

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

**Board of  
Commissioners'  
Meeting**

**January 15, 2013**

**NOTICE AND AGENDA FOR  
JANUARY 15, 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, January 15, 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

**CONSENT AGENDA**

Circuit Court – Juvenile Home

- A.      Request for Approval of Memorandum of Understanding with National Partnership for Juvenile Services

Health & Community Services

- B.      Request for Approval of FY 2013 Long-Term Care Ombudsman Agreement with Region IIIB Area Agency on Aging
- C.      Request for Approval of Head Start Classroom Site Agreement with Equity Partners 1, LLC
- D.      Request for Approval on Food Services Agreement from the USDA Child and Adult Food Program for the 2012-2013 Head Start Program Year
- E.      Request for Approval to Accept Community Service Block Grant (CSBG) Notice of Funds (NFA) #2 from the Michigan Department of Human Services (MDHS)
- F.      Request for Approval of Grant Agreement for FY 2012-2013 for the Michigan Public Service Commission (MSPC) Energy Assistance Program from the Michigan Community Action Agency Association (MCAAA)
- G.      Request for Approval of Contract for the Purchase of Services for Photo Voice Project with Sonya Boothroyd
- H.      Request for Approval of Paid Intern Position in the Community Action Agency (grant funded)
- I.      Request for Approval of Amendment #1 to the 2012-2013 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) with the Michigan Department of Community Health (MDCH)
- J.      Request for Approval of Household Hazardous Waste Amendments with Multiple Townships and Municipalities
- K.      Request for Approval of Amended Sanitary Code

Human Resources

- L. Request for Approval of a Contract with CBC Innovis to complete Employment Credit Checks
- M. Request for Approval of Recruitment Advertising Agreement with MLive Media Group

Michigan Works!

- N. Request for Approval of Michigan Works! System Plan 13-00

Probate Court

- O. Request for Approval of Copier Lease with US Bank

Prosecuting Attorney

- P. Request for Approval of Byrne Justice Assistance (Byrne JAG) Grant Subcontract with the Michigan State Police for the Southwest Enforcement Team (SWET)

Sheriff

- Q. Request for Approval of Hazard Mitigation Plan
- R. Request for Approval of Contract Extension with Canteen Services for Inmate Commissary
- S. Request for Approval of Byrne Justice Assistance (Byrne JAG) Grant Subcontract with the Michigan State Police for the Southwest Enforcement Team (SWET)
- T. Request for Approval of an Agreement with Western Michigan University (WMU) to Appoint WMU Officers as Deputy Sheriffs

Board of Commissioners

- U. Request for Approval of Transfers and Disbursements
- V. Request for Approval to Receive the County-Wide Public Transportation System White Paper
- W. Request for Approval of Police Protection Agreements with Comstock Township, Ross Township, and Texas Township

**NON-CONSENT AGENDA ITEMS**

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

- ITEM 9 Old Business
- ITEM 10 New Business
- ITEM 11 County Administrator's Report
- ITEM 12 Chairperson's Report
- ITEM 13 Vice Chairperson's Report
- ITEM 14 Members' Time
- ITEM 15 Adjournment

*Dina Sutton*

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Dina Sutton  
Office Manager for Administrative Services

JANUARY 9, 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: December 18, 2012**

**DEPARTMENT: Juvenile Home/Circuit Court**

**PREPARED BY: Circuit Court Administrator: Suzanne Darling**

**SUBJECT: Memorandum of Understanding with National Partnership for Juvenile Services**

**SPECIFIC ACTION REQUESTED:**

Approval of the Memorandum of Understanding

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

To allow the National Partnership of Juvenile Services & the National Center for Youth in Custody to collaborate and occupy designated office space within the Kalamazoo County Juvenile Home.

**TIME FRAME OF ACTION:**

Valid from November 15, 2012- November 14, 2013

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

N/A

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL OR AMENDMENT:**

The November 15th 2011- November 14th of 2012 Memorandum of Understanding was approved on December 6th, 2011 by the Board of Commissioners.

