



**Board of  
Commissioners'  
Meeting**

**February 17, 2015**

**NOTICE AND AGENDA FOR  
FEBRUARY 17, 2015 MEETING  
OF THE  
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for Tuesday, February 17, 2015, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

- A.      Request for Approval of 25 Year Resolution Honoring Robert Smith
- B.      Transportation Authority Annual Report

**CONSENT AGENDA**

Building & Grounds

- C.      Request for Approval of an Agreement for Temporary Parking Services

Circuit Court

- D.      Request for Approval of an Amendment to the Agreement for the Purchase of Services with Borgess Medical Center
- E.      Request for Approval of a Contract for Professional Services with Carol Cramer Brooks
- F.      Request for Approval of a Temporary Employee (Grant/General Funds)

District Court

- G.      Request for Approval Elimination/Creation of Positions

Drain Commission

- H.      Request for Approval to Submit a Grant Application to the Michigan's Volunteer River, Stream and Creek Cleanup Program

Finance

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

Health & Community Services

- J.      Request for Approval of Household Hazardous Waste Contracts with Multiple Townships and Municipalities
- K.      Request for Approval of a Contract for Professional Services with Elder Law of Michigan, Inc.

- L. Request for Approval of a Contract for Professional Services with Patricia Goodman
- M. Request for Approval of a Service Agreement and Business Associate Agreement with Armstrong Nutrition Management
- N. Request for Approval of an Agreement with Goodwill Industries
- O. Request for Approval to Submit a Grant Application and Approve a Contract with the Michigan Public Health Institute (MPHI) for the MI PHAB Accreditation Readiness Mini-Grant Program
- P. Request for Approval of a Business Associate Agreement with Mite E. Exterminating
- Q. Request for Approval of a License and Release Agreement with Shattil Rozinski Photography
- R. Request for Approval of the Elimination of a Position
- S. Request for Approval of the Creation of a Position (Grant Funds)

#### Human Resources

- T. Request for Approval of an Agreement with Snelling Staffing

#### Parks & Expo Center

- U. Request for Approval of the Markin Glen Mountain Bike Trail Agreement with Southwest Michigan Mountain Biking Association
- V. Request for Approval of Funds from the Markin Glen Endowment Fund
- W. Request for Approval of Funds from the Kalamazoo River Valley Trail Endowment Fund
- X. Request for Approval of a Contract with Charter Township of Comstock for the River Oaks Wenke Softball Complex
- Y. Request for Approval of a Contract with the Thunderbirds R/C Club
- Z. Request for Approval of a Contract with the American Youth Soccer (AYSO) Organization

#### Planning & Community Development

- AA. Request for Approval of Resolution to Allow Kalamazoo County Access to existing Geographic Information Systems (GIS) Data with the Townships of Charleston, Kalamazoo, Richland and Ross

#### Sheriff

- BB. Request for Approval of an Amendment with Telmate, LLC
- CC. Request for Approval of an Agreement with Concierge Corrections
- DD. Request for Approval of a Resolution to Participate with Federal Surplus Assistance Program

#### Board of Commissioners

- EE. Request for Approval of Transfers and Disbursements
- FF. Request for Approval of Resolution to Schedule a Public Hearing to Create a PACE District
- GG. Request for Approval of Appointments to Community Action Tripartite Advisory Board (CATAB)
- HH. Request for Approval of Right of Refusal – Rose Street Market

**NON-CONSENT AGENDA ITEMS**

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

II. Request for Approval of Amendment to Board Bylaws

- 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

FEBRUARY 11, 2015

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

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



**RESOLUTION HONORING  
Robert Smith**

WHEREAS, Robert Smith has served the citizens of Kalamazoo County for twenty-five (25) years as of February 5, 2015; and

WHEREAS, Robert Smith has faithfully served as a Deputy/CO II; 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 Robert Smith 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 February 17, 2015.

\_\_\_\_\_  
Timothy A. Snow  
County Clerk/Register

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: Feb 17, 2015**

**DEPARTMENT: Buildings & Grounds**

**PREPARED BY: Randy Winterowd**

**SUBJECT: Parking Agreement with Ampco**

**SPECIFIC ACTION REQUESTED:**

**Requesting Board of Commissioner approval to enter agreement with Ampco System Parking for 14 spaces in their Rose Street ramp for 5 months.**

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

**\$6,300 total. (\$90/space/month)**

**TIME FRAME OF ACTION: As soon as Possible.**

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

**General Fund**

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL:**

**New**

**ANY OTHER PERTINENT INFORMATION:**

**The closure of the top two levels of the Administration Building ramp has necessitated finding alternate parking.**

**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)

**No, It was not bid out. We needed parking close to Administration and very soon.**

**CONTACT PERSON WITH PHONE NUMBER:**

**Randy Winterowd, Director of Buildings & Grounds 384-8121**

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** February 17<sup>th</sup> 2015

**DEPARTMENT:** Ninth Circuit Court - Juvenile Home

**PREPARED BY:** Peter Holt (Juvenile Home Administrator)

**SUBJECT:** Request to increase sum amount paid to Medical Services provider – Borgess Medical Group for medical services.

**SPECIFIC ACTION REQUESTED:**

Borgess Medical Group is requesting that the Juvenile Home pay the sum of One Thousand Nine Hundred and 00/100 Dollars (\$1,900.00) per month, payable within 30 days of the County's receipt of an invoice from Borgess Medical Group for the services provided. This is a Four Hundred Twenty Five Dollars and 00/100 (\$425.00) per month increase.

