the Board on 12/15/09. Zemlick Office Products does not propose any changes to their discounts from the original proposal.**

**TIME FRAME OF ACTION: January 1, 2014 through June 30, 2014.**

**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) **None**

**NEW OR RENEWAL: This is a contract renewal.**

**ANY OTHER PERTINENT INFORMATION:**

Contract only extended six months in order to leave open the possibility of participating in a joint bid for office supplies with other local agencies.

**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: Tom O'Brien, 383-8967**

### CONTRACT EXTENSION

Zemlick Office Products is interested in extending the contract for office supplies, under the same terms and conditions of the proposal dated November 3, 2009, as follows:

ITEM	2013 DISCOUNTS	PROPOSED 2014 DISCOUNTS
Office supplies	70%	70%
Furniture	70%	70%
Printer/toner cartridges	70%	70%
Office electronics	70%	70%
Paper products	70%	70%
I.T. supplies	70%	70%

Prices will remain in full force and effect from January 1, 2014 through June 30, 2014.



Zemlick Office Products, authorized signature

10/28/2013

Date

RECEIVED

OCT 23 2013

KALAMAZOO COUNTY  
PURCHASING

T.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 19, 2013**

**DEPARTMENT: Office of Finance – Purchasing**

**PREPARED BY: Thomas G. O'Brien**

**SUBJECT: Contract Extension for Dry Cleaning and Laundry Services, Uniforms**

**SPECIFIC ACTION REQUESTED:**

Request Board Approval of a contract extension with Portage Cleaners & Laundry for Dry Cleaning and Laundry Service, Uniforms for the requirements of the Sheriff's department and Animal Services & Enforcement.

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

Extend a fixed price contract (for 44 line items) for a period of one year to Portage Cleaners & Laundry. The estimated Grand Weekly Total of this fixed price contract is \$3,054.75.

**Contract award dollar amount is an estimate based on estimated quantities multiplied by the unit price bid.**

**TIME FRAME OF ACTION: January 1, 2014 to December 31, 2014**

This is the first of four (4) extensions, each for one-year (1) period upon mutual agreement of all parties.

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

**PERSONNEL IF REQUIRED: N/A**

**NEW OR RENEWAL: Renewal.**

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

Jointly bid with City of Kalamazoo and City of Portage with County of Kalamazoo acting as lead agency in 2012. The City of Kalamazoo and the City of Portage will also extend their respective contracts with Portage Cleaners & Laundry.

**CONTACT PERSON WITH PHONE NUMBER:**

**CITY OF KALAMAZOO- INTENT TO RENEW  
Laundry and Dry Cleaning Contract – Public Safety**

RECEIVED

KALAMAZOO COUNTY  
PURCHASING

**BID FORM FOR CONTRACT EXTENSION AWARD**

The undersigned agrees to provide laundry and cleaning services for the City of Kalamazoo in conjunction with a contract extension to the original contract. The term of the contract extension shall begin on or about January 1, 2014 and expire on or about December 31, 2014, depending on date of approval. The contract provides for adjustments and price increases based on the City's needs and increased costs of the contractor. All other terms, requirements and conditions of the original contract, including any addendums, are hereby continued in force and effect during the term of this contract extension.