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Circuit Court Administrator  
Suzanne Darling  
383-8928



Kalamazoo County

# Health & Community Services

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

**DATE:** January 15, 2013  
**TO:** County Board of Commissioners  
**FROM:** Linda Vail, Director/Health Officer  
**RE:** **ITEMS FOR YOUR CONSIDERATION**

**A. APPROVAL OF FY 2013 LONG TERM CARE OMBUDSMAN AGREEMENT WITH THE REGION IIIB AREA AGENCY ON AGING AND THE KALAMAZOO COUNTY HCS/REGION 3A AAA**

**ACTION REQUESTED**

HCS Administration requests Board approval of an agreement with the Region IIIB Area Agency on Aging and Kalamazoo County Health and Community Services Department/Region 3A Area Agency on Aging for the Long-Term Care Ombudsman Program. The amount of the agreement is \$2,437 and is for the period of October 1, 2012 through September 30, 2013.

**DESCRIPTION OF SUBJECT**

The Long-Term Care Ombudsman Program serves a five county area, including Barry, Branch, Calhoun, Kalamazoo, and St. Joseph. The State has required all Area Agencies on Aging to provide funding to their local ombudsman programs out of their federal Title IIIB allocation. This agreement reflects our relationship and responsibilities for operating the Long-Term Care Ombudsman Program in Region IIIB, which covers Barry and Calhoun counties.

**RELATIONSHIP TO GOALS**

The activities associated with this program will further the goal to strengthen 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 as a result of this request. These funds are from the federal government as awarded to the Region IIIB Agency on Aging, and subsequently awarded to HCS.

**PERSONNEL**

There are no personnel associated with this request.

**PROCUREMENT**

Not applicable.

**ISSUES/CONCERS**

HCS recently received this renewal contract from Region IIIB even though the contract began October 1, 2012. If you have any questions, please contact Judy Sivak, Director, Older Adult Services at 373-5153 or at [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

**B. APPROVAL OF HEAD START CLASSROOM SITE AGREEMENT WITH EQUITY PARTNERS 1, LLC**

**ACTION REQUESTED**

HCS Administration requests Board approval of Head Start Classroom Lease Agreement with Equity Partners 1, LLC facility site. This agreement is effective January 1, 2013 through June 30, 2013.

**DESCRIPTION OF SUBJECT**

This agreement will provide the County with classroom space that has been certified by the Michigan Department of Human Services' Child and Day Care Licensing Division. Children, ages three and four attend classes four days per week.

**RELATIONSHIP TO GOALS**

Community Action Agency's Head Start Program has established a goal to bring about a greater degree of social competence and school readiness in children from economically disadvantaged families thus increasing their ability to experience later school success.

**FUNDING SOURCE**

No County funds are required as a result of this action. Funds come from the Department of Health and Human Services through the current Head Start grant award.

**PERSONNEL**

There are no 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, Elizabeth Dancer, Head Start Program Director at 373-5097 or [ekdanc@kalcounty.com](mailto:ekdanc@kalcounty.com).

### **C. ACCEPTANCE OF FOOD SERVICES AWARD FROM THE USDA CHILD AND ADULT CARE FOOD PROGRAM FOR THE 2012-2013 HEAD START PROGRAM YEAR**

#### ACTION REQUESTED

HCS Administration requests Board acceptance of a grant award from the USDA Child and Adult Care Food Program (CACFP) for the 2012-2013 Head Start program. This grant award is for the period of October 1, 2012 to September 30, 2013.

#### DESCRIPTION OF SUBJECT

CACFP provides reimbursement for meals and snacks, which are served to Head Start children and meet USDA guidelines. Head Start applies annually and is awarded funds to ensure food services to our Head Start classrooms.

HCS will be reimbursed for the following meal categories: **Breakfast \$1.55, Lunch \$2.86 and Snack \$.78**, which are provided to the Head Start children at the various Head Start classrooms throughout Kalamazoo County.

#### RELATIONSHIP TO GOAL

Although not related to a specific goal of HCS, the Head Start Program Performance Standards require grantees to ensure the provision of nutrition services which contribute to the health and development of children enrolled in the program.