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

This would require an additional Four Hundred Twenty Five Dollars and 00/100 (\$425.00) per month payment to Borgess Medical Group. This service is 50% reimbursable through the Child Care Fund.

**TIME FRAME OF ACTION:**

Requested effective date: April 1, 2015

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

Local funding – Juvenile Home Budget Child Care Fund

**PERSONNEL IF REQUIRED:**

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

N/A – This is an outside service that is already being provided.

**NEW OR RENEWAL OR AMENDMENT:**

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

This is an amendment. The original approval date is March 1, 2011.

**ANY OTHER PERTINENT INFORMATION:**

The services currently provided by Borgess Medical Group are required under (COF- Child Caring Institution) state licensing rule R -400.10157. Borgess Medical Group is requesting an increased fee due to increased expenses that have reached the point of exceeding the current \$1,475.00 per month fee. Borgess Medical Group has not asked for an amended fee increase since March of 2011. Over the years, Juvenile Home personnel have developed a strong partnership with Borgess Medical Group, specifically Dr. Linda Garrison, and feel strongly that this partnership should continue.

**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)

Bidding was completed for the original contract agreement.

**CONTACT PERSON WITH PHONE NUMBER:**

Peter Holt

Juvenile Home Administrator  
Kalamazoo County Juvenile Home  
[Pholt@Kalcounty.com](mailto:Pholt@Kalcounty.com)  
(269) 385-8577

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** February 20, 2015

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

**PREPARED BY:** Suzanne Darling

**SUBJECT:** Consultant Contract

**SPECIFIC ACTION REQUESTED:**

Permission to enter into a contractual relationship with Carol Cramer Brooks

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

\$34,000

At its January 20, 2015 Board Meeting, the 9th Circuit Court accepted grant funds for the planning of a Juvenile Mental Health Court. The Juvenile Mental Health Court Planning Grant included funds for a consultant to design, research and prepare for implementation of a Juvenile Mental Health Court. Carol Cramer Brooks will be the consultant for planning grant purposes.

**TIME FRAME OF ACTION:**

2/20/2015 – 9/30/2015

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

State

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL OR AMENDMENT:**

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

New

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Suzanne Darling 383-8928

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: February 17, 2015****DEPARTMENT: Circuit Court****PREPARED BY: Susan Sayles****SUBJECT: Request for Temporary Employee****SPECIFIC ACTION REQUESTED:**

The Circuit Court would like to use the funds from a currently vacant position in the child care fund, to fund the use of a temporary in the FOC fund for the purpose of imaging files in the FOC location that will not be moved to the new Gull Road Courthouse. The Circuit Court does not want the position from the Child Care Fund eliminated. The Circuit Court agrees to not fill that position while the imaging project is necessary and the temporary position is filled.

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

Child Care Fund Position – Program Manager position 10685-001, k09. Salary Range \$45,364.80 - \$61,256.00. Funded 50% State Revenue, 50% General Fund.

Temporary position – Customer Service Specialist 10756-xxx, k02. Salary Range \$23,524.80 - \$31,782.40. Funded 66% Federal Government Title IV-D funds and 34% General Fund.

**TIME FRAME OF ACTION:**

9 months to begin with. Then this would be reevaluated.

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

The position in the Child Care fund is 50% State and 50% Local – General Fund

The position in the FOC fund is 66% Federal Title IV-D and 34% Local – General Fund

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL OR AMENDMENT:**

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

**ANY OTHER PERTINENT INFORMATION:****PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Suzanne Darling 383-8928  
Susan Sayles 383-6415

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: February 17, 2015****DEPARTMENT: Kalamazoo Drain Office****PREPARED BY: Pat Crowley, Drain Commissioner****SUBJECT: InterFaith Creek Celebration and Cleanup Grant Proposal****SPECIFIC ACTION REQUESTED:**

BOC approve submission of above grant proposal to the Michigan's Volunteer River, Stream and Creek Cleanup Program for \$1585.00 Proposal submitted on January 26, 2015. Post submission request because of short submittal deadline.

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

The Drain Office is requesting \$1585.00 in state funding from Michigan's Volunteer River, Stream and Creek Cleanup Program (sales revenue of the water quality car license plate). Partners include: Kalamazoo River Watershed Council, Kalamazoo City Parks and Recreation, 2<sup>nd</sup> Baptist Church, The Lift Foundation, Interfaith Housing, McDonalds Corp, and Republic Waste Services. Our intention is to present a day of celebrating the InterFaith Creek (aka State Ditch County Drain) with a cleanup, breakfast, lunch and fun activities, celebrity appearances, and enthusiastic volunteer recognition. Partners are supplying 52% of dollar match. The Drain Office and the Watershed Council will provide the organizational energy. The Drain Office currently removes about 15 tons of material every year from this perennial stream that flows to the River. We are trying to increase community stewardship and reduce waste, effort and costs in future years.

**TIME FRAME OF ACTION:**

Because of the short lead time, the proposal was submitted without prior BOC approval. Assistance was sought from County Planning, Finance, Corporate Counsel and the Interim Administrator in completing the proposal. The InterFaith Celebration and Cleanup is scheduled for October 3 (10<sup>th</sup> rain date), 2015 as part of the Krazy for the Kazoo day, a day that attracts hundreds of service volunteers throughout the Kalamazoo River watershed.

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

State license plate revenue.

**PERSONNEL IF REQUIRED:** None required.**NEW OR RENEWAL OR AMENDMENT:**

New

**ANY OTHER PERTINENT INFORMATION:**

Commissioners will be invited to participate. Mark Oct 3 or 10 on calendars!

