

The seal of the Board of Commissioners of the County of Santa Clara is visible in the background. It features a central figure, likely a Native American, surrounded by the text "BOARD OF COMMISSIONERS OF THE COUNTY OF SANTA CLARA".

Board of Commissioners' Meeting

January 21, 2014

**NOTICE AND AGENDA FOR
JANUARY 21, 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 Tuesday, January 21, 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

- A. Request for Approval of Resolution Recognizing Dr. Michael R. Liepman
- B. Request for Approval of 25 Year Resolution Honoring Richard Fuller III

CONSENT AGENDA

- C. Request for Approval of 25 Year Resolution Honoring Karen Pease

Circuit Court

- D. Request for Approval of Amendment to Byrne JAC Contract – Women's Drug Treatment Court
- E. Request for Approval of Amendment to Byrne JAC Contract – Men's Drug Treatment Court

District Court

- F. Request for Approval of Michigan Drug Court Program Grant SCAO-2013-042 (MDCPG) Subcontracts with Office of Community Corrections
- G. Request for Approval of Contract Extension with Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) for the Sobriety Court Program
- H. Request for Approval of Contract Extension with Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) for the Young Adult Diversion Program

Finance

- I. Request for Approval of Elimination/Creation of Positions (budget action)

Health & Community Services

- J. Request for Approval of Amendment #5 with Armstrong Nutrition Management for Area Agency on Aging IIIA Dietitian Services
- K. Request for Approval of Addendum to the Letter of Renewal for 2013-2014 Sublease with Parks Foundation of Kalamazoo County

- L. Request for Approval of Breast and Cervical Cancer Control Program (BCCCP) Updated Agreement
- M. Request for Approval of Agreement Amendment with Kalamazoo County Community Mental Health Agency (CMH) for Case Management Services
- N. Request for Approval of an Agreement with McLaren Health Plan
- O. Request for Approval of Household Hazardous Waste Amendments with Multiple Townships and Municipalities
- P. Request for Approval of Creation of Position in the Michigan Care Improvement Registry Program (MCIR) (grant funded)
- Q. Request for Approval of Creation of Position in the Center for Health Equity (grant funded)

Human Resources

- R. Request for Approval of Recruitment Advertising Agreement – MLive Media Group

Information Systems

- S. Request for Approval of Three Schedule 1 Order Forms with Arrow S3 for Phone System, Voicemail System and Call Center System Upgrades

Parks & Expo Center

- T. Request for Approval of a Contract with Byce and Associates for Architecture & Engineering Services for the River Oaks County Park Improvement Project

Planning & Community Development

- U. Request for Approval of an Intergovernmental Agreement for Access to GIS Data with the Michigan Department of Technology, Management and Budget
- V. Request for Approval of Renewal of an Agreement with Pictometry International Corporation

Board of Commissioners

- W. Request for Approval of Transfers and Disbursements
- X. Request for Approval of Reappointments/Appointments to Various Advisory Boards

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

JANUARY 15, 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



**RESOLUTION HONORING
Richard Fuller III**

WHEREAS, Richard Fuller III has served the citizens of Kalamazoo County for twenty-five (25) years as of January 18, 2014; and

WHEREAS, Richard Fuller III has faithfully served as the Sheriff; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Richard Fuller III has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on January 21, 2014.

Timothy A. Snow
County Clerk/Register

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 21, 2014

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Amendment to Byrne JAG Contract – Women’s Drug Treatment Court

SPECIFIC ACTION REQUESTED:

At the November 10, 2013 meeting the Board approved a Byrne JAG contract. Since that time, the federal government has added new language to their contracts for the Edward Byrne Memorial Justice Assistance Grant (Byrne JAG). As a result, new language was added to State Court Administrative Office (SCAO) contracts through an amendment. The contract amendment adds language about adhering to federal Office of Civil Rights requirements and requires signature.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$140,000

TIME FRAME OF ACTION:

October 1, 2013 – September 30, 2014

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

Federal, administered by 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)

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)

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 (269) 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 21, 2014

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Amendment to Byrne JAG Contract – Men’s Drug Treatment Court

SPECIFIC ACTION REQUESTED:

At the November 10, 2013 meeting the Board approved a Byrne JAG contract. Since that time, the federal government has added new language to their contracts for the Edward Byrne Memorial Justice Assistance Grant (Byrne JAG). As a result, new language was added to State Court Administrative Office (SCAO) contracts through an amendment. The contract amendment adds language about adhering to federal Office of Civil Rights requirements and requires signature.