#### FUNDING SOURCE

No County funds are required as a result of this action. Funds come from the Department of Health and Human Services through the current Head Start grant award.

#### PERSONNEL

No personnel are associated with this request.

#### PROCUREMENT

There are no procurement issues associated with this request.

## **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Laurie Hartman, Head Start Health and Development Supervisor at 373-5057 or at [lahart@kalcounty.com](mailto:lahart@kalcounty.com).

### **D. ACCEPTANCE OF COMMUNITY SERVICE BLOCK GRANT (CSBG) NOTICE OF FUNDS AVAILABLE (NFA), #2 FROM THE MICHIGAN DEPARTMENT OF HUMAN SERVICES**

## **ACTION REQUESTED**

HCS Administration requests Board approval to accept the Notice of Funds Available (NFA), #2 for the Community Service Block Grant (CSBG) from the Michigan Department of Human Services (DHS). NFA #2 is a funding increase in the amount of \$133,512.00. This increases funding from \$93,537.00 to \$227,049.00. The original agreement was approved November 20, 2012 and NFA #1 was approved on December 4, 2012.

## **DESCRIPTION OF SUBJECT**

This NFA #2 is an increased funding amount based upon the approved CSBG -13-39015 contract with DHS. More funds will be awarded as they become available to the Michigan Department of Human Services.

## **RELATIONSHIP TO GOALS**

The acceptance of this funding will assist the Department in the fulfillment of its goals to strengthen and aid individuals and families, that are in risk within our community, to take control of their lives and to continue to work towards self-sufficiency.

## **FUNDING SOURCE**

There are no County funds associated with this request. The funding is from the Federal Community Service Block Grant (CSBG), which is distributed through the State of Michigan Department of Human Services (DHS) to the Community Action Agency (CAA).

## **PERSONNEL**

There are no personnel associated with this request.

## **PROCUREMENT**

There is no procurement associated with this request.

## **ISSUES AND CONCERNS**

There are not issues or concerns. If you have any questions, please contact Marc Meulman, HCS Deputy Director at 373-5252 or [mtmeul@kalamazoo.org](mailto:mtmeul@kalamazoo.org).

### **E. ACCEPTANCE OF GRANT AWARD FOR FY 2012-2013 FOR THE MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) ENERGY ASSISTANCE PROGRAM FROM THE MICHIGAN COMMUNITY ACTION AGENCY ASSOCIATION (MCAAA)**

## **ACTION REQUESTED**

HCS Administration requests Board approval to accept the Grant Award from the Michigan Community Action Agency Association in the amount of \$89,778.00 for the Kalamazoo County Community Action Agency grant period of December 4, 2012 through July 31, 2013.

## **DESCRIPTION OF SUBJECT**

The purpose of these funds is to provide payment or partial payment of bills for electricity, natural gas, propane, heating oil, or any other type of fuel used to heat the primary residence of a vulnerable Kalamazoo County resident during the 2012-2013 heating season.

## **RELATIONSHIP TO GOAL**

The Health and Community Services Department has defined the overall goal of the Community Action Agency as improvement of the life conditions of the families served. These funds will assist in keeping our low-income families warm this heating season.

## **FUNDING SOURCE**

No County funds are required as a result of this request. Funding is from Low-Income Energy Assistance Grants, administered by the Michigan Public Service Commission and distributed by the Michigan Community Action Agency Association.

## **PERSONNEL**

There are no personnel associated with this request.

## **PROCUREMENT**

There is no procurement associated with this request.

## **ISSUES/CONCERNS**

There are no issues or concerns. If you have questions, please contact Patsy Burnett, Employment and Income Coordinator for the HCS Community Action Agency at 373-5377 or at [paburn@kalamazoo.org](mailto:paburn@kalamazoo.org).