**PROCUREMENT INFORMATION:**

None required.

**CONTACT PERSON WITH PHONE NUMBER:** Pat Crowley, 269-384-8116

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** February 17, 2015

**DEPARTMENT:** Finance

**PREPARED BY:** Lisa Bradshaw

**SUBJECT:** Creation/Elimination of Positions

**SPECIFIC ACTION REQUESTED:**

The Finance Department is requesting Board approval to eliminate 1.0 FTE Senior Accountant position and create 1.0 FTE Accountant II position in the General Fund.

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

Finance currently has two Senior Accountant positions. This re-structure will create a mid-level accountant in the department to align varying functions based on the increasing complexities and responsibilities.

**TIME FRAME OF ACTION:**

Effective February 9, 2015

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

This action has a projected long term savings of \$7,100 annually to the General Fund.

**PERSONNEL IF REQUIRED:**

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

Eliminate:

Account#	Position #	Grade	FTE	Pay Range	Effective Date
101-223	10706-002 Senior Accountant	K09	1.0	\$45,364-\$61,256	02/09/2015

Create:

Account#	Position #	Grade	FTE	Pay Range	Effective Date
101-223	TBD - Accountant II	K08	1.0	\$41,516-\$56,056	02/09/2015

**ANY OTHER PERTINENT INFORMATION:**

No current personnel will be impacted. The position being eliminated is vacant

**CONTACT PERSON WITH PHONE NUMBER:**

Lisa Bradshaw, Deputy Finance Director 383-8686



Kalamazoo County

# Health & Community Services

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

**DATE:** February 17, 2015

**TO:** County Board of Commissioners

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

**RE:** ITEMS FOR YOUR CONSIDERATION

## **A. APPROVAL OF HOUSEHOLD HAZARDOUS WASTE CONTRACTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES**

### **ACTION REQUIRED**

HCS Administration requests Board approval of the following contracts 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 contracts are for the period of January 1, 2015 to December 31, 2015 and will establish each unit's funding for fiscal year 2015.

### **GOVERNMENTAL UNITS AND FUNDING**

1. Almena Township	\$ 4,000
2. Berrien County	\$1,500
3. Kalamazoo Township	\$13,000
4. Schoolcraft Township	\$2,500
5. Richland Village	\$550

### **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 contracts will allow the collection of household hazardous waste in 2015 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 on 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 \$34.75 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 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 Vern Johnson, Division Manager, Environmental Health at 373-5347 or [vljohn@kalamazoo.org](mailto:vljohn@kalamazoo.org).

## **B. ACCPETANCE OF A CONTRACT FOR PROFESSIONAL SERVICES FROM ELDER LAW OF MICHIGAN, INC. AND THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT/REGION IIIA AREA AGENCY ON AGING**

### **ACTION REQUESTED**

HCS Administration requests approval to enter into a contract with Elder Law of Michigan, Inc., 3815 West St. Joseph St., C200 Lansing, MI 48917 (ELM) and the Kalamazoo County Health & Community Services Department/Region IIIA Area Agency on Aging (AAIIIA) for professional services in the amount of \$5,000 effective January 1, 2015 and ending September 30, 2015.

### **DESCRIPTION OF SUBJECT**

This contract describes expectations for AAIIIA staff to assist Elder Law of Michigan and others it contracts with in the collection and testing of data from our Information and Referral system for evaluation purposes and to provide assistance as may be required for the successful completion of their grant objectives.

### **RELATIONSHIP TO GOALS**

The product associated with this agreement meets the goal to "Strengthen the capacity of individuals and families at risk within the community to take control of their lives."

**FUNDING SOURCE**

The MI Office of Services to the Aging is funding the agreement.

**PERSONNEL**

There are no new personnel associated with this request.

**PROCUREMENT**

Not applicable.

**ISSUES/CONCERNS**

There are no issues or concerns. If there are any questions, please contact Judy Sivak, Director Older Adult Services, at 373-5153 or [jasiva@kalamazoo.org](mailto:jasiva@kalamazoo.org).

**C. APPROVAL OF A CONTRACT FOR PROFESSIONAL SERVICES WITH PATRICIA GOODMAN AND THE COUNTY OF KALAMAZOO THROUGH ITS HEALTH & COMMUNITY SERVICES DEPARTMENT/AREA AGENCY ON AGING IIIA**

**ACTION REQUESTED**

HCS Administration requests Board approval of a contract for Professional Services with Patricia Goodman who will provide workshops and leader training services for the evidence based programs of Personal Action Toward Health (PATH), Diabetes PATH and Chronic Pain PATH under the Area Agency on Aging IIIA license. This contract is for the period of February 10, 2015 through October 31, 2016. Total professional fees not to exceed \$9,000.

**DESCRIPTION OF SUBJECT**

The AAAIIIA has recently received additional funds to increase offerings of Diabetes PATH classes and also is committed to continue to develop capacity to offer Chronic Pain PATH and regular PATH classes, working closely with community partners. The current PATH Coordinator needs assistance in meeting the goals of providing more classes and to that end needs the assistance of a Master Trainer which is a requirement of this evidence based program. Ms. Goodman has the Master Training credentials required and is willing to assist with the various programs.

**RELATIONSHIP TO GOALS**

This program addresses 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 action. Funding source for this contract comes from the United Way of Battle Creek and Kalamazoo Region and the MI Health Endowment Fund.

### **PERSONNEL**

There are no additional personnel required.