DESCRIPTION OF ACTION (dollar amount, purpose):

\$145,000

TIME FRAME OF ACTION:

October 1, 2013 – September 30, 2014

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

Federal, administered by 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)

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)

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 (269) 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, January 21, 2014

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of Michigan Drug Court Program Grant (MDCPG) subcontracts between 8th District Court and Office of Community Corrections.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval of this subcontract. MDCPG grant award of \$55,000 was accepted by Board approval on Nov. 5, 2013.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding from SCAO is in the amount of \$55,000 (previously approved). This contract allows for up to \$51,480 to Office of Community Corrections for drug testing of Sobriety Court participants.

TIME FRAME OF ACTION:

This contract runs the length of the grant: 10-1-13 to 9-30-14.

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

FY 2014 Michigan Drug Court Grant Program; State Court Administrators 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)

No new personnel required at this time.

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:

The 8th District Court Sobriety Court program is in its seventh year of operation with funding from SCAO, with the specific mission of holding repeat drinking & driving offenders to a higher level of accountability. By entering into this agreement with SCAO, our program will have the opportunity to maintain its purpose and mission.

PROCUREMENT INFORMATION:

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, Jan. 21, 2013

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Michigan Department of Community Health (MDCH)'s planned transfer of Regional Coordinating Agency (RCA) authority to Southwest Michigan Behavioral Healthcare (SWMBH) on January 1, 2014 has been pushed back to February 1, 2014, resulting in the extension of the current contract.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval of an extension of the current contract with Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) and the 8th District Court's Sobriety Court Program..

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding in the amount of \$11,667

TIME FRAME OF ACTION:

This is a request to extend current contract which started on Oct. 1, 2013.

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

State funding through PA2./Block Grant funds.

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: Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, Jan. 21, 2014

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Michigan Department of Community Health (MDCH)'s planned transfer of Regional Coordinating Agency (RCA) authority to Southwest Michigan Behavioral Healthcare (SWMBH) on January 1, 2014 has been pushed back to February 1, 2014, resulting in the extension of the current contract.

SPECIFIC ACTION REQUESTED: The 8th District Court requests Board approval of an extension of the current contract with Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) and the 8th District Court's Young Adult Diversion Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding in the amount of \$1,666.67.
These funds are designated for contractual counseling services.

TIME FRAME OF ACTION:

This is a request to extend current contract which stated Oct. 1, 2013

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

State funding through PA2/Block Grant funds.

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: Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION: N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 21, 2014

DEPARTMENT: Finance Department

PREPARED BY: Tracie Moored

SUBJECT: 2014 Budget position changes

SPECIFIC ACTION REQUESTED:

Housekeeping item regarding position movements associated with the 2014 budget

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Effective 1/1/14

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

PERSONNEL IF REQUIRED:

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

Eliminate:

10658-003	Office Assistant	.5	K03	\$18,500	208-008
10802-001	Volunteer Coordinator	.5	K05	\$21,100	208-008
10431-002	Kennel Technician II	.5	S10a	\$19,900	104-421
10429-007	AS&E Officer II	.5	S15	\$22,100	104-421
10041-001	Legal Asst III - District Court	.5	K05	\$20,600	104-229
10173-016	APA I	1.0	K10	\$69,600	104-229
10068-011	Probation Officer	.6	K08	\$39,400	104-136
10068-001	Probation Officer	1.0	K08	\$70,400	104-136
10435-003	Captain	1.0	C03	\$144,078	104-303
10436-003	Lieutenant	1.0	C02	\$131,146	104-301

Create:

10431-002	Kennel Technician II	.5	S10a	\$19,900	101-421
10429-007	AS&E Officer II	.5	S15	\$22,100	101-421
10041-001	Legal Asst III - District Court	.5	K05	\$20,600	101-229
10173-016	APA I	1.0	K10	\$69,600	101-229
10068-011	Probation Officer	.6	K08	\$39,400	101-136
10068-001	Probation Officer	1.0	K08	\$70,400	101-136
10435-003	Captain	1.0	C03	\$144,078	101-303
10436-003	Lieutenant	1.0	C02	\$131,146	101-301

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: Tracie Moored 384-8090



Kalamazoo County

Health & Community Services

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

DATE: January 21, 2014
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL OF AMENDMENT #5 WITH ARMSTRONG NUTRITION MANAGEMENT FOR AREA AGENCY ON AGING IIIA (AAA IIIA) DIETITIAN SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of an Amendment #5 with Armstrong Nutrition Management, who provides dietitian services for the AAA IIIA Program. The amendment extends the current agreement through September 30, 2014. Armstrong Nutrition Management will be paid an hourly rate of \$48.00.