## **F. ACCEPTANCE OF CONTRACT FOR THE PURCHASE OF SERVICES FOR PHOTO VOICE PROJECT BETWEEN HCS CENTER FOR HEALTH EQUITY/COMMUNITY ACTION AGENCY AND SONYA BOOTHROYD**

### **ACTION REQUESTED**

HCS Center for Health Equity/Community Action Agency requests Board approval of a contract with Sonya Boothroyd for the provision of services on behalf of the Photo Voice Project. The total amount of funds is in the amount of \$7000.00. The agreement is effective January 4, 2013 through August 4, 2013.

### **DESCRIPTION OF SUBJECT**

Photo Voice is a community-based participatory digital method of storytelling. It is designed to give a voice to groups of people that most often go unheard. As a Harvard graduate, Sonya Boothroyd brings a wealth of knowledge and past experience in regards to the production of this project. Ms. Boothroyd also has extensive experience working with youth and specifically with youth in Kalamazoo County's schools. Her direction and project development skills are critical to the positive and influential outcome of this project.

### **RELATIONSHIP TO GOALS**

The goal of this endeavor for the Center for Health Equity/Community Action Agency is to give a voice to community youth. By working with a core group of teens from Kalamazoo County, we hope to discover a better way to help them achieve the best future that they can through mental, social, and physical health equity. We want to know firsthand what the barriers are that keep them from achieving their dreams. The activities of the Photo Voice project intimately align to the goal of Kalamazoo County Health and Community Services Department that all members of the community through coordinated planning, resource development, and service delivery, can participate in the opportunities, benefits, and responsibilities of society by reducing health disparities and promoting healthy lifestyles and choices.

### **FUNDING SOURCE**

No County funds are needed on behalf of this contract. All funds will come from a Kalamazoo Community Foundation grant. Grant request was approved on December 4, 2012.

## **PERSONNEL**

No additional County employees are required for this project.

## **PROCUREMENT**

There is no procurement associated with this request.

## **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions or concerns regarding this request, please contact Karika A. Phillips, Health Equity Manager at 373-5061 or at [kaphil@kalcounty.com](mailto:kaphil@kalcounty.com).

## **G. REQUEST FOR PAID INTERN POSITION IN THE HEALTH & COMMUNITY SERVICES (HCS) COMMUNITY ACTION AGENCY (CAA)**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a Master's level Public Administration paid intern position in the CAA at a total cost not to exceed \$12,375.00.

### **DESCRIPTION OF SUBJECT**

A paid internship position is requested for up to a maximum of 750 hours; schedule will be negotiated according to intern's availability and program needs. This position will work with the Program Coordinators addressing root causes of poverty including Education, Employment, Income, Housing and Neighborhoods. It is expected that this position will be filled with a Master's level Public Administration student in the final year of their Master of Public Administration program.

### **RELATIONSHIP TO GOALS**

Approval of this internship 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**

There are no County general funds associated with this request. Funding to support this internship is available through the current Community Services Block Grant (CSBG) budget.

## **PERSONNEL**

The CAA will work with area universities to place the intern in this internship. The intern will be paid \$15 per hour plus fringe rate.

## **PROCUREMENT**

There is no procurement associated with this request.

## **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Marc Meulman, Deputy Director at 373-5252 or at [mtmeul@kalcounty.com](mailto:mtmeul@kalcounty.com).

### **H. APPROVAL OF AMENDMENT #1 TO THE 2012/2013 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING AGREEMENT (CPBC) WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

## **ACTION REQUESTED**

HCS Administration requests Board approval of Amendment #1 to the FY 2012/2013 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health for the period of October 1, 2012 through September 30, 2013 in the amount of \$3,421,852. The original agreement was approved on October 16, 2012.

## **DESCRIPTION OF SUBJECT**

The CPBC is the contracting mechanism whereby funding is provided for the delivery of public health services in accordance with minimum program requirements and applicable Federal, State and local laws and regulations. The purpose of the amended agreement is to revise funding and program specific assurance requirements.

Specifically, this amendment incorporates a \$21,340 increase in Breast Cervical Cancer Control Program (BCCCP) funding, and a \$19,877 increase in Public Health Emergency Preparedness (PHEP) 10/1/12 – 6/30/13 funding. The total funding awarded via this agreement is increased by \$41,217 from \$3,380,635 to \$3,421,852.