### **PROCUREMENT**

Procurement for these services was sought and approved as sole source as Ms. Goodman is the only other certified Diabetes and Chronic Pain PATH Master Trainer serving all of Kalamazoo County.

### **ISSUES/CONCERNS**

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

## **D. APPROVAL OF AGREEMENTS WITH ARMSTRONG NUTRITION MANAGEMENT FOR AREA AGENCY ON AGING IIIA (AAIIIA) DIETITIAN SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a Service Agreement and Business Associate Agreement with Armstrong Nutrition Management who provides dietitian services for the AAIIIA Program. The Agreement will be effective as of December 18, 2014 and will automatically renew for one-year terms thereafter. Armstrong Nutrition Management will be paid an hourly rate of \$50.00.

### **DESCRIPTION OF SUBJECT**

The State Office of Services to the Aging requires the AAIIIA 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 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.org](mailto:jasiva@kalamazoo.org).

**E. APPROVAL OF AGREEMENT BETWEEN KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES (HCS) AND GOODWILL INDUSTRIES**

**ACTION REQUESTED**

HCS Administration requests Board approval of an agreement between HCS Community Action Agency and Goodwill Industries for the purpose of marketing for Kalamazoo County Tax Council Initiative. Marketing funds will be in the amount of \$8,000. The contract is effective November 1, 2014 through June 30, 2015.

**DESCRIPTION OF SUBJECT**

Acceptance of this agreement will provide marketing for the Kalamazoo County Tax Council Initiative coordinated through Goodwill Industries. Marketing through the means of Television, Radio, Newspaper, Internet, Posters and Mailings will be utilized to advertise and raise awareness of this needed service throughout the Kalamazoo Community.

**RELATIONSHIP TO GOAL**

HCS enforces the overall goal for the Community Action Agency (CAA) as promoting, providing and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. This partnership will increase the number of families who receive tax refunds and will further promote and create a means to self sufficiency for Kalamazoo County residents.

**FUNDING SOURCE**

There are no County general funds associated with this request. Funding in the amount of \$8,000 is from the CSBG-Discretionary funds, awarded to HCS Community Action Agency and approved by the board on 10/21/14.

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

## **F. REQUEST TO SUBMIT A GRANT APPLICATION AND ACCEPT FUNDING FROM THE MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI)**

### **ACTION REQUESTED**

HCS Administration requests Board approval and acceptance of a grant proposal submission and subsequent grant funding award from the Michigan Public Health Institute (MPHI) for the MI PHAB Accreditation Readiness Mini-Grant Program in the amount of \$10,000, to aid in preparing the Department for achieving national accreditation in future years. The Grant award period is from March 2, 2015 to August 31, 2015.

### **DESCRIPTION OF SUBJECT**

The MI PHAB Accreditation Readiness Mini-Grant Program is intended to assist local health departments in their preparation for achieving national accreditation from the Public Health Accreditation Board (PHAB). KCHCS has continually achieved full accreditation in each new cycle for State Accreditation since the program's inception in 1998, and as such would like to prepare the department for National Accreditation. National Accreditation is becoming increasingly important in the current political climate surrounding Public Health, and KCHCS is well poised to take this next step with the only reservation being the need to establish more prevalent Quality Improvement (QI) and program assessment processes. This grant will allow adequate funding for the department to develop and implement these processes.

### **RELATIONSHIP TO GOALS**

This grant will support all goals of the department by strengthening internal Quality Improvement and overall program assessment processes.

### **FUNDING SOURCE**

There are no County funds associated with this request. All funding is Federal in origin as part of the National Public Health Improvement Initiative and is awarded from the Michigan Department of Community Health (MDCH) by way of the Michigan Public Health Institute (MPHI).

### **PERSONNEL**

KCHCS plans to contract with a professional consultant to work with department leadership and staff to develop a performance management and QI plan. All County purchasing policies will be followed.

### **ISSUES/CONCERNS**

Due to a short timeline for submission, a grant application was submitted prior to a Board request for approval, but with the permission of County Administration. An RFP was issued on January 8, 2015 with an application deadline of January 30, 2015. On February 6<sup>th</sup>, KCHCS received notification of a successful grant proposal submission and grant funding award. If there are any questions or concerns please contact Gillian Stoltman, PhD, MPH, Health Officer / Director HCS, at 373-5260 or [gastol@kalamazoo.com](mailto:gastol@kalamazoo.com).

## **G. APPROVAL OF BUSINESS ASSOCIATE AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES AND MITE E. EXTERMINATING**

### **ACTION REQUESTED**

HCS Administration requests Board approval to enter into a Business Associate Agreement (BAA) with Mite E. Exterminating. The BAA will commence November 1, 2014.

### **DESCRIPTION OF SUBJECT**

The vendor listed above provides needed services for KCHCS and as such may involve potential interactions & access to personal health information (PHI), KCHCS wishes to establish a business associate relationship between our entities to ensure all information is accurately and appropriately exchanged, transported and stored.

### **RELATIONSHIP TO GOAL**

This partnership supports and aids KCHCS in its overall goal of reducing preventable disabilities and deaths and promoting healthy lifestyles and choices for all Kalamazoo County Residents.

### **FUNDING SOURCE**

No 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 Courtney Davis, HCS Administrative Coordinator, at 373-5197 or at [cldavi@kalamazoo.org](mailto:cldavi@kalamazoo.org)

**H. APPROVAL OF A LICENSE AND RELEASE AGREEMENT BETWEEN SHATTIL ROZINSKI PHOTOGRAPHY AND THE COUNTY OF KALAMAZOO**

**ACTION REQUESTED**

HCS Administration requests Board approval of a license and release agreement with Shattil Rozinski Photography for the settlement of copyright infringement charges in the amount of \$500.00.