Item No	Description	Cleaning Method	UoM	Qty	Price EA	Weekly Total
1	All-weather coat (raincoat - zip out lining)	Dry Clean and Press	EA	1	6.00	
2	Blankets (bed)	Launder and Press	EA	5	3.25	
3	Blazer (suit or sport coat & uniform blouse)	Dry Clean and Press	EA	16	4.25	
4	Blazer (suit or sport coat only)	Dry Clean and Press	EA	20	3.25	
5	Blouse (ladies open collar)	Launder and Press	EA	10	2.75	
6	Blouses	Launder and Press	EA	10	2.75	
7	Caps	Dry Clean and Press	EA	4	1.25	
8	Caps (Men's Air Force & Ladies Wave)	Dry Clean and Press	EA	2	1.25	
9	Coveralls	Launder and Press	EA	1	4.95	
10	Dress Shirt	Launder and Press	EA	45	1.65	
11	Dress Shirt - Silk	Dry Clean and Press	EA	18	3.00	
12	Dresses	Launder and Press	EA	4	4.75	
13	Dresses	Dry Clean and Press	EA	9	4.75	
14	Firefighting Coats (Wash Only-do not dry)	Launder and Press	EA	3	5.95	
15	Firefighting Pants (Wash Only-do not dry)	Launder and Press	EA	3	3.95	
16	Golf/Polo shirts	Dry Clean and Press	EA	12	2.10	
17	Jackets	Dry Clean and Press	EA	20	3.70	
18	Jackets, spring	Dry Clean and Press	EA	1	2.95	
19	Jackets, winter	Dry Clean and Press	EA	1	4.75	
20	Ladies Blouse - Silk	Dry Clean and Press	EA	2	2.75	
21	Pillows (less cases)	Launder and Press	EA	5	1.00	
22	Shirt-long/short sleeve w/military press not sewn in	Dry Clean and Press	EA	65	2.90	
23	Shirts with military press not sewn-in	Launder and Press	EA	65	1.65	
24	Shirts, with military press sewn-in	Launder and Press	EA	65	1.65	
25	Shirts, long-sleeved	Dry Clean and Press	EA	80	2.90	
26	Shirts, short-sleeved	Dry Clean and Press	EA	80	2.90	
27	Shirts: Long and Short sleeve - plain	Launder and Press	EA	240	1.65	
28	Shorts	Dry Clean and Press	EA	1	2.25	
29	Skirts	Launder and Press	EA	8	3.75	
30	Sport Coats	Dry Clean and Press	EA	6	3.25	
31	Sweat shirt-type shirts	Dry Clean and Press	EA	5	2.25	
32	Sweaters	Dry Clean and Press	EA	21	2.70	
33	Three (3) piece suit (vest)	Dry Clean and Press	EA	5	6.25	
34	Two (2) Piece Suits	Dry Clean and Press	EA	11	5.50	
35	Ties (clip -- on)	Dry Clean and Press	EA	26	1.25	
36	Ties (four in hand type)	Dry Clean and Press	EA	10	1.25	
37	Top Coats	Dry Clean and Press	EA	6	5.70	
38	Trousers	Dry Clean and Press	EA	225	2.70	
39	Trousers	Launder and Press	EA	100	2.70	
40	Uniform Hats	Launder and Press	EA	5	1.25	
41	Windbreaker (waist length)	Dry Clean and Press	EA	3	2.95	
42	Winter coat (overcoat)	Dry Clean and Press	EA	1	5.70	
43	Winter jacket (3/4 length)	Dry Clean and Press	EA	1	4.50	
44	Winter jacket (waist length)	Dry Clean and Press	EA	11	3.50	

**GRAND WEEKLY TOTAL** \_\_\_\_\_

**Additional Services (No Estimated Quantities)**

<b>Item No</b>	<b>Description</b>		<b>UoM</b>	<b>Price EA</b>	<b>Weekly Total</b>
1	Button Replacement	On clothing other than uniforms	EA	<i>No Change</i>	_____
2	Button Replacement	On uniforms furnished by department	EA	<i>No Change</i>	_____
3	Rainproofing	Extra for waterproofing raincoats	EA	<i>2.75</i>	_____
4	Starching	Extra for starching shirts	EA	<i>No Change</i>	_____

RECEIVED

OCT 20 2013

KALAMAZOO COUNTY  
 PURCHASING

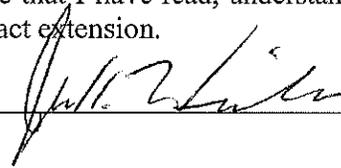
I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Kalamazoo. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Kalamazoo that would tend to destroy or hinder free competition.