## **RELATIONSHIP TO GOALS**

The funding provided through the CPBC is relative to all Health and Community Services Department goals.

## **FUNDING SOURCE**

There are no County funds associated with this request. The \$3,421,852 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Community Health.

## **PERSONNEL**

There are no personnel changes associated with this amendment.

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Tammy Lahman, Deputy Director, HCS FMS at [talahm@kalamazoo.org](mailto:talahm@kalamazoo.org) or by telephone at 373-5257.

**I. HOUSEHOLD HAZARDOUS WASTE AMENDMENTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES**

**ACTION REQUIRED**

HCS Administration requests Board approval of the following amendments between the county governmental units listed below (both in and out-of-county units) and the County of Kalamazoo, Health and Community Services Department for the Household Hazardous Waste Program. These amendments are for the period of January 1, 2013 to December 31, 2013 and will establish each unit's funding for fiscal year 2013. The original agreements were approved on February 21, 2012.

**GOVERNMENTAL UNITS AND FUNDING**

1. Almena Township	\$ 4,000	10. Pavilion Township	\$ 4,200
2. Antwerp Township	\$ 3,500	11. Paw Paw Township	\$ 1,400
3. Berrien County	\$ 1,500	12. Portage City of	\$26,000
4. Charleston Township	\$ 1,500	13. Richland Township	\$ 7,000
5. Climax Township	\$ 600	14. Schoolcraft Township	\$ 2,500
6. Comstock Township	\$10,000	15. Schoolcraft Village	\$ 500
7. Cooper Township	\$ 7,500	16. Village of Augusta	\$ 500
8. Kalamazoo Township	\$13,000	17. Wakeshma Township	\$ 400
9. Oshtemo Township	\$12,000		

**DESCRIPTION OF SUBJECT**

The county will provide collection services to each unit's residents at the Household Hazardous Waste Center as long as that unit has funds on account with the county to cover the costs of their citizen's utilization of the service.

**RELATIONSHIP TO GOALS**

These amendments will allow the collection of household hazardous waste in 2013 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

**FUNDING SOURCE**

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$28.00 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the county.

**PERSONNEL**

There are no personnel issues associated with this item.

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

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

L.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: January 15, 2013**

**DEPARTMENT: Human Resources**

**PREPARED BY: Kelly Ball**

**SUBJECT: CBC Innovis – Employment Credit Checks**

**SPECIFIC ACTION REQUESTED:**

We would like to have approval to sign an agreement with CBC Innovis the online service where we run credit checks for specific positions during the employment process.

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

CBC Innovis provides us an online service to obtain credit checks that are required during the employment process for several County positions. The company is transitioning this portion of their business to CBC Innovis Employment Screening Services, (the fully FCRA compliant division of CBC) that handles employment screening.

**TIME FRAME OF ACTION:** ongoing

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

N/A

**PERSONNEL IF REQUIRED:**

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:**

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)

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Assistant HR Director Kelly Ball

coball@kalcounty.com

384.8100

M.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: January 15, 2013**

**DEPARTMENT: Human Resources**

**PREPARED BY: Kelly Ball**

**SUBJECT: Recruitment Advertising Agreement-MLIVE Media Group**

**SPECIFIC ACTION REQUESTED:**

We would like to have an updated agreement approved for a projected \$20,000 of recruitment advertising for 2013 through MLIVE Media Group. We have been operating under a 2006 agreement at a \$15,000 level. This is no longer a level that is offered.

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

Various resources are used to communicate our open positions to potential applicants in our market area. A combination of print and an online presence is necessary in this day and age to capture the attention of applicants. MLIVE Media Group represents advertising for the Kalamazoo Gazette, Grand Rapids Press, Ann Arbor News, Bay City Times, Flint Journal, Jackson Citizen Patriot, Muskegon Chronicle, Saginaw News and MLIVE.com. From January 2012 through the beginning of December 2012, we have spent approximately \$37,000 in recruitment advertising and expect to exceed \$20,000 in 2013. The agreement provides us with a small discount when placing print ads and there is no penalty if we do not meet that level for the year.