**DESCRIPTION OF SUBJECT**

KCHCS received notice of a copyright infringement, in the beginning of January 2015, for the use of an image in a department publication and on the department's website. The image was in use from June 2012 to June 2013, but has since been removed. KCHCS Administration plans to review all printed materials and webpage images to ensure that there are no future incidents.

**RELATIONSHIP TO GOALS**

There is no direct relationship to any KCHCS goal.

**FUNDING SOURCE**

County of Kalamazoo will pay a settlement in the amount of \$500.00 to Shattil Rozinski Photography.

**PERSONNEL**

Not applicable.

**PROCUREMENT**

Not applicable.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Michelle Tombro Tracy, Assistant Corporation Counsel at 383-8627 or [mftomb@kalcounty.com](mailto:mftomb@kalcounty.com)

**I. APPROVAL TO ELIMINATE 1.0 FTE POSITION IN THE AREA AGENCY ON AGING**

**ACTION REQUESTED**

HCS Administration requests Board approval to eliminate a 1.0 FTE Lead Ombudsman/Elder Abuse Prevention Specialist position in the Area Agency on Aging.

**DESCRIPTION OF SUBJECT**

This elimination can be considered a housecleaning item to reconcile funded positions with authorized positions. The time limited grant funding to support the Lead Ombudsman/Elder Abuse Prevention position concluded in the FY 13/14 budget year and the requested position has been vacant since May 2014.

**RELATIONSHIP TO GOALS**

This action does not relate to a specific HCS goal.

**FUNDING SOURCE**

There is no funding impact.

**PERSONNEL**

The following position action is requested:

Eliminate:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective Date</u>
280-144	Lead Ombudsman/Prev Specialist #10348-001	1.0	K8	\$41,516-\$56,056	Immediately

**ISSUES/CONCERNS**

None at this time.

Please direct questions to Tamara Lahman at 373-5257 or [talahm@kalcounty.com](mailto:talahm@kalcounty.com).

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

**ACTION REQUESTED**

HCS Administration requests Board approval to create a .8 FTE Chronic Disease Program Coordinator position in the HCS/AAIIIA effective February 18, 2015.

**DESCRIPTION OF SUBJECT**

This request is a result of increased funding from the Greater Battle Creek and Kalamazoo United Way and MI Health Endowment Fund, specifically for the AAIIIA's chronic disease self management programs. There is a need to have the program coordinator functioning as an employee due to the increased responsibilities and expectations of the position, which includes supervision of WMed students. Up until now, this position was via an Independent Contractor.

**RELATIONSHIP TO GOALS**

This change addresses the goal to "Strengthen the capacity of individuals and families at risk within the community to take control of their lives."

**FUNDING SOURCE**

This is funded through local, state, and federal sources.

**PERSONNEL**

Create:

<u>Account#</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
280-147	Chronic Disease Coord/ New-TBD	K08	.8	\$41,516-\$56,056	2/18/15 Program

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions regarding this information, please contact Judy Sivak, AAA IIIA Director, 373-5153 or [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

### BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 17, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Snelling Staffing Agreement – Rate Increase

SPECIFIC ACTION REQUESTED:

Amend and sign TWO copies of the Snelling Staffing Agreement, changing the rate of pay from 34% over county wages to 36% over county wages for temporary employees through Snelling Staffing.

DESCRIPTION OF ACTION (dollar amount, purpose):

On October 1, 2013, the Board of Commissioners approved a contract with Snelling Staffing to provide temporary employees for the County. The contract states that the "County shall compensate [Snelling] for its services under this Contract in the following manner 34% over County Rate of Pay."

Due to the costs associated with the Affordable Care Act, increases in minimum wage nationwide, and changes in paid leave ordinances across the country, Snelling is requesting an amendment to the contract changing the rate of pay from 34% over county wages to 36% over county wages.

TIME FRAME OF ACTION:

Effective 2/18/2015 - 9/30/2015.

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

Department and Court budgets within the General Fund.

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, 384-8100 or kdcunn@kalcouny.com

U.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** February 17, 2015

**DEPARTMENT:** Parks & Expo Center

**PREPARED BY:** David Rachowicz

**SUBJECT:** Markin Glen Mountain Bike Trail Agreement

**SPECIFIC ACTION REQUESTED:**

Approve the Markin Glen Mountain Bike Trail Agreement with the Southwest Michigan Mountain Biking Association.

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

During the recent development of the Markin Glen County Park Master Plan the Southwest Michigan Mountain Bike Association approached the Park Commission about the potential of developing single track mountain bike trails on the west side of Markin Glen County Park. The concept was included in the park Master Plan. The Southwest Michigan Mountain Bike Association will raise funds needed and will also utilize volunteer labor.

Since that time the proposed agreement was created that outlines that the Southwest Michigan Mountain Biking Association will lead the development, construction, and maintenance of the mountain bike trails at the park through there established volunteer program. This group has extensive experience with this same relationship at Fort Custer State Recreation Area.

The Park Commission believes that the proposed mountain bike trails will be a good addition to the recreation opportunities offered at Markin Glen and that there is a need for these types of trails in Kalamazoo.

**TIME FRAME OF ACTION:**

Development could start this spring.