DESCRIPTION OF SUBJECT

The State Office of Services to the Aging requires the AAA IIIA to assess contractors as to their compliance with fiscal and program standards on a yearly basis. We contract with Senior Services to provide congregate and home delivered meals. A registered dietitian is needed to determine compliance with certain standards for these meals, such as reviewing menus for meeting dietary recommendations, reviewing central kitchen operations, and assuring the food is held and served at appropriate temperatures.

We have been pleased with the work of the Armstrong Nutrition Management dietitian, in regards to the above needs and duties, during the past several years and wish to secure their services for another year.

RELATIONSHIP TO GOALS

This action is consistent with the HCS goal to protect the community from health threatening conditions by assessing and improving the physical environment.

FUNDING SOURCE

No County funds are required as a result of this action. Funding for this service comes from the Michigan Office of Services to the Aging (MOSA).

PERSONNEL

No new personnel are 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 Judy Sivak, Director, Older Adults Services at 373-5153 or at jasiva@kalamazoo.com.

B. APPROVAL OF ADDENDUM TO THE LETTER OF RENEWAL FOR 2013-2014 SUBLEASE

ACTION REQUESTED

HCS Administration requests Board approval of amendment #3 to the sublease agreement between the County and the Parks Foundation of Kalamazoo County. The amendment is for the period of January 1, 2014 to December 31, 2014 and establishes a monthly rental rate of \$169.40.

DESCRIPTION OF SUBJECT

The lease addendum conveys a per square foot rate of \$11.42 for 178 square feet resulting in a monthly rental rate of \$169.40 for January 1, 2014 through December 31, 2014. The resulting annual cost of \$2,032.76 is based on 100% of subleased area total square feet for room #224 – 2nd Wing, 2nd Floor. The mission of this agency aligns with that of the Health and Community Services Department and the presence of these services at Nazareth is a resource for HCS, the Parks Foundation and other County programs.

RELATIONSHIP TO GOALS

The services and program that this renter provides is consistent with the HCS goal of improving the health of the community.

FUNDING SOURCE

No County funds are required as a result of this request.

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 Tammy Lahman, Deputy Director-HCS FMS at 373-5257 or at talahm@kalcounty.com.

C. BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP) UPDATED AGREEMENT

ACTION REQUESTED

HCS Administration requests Board approval of a new Agreement with Allegan General Hospital, whose provider contract has automatically renewed for 10 years or more. The updated agreement will ensure services continue according to current program requirements. Agreement is effective August 1, 2013 and will automatically renew each year thereafter.

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.

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.

D. APPROVAL OF AGREEMENT AMENDMENT BETWEEN KALAMAZOO COUNTY COMMUNITY MENTAL HEALTH AGENCY (CMH) AND THE HEALTH & COMMUNITY SERVICES DEPARTMENT (HCS)

ACTION REQUESTED

HCS Administration requests Board approval for Amendment #1 to the agreement between Kalamazoo County CMH and HCS. Maternal & Child Health Division through the Healthy Babies Healthy Start project for the amount of \$22,357 and the HIV/Communicable Disease Services in the amount of \$3,433 for a total amount of \$25,790 and covers the period of 10/1/2013 to 1/31/2014.

DESCRIPTION OF SUBJECT

In response to a collaborative partnership with Kalamazoo County Community Mental Health (CMH) Department, HCS will provide case management services to Kalamazoo County pregnant residents who may already be receiving mental health and/or substance abuse services. The services include social, behavioral, and nutritional services.

This is an amendment to the renewal agreement as it pertains to HIV/Communicable Disease Services to allow HCS staff to provide training, education and testing to KCMH/SAS staff and their subcontractors within the KCMH/SAS region.

RELATIONSHIP TO GOALS

The acceptance of this funding 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.

PERSONNEL

There are no new personnel associated with this request for HIV/Communicable Disease.