**TIME FRAME OF ACTION: January 1, 2013-December 31, 2013**

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

N/A

**PERSONNEL IF REQUIRED:**

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:**

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)

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Assistant HR Director Kelly Ball

[coball@kalcountry.com](mailto:coball@kalcountry.com)

384.8100

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: January 15, 2013

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Amanda Wright

SUBJECT: Michigan Works! System Plan 13-00

SPECIFIC ACTION REQUESTED: Review and approval of the Michigan Works! System Plan 13-00

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

The *Michigan Works! System Plan* is a non-financial administrative document that incorporates a range of forms, certifications, stipulations, and procedures required for programs funded through the Office of Workforce Development. The Michigan Works! System Plan contains elements that are applicable for all programs funded through the Workforce Development Agency, State of Michigan (WDASOM).

The System Plan also identifies that the One-Stop Operator was selected through a competitive bidding process and that approval of the Systems Plan constitutes the Board certification of Youth Opportunities Unlimited (YOU), a division of the Kalamazoo Regional Educational Service Agency (KRESA) as the One-Stop Operator.

TIME FRAME OF ACTION: January 1, 2013 through December 31, 2013

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

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Amanda Wright 385-0457

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

0.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: January 15, 2013**

**DEPARTMENT: Probate Court**

**PREPARED BY: Mary Haskamp**

**SUBJECT: Copier Lease with US Bank**

**SPECIFIC ACTION REQUESTED:**

Request Board approval of a lease agreement with US Bank for replacement copier.

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

Approve lease agreement for 48-month lease at \$425.78 per month. Lease cost includes the service costs of 25,000 copies per month at \$.0069 per page

**TIME FRAME OF ACTION:**

Effective immediately upon delivery of copier.

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

101-148-941.00

**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:**

The current lease and service cost (\$580.41/month) has expired. This lease provides a cost savings to the Court of \$1,855.66/year.

**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)

Bids received from Cornerstone Office, Adams Remco, Konica Minolta, D.L. Gallivan and Applied Imaging. Current lease/copier was provided by Cornerstone Office. Similar/Upgraded copier to one currently using. Other copiers slower and did not provide same functionality.

**CONTACT PERSON WITH PHONE NUMBER:**

Mary Haskamp 384-8178

### BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 15, 2013

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Jeff Getting, Prosecuting Attorney

SUBJECT: SWET Grant Subcontract

SPECIFIC ACTION REQUESTED:

Please place the attached BYRNE JUSTICE ASSISTANCE GRANT PROGRAM SUBCONTRACT for FY 2012-2013 on the January 15, 2013 Board Meeting agenda for approval and required signatures. The agreement is retroactive for the period of October 1, 2012 through September 30, 2013. This document continues partial funding for one full-time Assistant Prosecutor to handle the criminal cases generated by the Southwest Enforcement Team (SWET). The Byrne grant will provide \$53,025 and SWET will provide the \$53,025 match.

DESCRIPTION OF ACTION (dollar amount, purpose):

Need approval and required signatures.

TIME FRAME OF ACTION:

FY 2012-2013 (October 1, 2012 through September 30, 2013)

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

Michigan State Police Byrne Justice Assistance Grant (Byrne JAG) Program Subcontract. The agreement is for salary and fringe for Steve McLaughlin, Assistant Prosecutor.

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)

Steve Mc Laughlin; FTE; Assistant Prosecutor; K12; 101-229;

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

None

CONTACT PERSON WITH PHONE NUMBER:

Jeff Getting  
(269) 383-8955

R.

## BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 15, 2013

DEPARTMENT: Sheriff's Office

PREPARED BY: Thomas Shull

SUBJECT: Inmate Commissary

SPECIFIC ACTION REQUESTED: Approval to extend the Inmate Commissary contract with Canteen Services

DESCRIPTION OF ACTION (dollar amount, purpose):

Canteen Services has provided inmate commissary services for the Kalamazoo County Jail. The current contract expired August 31, 2012. Service has been excellent, and per the provision in the current contract, would like to extend for a one-year increment.