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

The Southwest Michigan Mountain Bike Association will raise funds needed and will also utilize volunteer labor.

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

This is a new agreement.

**ANY OTHER PERTINENT INFORMATION:**

The proposed agreement has been approved by the Park Commission and the Southwest Michigan Mountain Biking Association. The Park Foundation has also reviewed the proposal and agrees with the concept.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, (269) 383-8787  
dmrach@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: February 17, 2015**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: Markin Glen County Park Endowment Fund Request**

**SPECIFIC ACTION REQUESTED:**

Approve requesting \$29,560.62 from the Markin Glen Endowment Fund for the 2014 operating expenses and acquisition expense of property for Markin Glen County Park.

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

The Markin Glen Endowment Fund is held by the Kalamazoo Community Foundation. It is funded by private donations and by the Parks Foundation of Kalamazoo County. Requests for funding must be approved by the County Board of Commissioners and the County Park Commission. As of 12/31/2014 there was \$1,077,131.99 in the Markin Glen Endowment Fund. \$26,505.42 is needed for 2014 Markin Glen County Park Operations. Per the original land purchase plan approved by the County Board, \$2,955.20 is needed at this time for reimbursement for land acquisition expense that occurred in 2014. The purchase was an adjoining parcel acquired from the Kalamazoo County Treasurer during the tax foreclosure process.

**TIME FRAME OF ACTION:**

This is to pay for 2014 operating and land acquisition expenses of Markin Glen County Park.

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

100% paid from the Markin Glen endowed funds.

**PERSONNEL IF REQUIRED:**

NA

**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:**

This request was approved by the Park Commission on February 5, 2015.

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** February 17, 2015

**DEPARTMENT:** Parks & Expo Center

**PREPARED BY:** David Rachowicz

**SUBJECT:** Kalamazoo River Valley Trail Endowment Fund Request

**SPECIFIC ACTION REQUESTED:**

Approve requesting \$48,659.36 from the Kalamazoo River Valley Trail Endowment Fund for the maintenance and operation of the Kalamazoo River Valley Trail.

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

The Kalamazoo River Valley Trail Endowment Fund is held by the Kalamazoo Community Foundation. It is funded by private donations and by the Parks Foundation of Kalamazoo County. Requests for funding must be approved by the County Board of Commissioners and the County Park Commission. As of 12/31/2014 there was \$1,350,711.86. Per the original budget approved by the County Board, \$48,659.36 is needed at this time to pay for 2014 operating expenses related to the Kalamazoo River Valley Trail. The purpose of the fund is to pay for the operating and maintenance expenses of the Kalamazoo River Valley Trail.

**TIME FRAME OF ACTION:**

This is to pay for 2014 budgeted expenses of the KRV Trail.

**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)

NA

**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:**

This request was approved by the Park Commission on February 5, 2014. 100% of the operating expenses will be paid for with the endowed funds.

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: February 17, 2015**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: River Oaks Wenke Softball Complex Contract with Comstock Township**

**SPECIFIC ACTION REQUESTED:**

Approve the 2015-2019 contract between Kalamazoo County and the Charter Township of Comstock for the River Oaks Wenke Softball Complex.

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

The Wenke Softball complex was completed in 1998 and it was a joint project between Kalamazoo County Parks and Comstock Township. The Township contributed \$231,184 towards the construction of the project. The proposed lease is for five years and the Township will pay the County \$1,238 (it will increase 2% annually). Under the agreement, the Township will complete all maintenance and repairs at the site, will maintain the restroom building, pay electric bills, pay for trash service, and will provide staffing for softball events. The lease payment contributes to the overall efforts County staff make towards maintaining River Oaks County Park.

**TIME FRAME OF ACTION:**

Agreement ends December 31, 2019.

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

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

This is a renewal of existing contract.

**ANY OTHER PERTINENT INFORMATION:**

The Comstock Township Board approved the agreement on February 2, 2015 and Kalamazoo County Park Commission approved the agreement on February 5, 2015.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, (269) 383-8787  
dmrach@kalcounty.com

Y.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: February 17, 2015**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: River Oaks Thunderbirds R/C Club Contract**

**SPECIFIC ACTION REQUESTED:**

Approve the 2015 contract between Kalamazoo County and the Thunderbirds R/C Club for the club to operate remote controlled airplanes, helicopters, and control-line flight planes at River Oaks County Park.

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

The proposed contract is a renewal of an existing agreement. The Club reimburses the County for the maintenance expense. The area used for remote controlled airplanes is located at the north-east corner of River Oaks County Park.

The River Oaks Aero Modeler's Club will provide liability insurance policy with limits of at least \$2,500,000 per occurrence. The County will be named as additional insured.

**TIME FRAME OF ACTION:**

This agreement is for 2015.

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

Incremental mowing cost, based on seasonal staff labor rate for this area is estimated at \$155 per month. This cost will be reimbursed by the club. In addition, all members of the club will be required to purchase annual park passes and visitors to the site will be required to purchase daily or annual passes.

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

This is a renewal of existing contract.

**ANY OTHER PERTINENT INFORMATION:**

The Kalamazoo County Park Commission approved the agreement on February 5, 2015.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, (269) 383-8787  
dmrach@kalcounty.com

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: February 17, 2015****DEPARTMENT: Parks & Expo Center****PREPARED BY: David Rachowicz****SUBJECT: River Oaks AYSO Soccer Agreement****SPECIFIC ACTION REQUESTED:**

Approve the 2015-2019 contract between Kalamazoo County and the American Youth Soccer Organization (AYSO) Region 212.