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, Maternal & Child Health Division Manager at 373-5024 or dllenz@kalcounty.com or contact Lynne Norman, Clinical Services Division Manager at 373-5237 or ldnorm@kalcounty.com

E. APPROVAL TO ENTER INTO A MANAGED HEALTH PLAN (MHP) AGREEMENT FOR THE COORDINATION OF HEALTH CARE SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of an agreement with McLaren Health Plan to coordinate services with the CSHCS program for MICHild enrollees. The Michigan Department of Community Health (MDCH) expects MHPs and local health departments to work collaboratively to ensure continuity and access to care for our mutual CSHCS clients. The Agreements will be effective on January 1, 2014, and will be automatically renewed each year.

DESCRIPTION OF SUBJECT

The CSHCS is a program that offers medical care and treatment assistance for children with chronic, severe, or disabling health problems and provides service coordination to meet the needs of the child and family. Families of all income levels are eligible to enroll in the CSHCS program.

RELATIONSHIP TO GOALS

The agreements to coordinate with the Managed Health Plans provides services consistent with the HCS goal to improve the overall health of the community by decreasing preventable disabilities and deaths.

FUNDING SOURCE

No County funds are required as a result of this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions please contact Deb Lenz, Division Manager, Maternal & Child Health at 373-5024 or at dllenz@kalamazoo.com.

F. APPROVAL OF 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, 2014 to December 31, 2014 and will establish each unit's funding for fiscal year 2014. The original agreements were approved on February 21, 2012.

GOVERNMENTAL UNITS AND FUNDING

1. Ross Township \$ 3500
2. Village of Richland \$ 500

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 2014 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 goal of HCS 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 \$32.75 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 new 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@kalamazoo.org.

G. POSITION CREATION IN THE MICHIGAN CARE IMPROVEMENT REGISTRY PROGRAM (MCIR)

ACTION REQUESTED

HCS Administration requests Board approval to create a Program Assistant position at 1.0 FTE.

DESCRIPTION OF SUBJECT

MCIR (Region 2) program structure has been modified to reduce staff from three coordinators to two, with the intention that a program assistant would offset the increase in territory for the two remaining coordinator positions at a sustainable cost per the annual grant amount.

RELATIONSHIP TO GOALS

This action is related to the HCS goal of improving the overall health of the community by continuing to provide training and tools to improve immunization rates within the fifteen Counties served (Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren).

FUNDING SOURCE

No County general funds are required as a result of this request. This is a grant funded position from MI – Comprehensive Planning, Budgeting, and Contracting.

PERSONNEL

Create:

Account #	Title/Position #	FTE	Grade	Salary	Effective
305-130	Program Assistant # TBD	1.0	K4	\$26,000-\$35,110	01/21/2014

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions please contact Lucinda Stinson, Health Promotion and Disease Prevention Division Manager at 373-5012 or at lmstin@kalcounty.com.

H. POSITION CREATION IN THE CENTER FOR HEALTH EQUITY

ACTION REQUESTED

HCS Administration requests Board approval to create a Health Equity Coordinator position at .625 FTE.

DESCRIPTION OF SUBJECT

This position will work on health equity related projects and initiatives in the community as directed by the Manager for the Center for Health Equity.

RELATIONSHIP TO GOALS

The Health & Community Services Department has a goal to improve the overall health of the community by reducing preventable deaths. The Center for Health Equity offers our community a cross-collaborative model for education, awareness, community capacity building, policy influence and technical assistance around health inequities and disparities.

FUNDING SOURCE

No County general funds are required as a result of this request. This is a grant funded position through 09/30/2014 from the Maternal Child Health Block Grant and Community Services Block Grant.

PERSONNEL

Create:

<u>Account #</u>	<u>Title/Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
793-136	Health Equity Coordinator # TBD	.625	K9	\$27,794-\$37,531	01/21/2014

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions please contact Josh Jacobs, Deputy Director HCS at 269-373-5252 or jejaco@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 21, 2014

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 \$10,000 of recruitment advertising for 2014 through MLIVE Media Group and for online job posting package.

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. 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, 2014-December 31, 2014

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 21, 2014

DEPARTMENT: Information Systems

PREPARED BY: Lisa Thompson

SUBJECT: Approval of three Schedule 1 Order Forms with Arrow S3 for Phone System, Voicemail System and Call Center System upgrades

SPECIFIC ACTION REQUESTED:

Board approval and signature is required on the three attached Schedule 1 agreements with Arrow S3 (Shared Solutions and Services, Inc). Arrow S3 is the required account representative for the Unify (formerly Siemens) telecommunication systems at the County.