TIME FRAME OF ACTION:

Existing contract expired on August 31, 2012.

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

This requires no funding from the county

PERSONNEL IF REQUIRED:

No additional personnel are required

NEW OR RENEWAL:

This is a contract renewal (extension)

ANY OTHER PERTINENT INFORMATION:

Canteen Services has provided excellent services, and has been very responsive to any needs or issues within the jail.

CONTACT PERSON WITH PHONE NUMBER:

Thomas Shull, Captain

385-6138

S.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** January 18, 2013

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** SWET Byrne JAG Grant Subcontract Approval

**SPECIFIC ACTION REQUESTED:**

Approve the Byrne JAG Grant subcontract for 2013

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

Grant will pay for \$50,130 of total wage and benefit compensation

**TIME FRAME OF ACTION:**

Oct 1, 2012 to Sept 30, 2013

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

Byrne JAG Grant through the Michigan State Police.

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

The Sheriff's budget picks up the remaining funding for the position. SWET is a multijurisdictional team with a primary mission of investigating midlevel or higher drug traffickers.

**PROCUREMENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff 385-6176



## ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY

DATE: JANUARY 5, 2013

SUBJECT: RENEWAL OF POLICE PROTECTION AGREEMENT WITH THE  
CHARTER TOWNSHIP OF COMSTOCK

The Kalamazoo County Sheriff's Department and the County of Kalamazoo have entered into Police Protection Agreements with Comstock Charter Township since 1993. Under these Agreements, the Township purchased police protection services from the County and Sheriff. Those Sheriff's Deputies assigned to provide police protection to the Township are referred to as "Tier 1 Contract Deputies."

The County, Sheriff, and Townships have renewed the Police Protection Agreements every year. The Sheriff and the Townships are asking the Board of Commissioners to renew the Police Protection Agreements for 2013.

Under the Agreement, three (3) Tier 1 Contract Deputies will be assigned to Comstock Charter Township. Comstock Charter Township has agreed to pay the County \$101,625 for each deputy sheriff assigned to the Township under the Agreements. The 2013 cost of \$101,625 per deputy sheriff represents a \$16,000 increase from the 2012 per deputy cost, in accordance with the County's 2012 and 2013 Budget Policies.

The Kalamazoo County Sheriff and your Administrative Staff request that you approve the Police Protection Agreement with Comstock Charter Township.

Please feel free to contact Sheriff Richard Fuller at (269) 385-6173, or me at (269) 383-8968, if you have any questions concerning the Police Protection Agreements.



## ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY

DATE: JANUARY 5, 2013

SUBJECT: RENEWAL OF POLICE PROTECTION AGREEMENTS WITH CHARTER  
TOWNSHIP OF TEXAS AND THE TOWNSHIP OF ROSS

The Kalamazoo County Sheriff's Department and the County of Kalamazoo entered into Police Protection Agreements with Texas Charter Township and with Ross Township in 1995. Under these Agreements, the Townships purchased police protection services from the County and Sheriff. Those Sheriff's Deputies assigned to provide police protection to the Townships are referred to as "Tier 1 Contract Deputies."

The County, Sheriff, and Townships have renewed the Police Protection Agreements every year. The Sheriff and the Townships are asking the Board of Commissioners to renew the Police Protection Agreements for 2013.

Under the Agreements, two (2) Tier 1 Contract Deputies will be assigned to Texas Charter Township and one (1) Tier 1 Contract Deputy will be assigned to Ross Township. Both Townships have agreed to pay the County \$101,625 for each deputy sheriff assigned to the Townships under the Agreements. The 2013 cost of \$101,625 per deputy sheriff represents a \$16,000 increase from the 2012 per deputy cost, in accordance with the County's 2012 and 2013 Budget Policies.

The Kalamazoo County Sheriff and your Administrative Staff request that you approve the Police Protection Agreements with Texas Charter Township and Ross Township.

Please feel free to contact Sheriff Richard Fuller at (269) 385-6173, or me at (269) 383-8968, if you have any questions concerning the Police Protection Agreements.