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

AYSO Region 212 has held their soccer program at River Oaks County Park since 1979. AYSO 212 will pay the County \$11,500 per year for use of the soccer fields on 14 Saturdays per year from 8:00AM to 12:00PM. The fee is based on an estimate on the number of field rentals per year and helps cover the cost for maintaining and operating the River Oaks soccer complex.

**TIME FRAME OF ACTION:**

Agreement ends December 31, 2019.

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):****PERSONNEL IF REQUIRED:****NEW OR RENEWAL:**

This is a renewal of existing contract that expired at the end of the 2014 soccer season.

**ANY OTHER PERTINENT INFORMATION:**

The proposed agreement has been approved by the Park Commission and AYSO 212 Board.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, (269) 383-8787  
dmrach@kalamazoo.org

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 17, 2015 BOC – Consent agenda

**DEPARTMENT:** Planning & Community Development

**PREPARED BY:** Lotta Jarnefelt

**SUBJECT:** Resolution Regarding Geographic Information Systems (GIS) Data in the County

**SPECIFIC ACTION REQUESTED:** Approval of Resolution to Allow Kalamazoo County Access to Geographic Information Systems Data in the townships of Charleston, Kalamazoo, Richland and Ross.

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

The four municipalities listed above are the last four who have approved a resolution/agreement that allows the County access to GIS data that has been created for them by Prein & Newhof engineering company. This agreement is an update to a previous one that was approved several years ago, and had become dated. The agreement includes a Fee Schedule and Data Transmission Agreement.

The BOC approved similar resolutions for the townships of Comstock, Cooper, Oshtemo, Pavilion, Schoolcraft and Texas, as well as the Village of Vicksburg, at the January 20, 2015 BOC meeting.

The resolution outlines the roles of the County and the Townships, with the townships' main role being to allow their data to be used by the County.

The County's main role is to maintain the GIS mapping website. The County also facilitates the sale of the GIS data, remitting the income to the Townships as outlined in the agreement.

**TIME FRAME OF ACTION:**

Approval of the resolutions, already signed by the townships, requested on the consent agenda at the February 17, 2015 BOC meeting.

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

NA

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

Renewal of the agreements that were approved between 2007 and 2010.

**CONTACT PERSON WITH PHONE NUMBER:** If you have any questions or comments, please contact Lotta Jarnefelt at 384-8115 or at [lmjarn@kalamazoo.org](mailto:lmjarn@kalamazoo.org)

The GIS mapping website is <http://www.kalamazoo.org/planning/gis.htm>

BB.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: January 20, 2015**

**DEPARTMENT: Sheriff's Office**

**PREPARED BY: Paul Matyas, Undersheriff**

**SUBJECT: Approve Amend to Telmate Video Visitation Agreement and Tablet use service agreement**

**SPECIFIC ACTION REQUESTED:**

Approval of the amendment to the existing Telmate video visitation agreement. In conjunction with that agreement, approval of the inmate pilot tablet usage program with Telmate.

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

Approval will improve the quality of service delivery, advance the use of technology for the inmates and their families, The commission is reduced by 5% to help offset the cost of the technology and Telmates hiring of personnel which will be placed at the jail visitation facility.

**TIME FRAME OF ACTION:**

Immediate

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

NA

**PERSONNEL IF REQUIRED:**

No additional County personnel

**NEW OR RENEWAL OR AMENDMENT:**

This is an amendment to the agreement signed in August 2013 to bring video visitation technologies through Telmate to the County Jail.

**ANY OTHER PERTINENT INFORMATION:**

The hybrid configuration of the Kalamazoo County Jail created unforeseen issues with inmate visitation. While those issues are being addressed, Telmate is hiring and placing an employee at the Healy St facility to work with Sheriff's Office staff. The use of tablets is the pilot technology being implemented for the inmates to use in a controlled setting. To assist in the cost, the Sheriff will reduce the commissions of 55% to 50%. The Commission returns to 55% when the Telmate employee is no longer needed, estimated to be 9 months.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176

CC.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** February 17, 2015

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** Approval of Agreement for Medical Cost Recovery

**SPECIFIC ACTION REQUESTED:**

Approve agreement with Concierge Corrections

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

Concierge Corrections will seek reimbursement for large inmate medical expenses that the Sheriff's Office has been unsuccessful in obtaining. There is no fee unless a collection is made.

**TIME FRAME OF ACTION:**

3 year agreement from signature date.

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

NA

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

New

**ANY OTHER PERTINENT INFORMATION:**

Concierge Corrections will retain a 37% commission of the amount collected. The Sheriff's Office has recovered nothing on these inmate accounts. Collections are only sought on inmate accounts with significant charges.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176

DD.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: February 17, 2015**

**DEPARTMENT: Sheriff's Office**

**PREPARED BY: Paul Matyas, Undersheriff**

**SUBJECT: Approve Resolution for Participation with Federal Surplus Assistance Program**

**SPECIFIC ACTION REQUESTED:**

Approve Resolution

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

The resolution allows the Sheriff's Office to participate in acquiring Federal surplus items.

**TIME FRAME OF ACTION:**

Immediate

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

NA

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

The Sheriff's Office has participated in the Federal Surplus property Assistance program for many years. The State of Michigan DMS Federal Surplus Program Coordinator is requesting the Sheriff's Office update its resolution with them.

**PROCUREMENT INFORMATION:**

The Federal Surplus Assistance program is completely different than the LESO 1033 program whereby the Sheriff's Office obtains military equipment and supplies.