DESCRIPTION OF ACTION (dollar amount, purpose):

These agreements authorize the upgrade of the County's primary Siemens HiPath 4000 phone system switch, Siemens Xpressions voicemail system and Siemens Contact Center call system to current hardware and software versions. These upgrades are required in order to maintain vendor support as well as future upgrade and expansion capabilities of these systems. The phone system upgrade has a cost of \$109,287.01. The call center system upgrade has a cost of \$20,941.19. The voicemail system upgrade has a cost of \$12,159.54.

TIME FRAME OF ACTION:

N/A (project duration)

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

Technology Fund

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Kalamazoo County has a Master Order Agreement in place with Arrow S3. The Schedule 1 Order Forms are used to define individual equipment and service purchases. Once the Schedule 1 Order Forms are signed, purchase orders will be issued to begin the equipment purchase and project implementation.

PROCUREMENT INFORMATION:

All equipment purchase and service must go through Unify (formerly Siemens) or our Unify approved customer representative.

CONTACT PERSON WITH PHONE NUMBER:

Lisa Thompson, IS Director, 383-8989, llthom@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 21, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Architect and Engineering Services for the River Oaks County Park Improvement Project

SPECIFIC ACTION REQUESTED:

Approve entering into contract with Byce and Associates for the Architecture and Engineering Services for the River Oaks County Park Improvement Project funded with a Natural Resources Trust Fund Grant for a total cost of \$39,375.

DESCRIPTION OF ACTION (dollar amount, purpose):

The project includes a new picnic shelter, splash play area, playground, parking areas and walkways, and site furnishings. The project grant budget is \$466,300 and the grant will provide \$300,000. The required County match of \$166,300 will be funded with available funds in the Park Improvement Fund. Additional funds may be used from the Park Improvement Fund but this will not be determined until after the design is complete and the County Board of Commissioners will approve the construction contracts after bidding for construction is complete later in 2014.

Byce and Associates will complete the construction design documents and will provide engineering services during the construction phase of the project. Out of the proposed fees, \$4,500 will pay for survey and geotechnical services, and \$34,875 will pay for the project architectural and engineering services. The proposed architectural and engineering services expense is 8.01% of the construction cost estimate.

TIME FRAME OF ACTION:

Design services will begin immediately. The project must be completed by March 27, 2015 but plans are to start construction of the project in the spring of 2014.

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

The cost for the engineering and design services is included in the overall project and grant budget. The total grant budget includes \$300,000 from the State of Michigan Natural Resource Trust Fund and \$166,300 from the Park Improvement Fund.

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT:

This is a new agreement but the County Commission approved the MDNR Grant Contract for the project on June 18, 2013.

ANY OTHER PERTINENT INFORMATION:

The Kalamazoo County Park Commission approved selecting Byce and Associates on January 9, 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)

The project was bid through County Purchasing. We received seven bids and interviewed three firms. Byce & Associates submitted the lowest base bid for the project as specified.

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 21, 2014

DEPARTMENT: Planning and Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECT: Geographic Support System Initiative (GSS-I) – collaborative effort between state, local and tribal governments and the US Census Bureau

SPECIFIC ACTION REQUESTED:

Approval of Intergovernmental Agreement for Access to GIS Data between Kalamazoo County and Michigan Department of Technology, Management and Budget.

DESCRIPTION OF ACTION (dollar amount, purpose):

The purpose of this project is data sharing, no cost is associated with this project.

As part of a pilot project team for Michigan, the Kalamazoo County GIS staff has been invited to consider participating in the US Census Bureau’s Geographic Support System Initiative (GSS-I). GIS staff from Barry, St Joseph and Calhoun counties have also been invited to participate in the pilot project.

The Geographic Support System Initiative is designed as a collaborative effort between state, local, and tribal governments and the U.S. Census Bureau to improve the Census Bureau’s address coverage and map features. This will support census data collection and tabulation. The main goal is to support the upcoming 2020 decennial census. Other benefits from the updated address and street centerline data are also expected, such as:

Strengthens and Supports the U.S. Census Bureau and other Federal Programs

- GSS-I data collection and tabulation efforts support the annual American Community Survey estimates, the annual Population Estimates Program, the economic censuses, the redistricting data program, and other ongoing surveys conducted by the Bureau.
- Participation in the GSS-I may reduce the amount of work involved and provide for enhanced review processes in the Local Update of Census Addresses (LUCA) program.