The firm's identification information provided will be used by the City for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm please provide a complete explanation on your letterhead and attach to your bid. Please provide for accounts payable purposes:

Tax Identification Number (Federal ID): 38-2018345

Remittance Address: 2015 W. Centre, Portage, MI 49024

I hereby state that I have read, understand and agree to be bound by all terms of the original contract and this bid for contract extension.

SIGNED:  NAME: John Winterburn  
(Type or Print)

TITLE: Owner DATE: 10-24-13

FIRM NAME: Portage Cleaners & Laundry  
(if any)

ADDRESS: 2015 W. Centre Portage MI 49024  
(Street address) (City) (State) (Zip)

PHONE: 269-329-6932 FAX: 269-329-0156

*NEW* EMAIL ADDRESS: ~~jwinterburn@jasnetworks.net~~ john@PORTAGECLEANERS.COM

**AWARD (FOR CITY USE ONLY)**

RECEIVED

OCT 20 2013

KALAMAZOO COUNTY  
PURCHASING

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 3<sup>rd</sup>, 2013

**DEPARTMENT:** Kalamazoo County Sheriff's Office

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

**SUBJECT:** Cooperative Agreement with Kalamazoo Township Police Department

**SPECIFIC ACTION REQUESTED:**

Sign the cooperative agreement with The Kalamazoo Township and its police department regarding the swearing in of select officers.

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

None

**TIME FRAME OF ACTION:**

Immediately upon all parties signing the agreement.

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

None

**PERSONNEL IF REQUIRED:**

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

None

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal.

**ANY OTHER PERTINENT INFORMATION:**

This agreement historically is signed to allow Kalamazoo Township Police Officers the ability to assist the Sheriff's Office and perform duties associated with special units.

**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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 19, 2013**

**DEPARTMENT: Sheriff's Office**

**PREPARED BY: Paul Matyas, Undersheriff**

**SUBJECT: Maintenance Agreement Approval**

**SPECIFIC ACTION REQUESTED:**

Approve the maintenance agreement with SECANT Technologies for coverage on the Docuware program that is the driver of the Sheriff's Office scanning program.

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

\$3,735.00 for service and licenses.

**TIME FRAME OF ACTION:**

9-1-2013 to 8-31-2014

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

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

This agreement is a renewal with Docuware but with a different company. Previous agreement was with Inforamtion Systems in South Bend, IN. SECANT Technologies is located in Oshtemo Twp.

**ANY OTHER PERTINENT INFORMATION:**

This agreement includes the Autoindex and the advanced Recognition modules which are important to retrieval. The Sheriff's Office initiated the scanning project with Docuware to eliminate volumes of files that require archiving. The program has been expanded to two scanners and is run by volunteers. All new inmate files are scanned thus eliminating new storage costs. The long term goal is to have all archived files scanned and eliminate storage costs altogether..

**PROCUREMENT INFORMATION:**

Docuware is a proprietary program and can only be serviced by their designated agents. SECANT is the designated agent for the Kalamazoo area.

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff 385-6176

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: November 19, 2013****DEPARTMENT: Sheriff's Office****PREPARED BY: Paul Matyas, Undersheriff****SUBJECT: 2013-14 Snowmobile Enforcement Grant****SPECIFIC ACTION REQUESTED:**

Accept the 2013-2014 Snowmobile Law Enforcement Grant

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

\$1,900.00 to enforce snowmobile laws on the Kalamazoo County and State trailway system

**TIME FRAME OF ACTION:**

October 1, 2013 to April 30, 2014

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

State of Michigan DNR

**PERSONNEL IF REQUIRED:**

None

**NEW OR RENEWAL OR AMENDMENT:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

The grant covers 85% of the total cost up to \$1,900.00. The remaining 15%, or \$335.00, will be paid from the Sheriff's General Fund.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff 385-6176



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Tina Becker  
**DATE:** November 5, 2013  
**SUBJECT:** Board Action

The Board Appointments Committee recommends the appointment of Madeline "Maddy" Day to the Department of Human Services Board to serve a term effective 11/1/13 to 10/31/16.