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Tina Becker

**DATE:** February 6, 2015

**SUBJECT:** Board Action / CATAB Appointment Recommendations

The Board Appointments Committee recommends the following appointments be made to the Community Action Tripartite Advisory Board (CATAB)

- Jessica Taylor to the Consumer Sector to assume a 3 year term (01/01/2015 – 12/31/2017)
- Anthony Bradley to the Private Sector to assume a 3 year term (01/01/2015 – 12/31/2017)
- Patricia Clark to the Public Sector to assume a 3 year term (01/01/2015 – 12/31/2017)

# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## APPLICATION FOR APPOINTMENT TO: (Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority
- Community Action Tripartite Advisory Board
- Department of Human Services
- Economic Development Corporation /Brownfield Redevelopment Authority
- Fair Council

- Kalamazoo County Transportation Authority
- Land Bank Authority
- Metropolitan Planning Commission
- Parks & Recreation Commission
- Remonumentation Peer Review Group
- Retirement Investment Committee
- Solid Waste Management Planning Committee
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

*Consumer*

Name Jessica Taylor

Occupation Realtor

Home Address [REDACTED] [REDACTED]  
Street City Zip

Home Telephone [REDACTED] Business Telephone [REDACTED]

Cell Number [REDACTED] E-mail address [REDACTED]

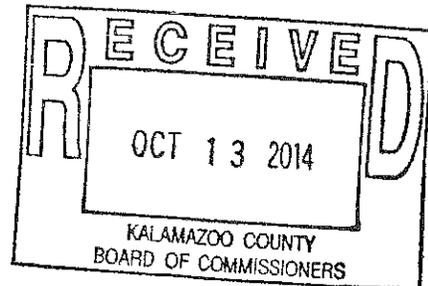
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

I have experience in the health field as a Medical Administrative Assistant. I also have life experience living in poverty.

Volunteer Experiences:

Voter Registration.  
I assisted low income people and ex offenders on registering to vote.

10/12/2014  
Date of Application



Still interested

# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## APPLICATION FOR APPOINTMENT TO: (Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority
- Community Action Tripartite Advisory Board
- Department of Human Services
- Economic Development Corporation /Brownfield Redevelopment Authority
- Fair Council

- Kalamazoo County Transportation Authority
- Land Bank Authority
- Metropolitan Planning Commission
- Parks & Recreation Commission
- Remonumentation Peer Review Group
- Retirement Investment Committee
- Solid Waste Management Planning Committee
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Anthony Bradley *Private*

Occupation Manager of Vehicle Services

Home Address: [Redacted] [Redacted] [Redacted]  
Street City Zip

Home Telephone [Redacted] Business Telephone [Redacted]

Cell Number [Redacted] E-mail address [Redacted]

Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

As a 30 year resident and only one child remaining in the home, it is time for me to begin participating more actively in my local community and government. I am seeking opportunities that will allow me to provide input and feedback to our governing body in order to help them understand their citizenry and help them to make the best decisions for our County.

### Volunteer Experiences:

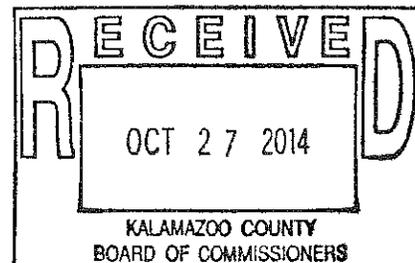
Kalamazoo Public Schools - Parent Teacher Organization, School Improvement Team, Key Communicator

YMCA - as a Coach for young men that participate in various sports.

Portage Community Center - Member of the Board of Directors and volunteer for many of the Fund Raising initiatives that are necessary for the center to help the community in need.

First Assembly Church - Neighborhood Programs, Community Garden, other events that occur for which I am available

10/24/2014  
Date of Application



# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## APPLICATION FOR APPOINTMENT TO:

(Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority
- Community Action Tripartite Advisory Board
- Department of Human Services
- Economic Development Corporation /Brownfield  
Redevelopment Authority
- Fair Council

- Kalamazoo County Transportation Authority
- Land Bank Authority
- Metropolitan Planning Commission
- Parks & Recreation Commission
- Remonumentation Peer Review Group
- Retirement Investment Committee
- Solid Waste Management Planning Committee
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Patricia M Clark

Occupation Medical Case Manager Team Leader

Home Address [REDACTED] [REDACTED] [REDACTED]  
Street City Zip

Home Telephone [REDACTED]

Business Telephone [REDACTED]

Cell Number [REDACTED]

E-mail address [REDACTED]

Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

In my job doing social work I have extensive experience working closely with individuals of low income. Understanding the conditions, causes and effects of poverty is critical to developing a relationship which furthers the client centered outcomes we create. One of the goals of our program is to create self competency to navigate the various systems (healthcare, insurance, housing) that will remove the barriers to successful treatment of their HIV.

Volunteer Experiences:

As an elected official for Climax Village (Council) I have the opportunity to volunteer for our Lawrence Memorial Library (the only all volunteer library in the State). I also volunteer for Mothers of Hope events; Family Picnic, Sistahs Can We Speak. I am the Regional Co-Chair for the Positive Womens Network-USA and also volunteer for the KGLRC during their Kalamazoo Pride event. Many years ago I volunteered at the Salvation Army afterschool reading program which gave me my first experience with the effects of poverty and was a wakeup call that it exists at all levels of community. When my daughter was younger I volunteered at the school and for her Girl Scout troop.

11/30/2014

Date of Application