Leverages Existing Datasets and Processes.

- GSS-I reduces the duplication of data collection/development.
- GSS-I processes provide continuity of data exchange as administrations and staff change.
- Streamlined processes save budget and staff time (i. e. taxpayer dollars).

Facilitates Collaborative Relationships between Federal, State, Local, and Tribal Governments

- GSS-I creates a streamlined process for improved data sharing between all levels of government reducing duplicated data exchange.
- GSS-I leverages a Single Point of Contact (e.g. State of Michigan) to facilitate communications
- GSS-I provides a Single Point of Contact that can be leveraged to disseminate geospatial information to other state programs, such as transportation planning, Next Gen 911, and elections management.

- GSS-I recognizes that collaborative participation is a service to the U.S. Census Bureau, thus increasing the overall intrinsic value of the local government.

Data Protection and Security

- Individual addresses and latitude and longitude coordinates submitted through the GSS-I are protected under Title 13 of the U. S. Code. This information cannot be shared with any other government agencies and cannot be released in any Census Bureau products.

TIME FRAME OF ACTION:

January 21, 2014 BOC consent agenda

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)

New

ANY OTHER PERTINENT INFORMATION:

Kalamazoo County Address Point and Street Centerline GIS data will be submitted to Michigan Department of Technology, Management and Budget (DTMB) and passed through to the US Census Bureau as soon as Agreement is approved.

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:

Lotta Jarnefelt 384-8115, or LMJARN@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 21, 2014

DEPARTMENT: Planning & Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECT: Renewal of Agreement for Pictometry-On-Line (Pictometry Connect) between County of Kalamazoo and Pictometry International Corp.

SPECIFIC ACTION REQUESTED:

Approve renewal of the License and Service Level Agreement between County of Kalamazoo and Pictometry International Corp.

DESCRIPTION OF ACTION (dollar amount, purpose):

In 2009, Pictometry Corp. was originally contracted to produce aerial photography of Kalamazoo County. Pictometry Corp. provides two ways of viewing the imagery: desktop software (which is included in the price of the flight) or for an additional fee, access through a website (Pictometry Connect, also called Pictometry-On-Line or POL)
In 2013, a new aerial flight provided updated imagery of the whole county. Several training sessions were arranged to educate and expand the number of users of the website. Many county department staffs and municipal employees throughout the county use the web access. Pictometry is invaluable in locating the exact properties in the county, with visible parcel outlines and views from a bird's eye perspective from four directions.
In 2014, continuation of the POL service will be provided free of charge. It still requires BOC approval because the website user contract contains issues related to indemnity and defense. Eligible users will continue to be able to connect to the website with a login and password, and new users are welcome.

TIME FRAME OF ACTION:

The web access will continue seamlessly through February 2015.

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

A free one year extension of the agreement was granted, a savings of up to \$3,000.

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL OR AMENDMENT:

Renewal of 2013 Pictometry On line (POL) agreement

ANY OTHER PERTINENT INFORMATION: NA

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)

Contract was not bid out. Pictometry International Corp. is the sole source of the Pictometry-Connect web application.

CONTACT PERSON WITH PHONE NUMBER:

Lotta Jarnefelt at 384-8115 or at lmjarn@kalamazoo.org



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: December 17, 2013
SUBJECT: Board Action

The Board Appointments Committee recommends the following re-appointments/appointments to the Older Adult Services Advisory Council (OASAC).

- The re-appointment of Kathy Grueter to serve a 3-year term effective 01/01/2014 – 12/31/2016. Ms. Grueter has served on the OASAC since 07/02/2013.
- The re-appointment of Kelly Quardokus to serve a 3-year term effective 01/01/2014 – 12/31/2016. Ms. Quardokus has served on the OASAC since 09/07/2010.
- The re-appointment of Don Ryan to serve a 3-year term effective 01/01/2014 – 12/31/2016. Mr. Ryan has served on the OASAC since 01/18/2011.
- The appointment of Thomas Danielson to serve a 3-year term effective 1/1/2014 – 12/31/2016.
- The appointment of Beverly Solik to serve a 3-year term effective 1/1/2014 – 12/31/2016.