



**Board of
Commissioners'
Meeting**

February 18, 2014

**NOTICE AND AGENDA FOR
FEBRUARY 18, 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, February 18, 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 Resolution Honoring Verne Robbert

CONSENT AGENDA

- B. Request for Approval of Resolution in Support of Black History Month

Heath & Community Services

- C. Request for Approval of an Agreement with the Heat and Warmth Fund (THAW) for Energy Assistance Services
- D. Request for Approval of Business Associate Agreement with the Michigan Community Action Agency Association (MCAAA)
- E. Request for Approval to Accept DOE Weatherization Assistance Program, Notice of Funds Available (NFA) #2 from the Michigan Department of Human Services (MDHS)
- F. Request for Approval of LIHEAP/DOE 13-39015 Weatherization Subcontractor Business Associate Agreements
- G. Request for Approval of an Agreement for Advertising with MLive Media Group
- H. Request for Approval of Elimination/Creation of Positions

Prosecuting Attorney

- I. Request for Approval of an Amendment #4 (PROFC11-39001) to the Agreement with the Michigan Department of Human Services

Sheriff

- J. Request for Approval of Training Agreement with Kalamazoo Department of Public Safety

Board of Commissioners

- K. Request for Approval of Transfers and Disbursements
- L. Request for Approval of Amendment to Sanitary Code and Creation of Two

Groundwater Restricted Use Zones

M. Request for Approval of Contact Amendment with Tower Pinkster

N. Request for Approval of 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

FEBRUARY 12, 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 IN SUPPORT
OF BLACK HISTORY MONTH**

WHEREAS, each February "National African American History Month" also known as "Black History Month" is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglas, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and,

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and,

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country; and,

WHEREAS, February is designated as Black History Month; and,

NOW, THEREFORE BE IT RESOLVED the Kalamazoo County Board of Commissioners, in recognition of the importance of the Black History Month, supports this Resolution.

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 18, 2014.

Timothy A. Snow
County Clerk/Register



Kalamazoo County

Health & Community Services

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

DATE: February 18, 2014
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL OF AN AGREEMENT WITH THE HEAT AND WARMTH FUND (THAW) FOR ENERGY ASSISTANCE SERVICES

ACTION REQUESTED

HCS Administration requests Board approval to enter into an agreement with The Heat and Warmth Fund (THAW) to provide screening services to residents in need of financial assistance with their energy bills. HCS will be reimbursed \$25.00 per paid application taken during the program heating season which runs through August 31, 2014.

DESCRIPTION OF SUBJECT

Under this agreement the Community Action Agency will act as an agent of THAW to administer the THAW Program, specifically to provide applicant screening services to low income residents of Kalamazoo County who qualify and are in need of financial assistance for their residential energy bill.

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 associated with this request. Funding is from The Heat and Warmth Fund (THAW).

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 there are questions, please contact Josh Jacobs, Deputy Director - HCS at 373-5252 or at jejaco@kalcounty.com

B. APPROVAL OF BUSSINESS ASSOCIATE AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES/ COMMUNITY ACTION AGENCY AND THE MICHIGAN COMMUNITY ACTION AGENCY ASSOCIATION (MCAAA).

ACTION REQUESTED

HCS Administration requests Board approval to enter into a Business Associate Agreement (BAA) with Michigan Community Action Agency Association (MCAAA) to commence January 1, 2014.

DESCRIPTION OF SUBJECT

The Kalamazoo County Community Action Agency works with and receives funding grants from MCAAA. This Business Associate Agreement will allow for increased efficiency in submitting required state and federal program reports and outcomes, as well as a better coordination of efforts to fight poverty and to serve low-income residents of the Kalamazoo Community.

RELATIONSHIP TO GOAL

The Health and Community Services Department has defined the overall goal of the Community Action Agency as to improve of the life conditions of the families served and to help low-income families increase their means to be self-sufficient.

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 Josh Jacobs, HCS Deputy Director, at 373-5252 or at jejaco@kalamazoo.com.

**C. ACCEPTANCE OF DOE WEATHERIZATION ASSISTANCE PROGRAM,
NOTICE OF FUNDS AVAILABLE (NFA), #2 FROM THE MICHIGAN
DEPARTMENT OF HUMAN SERVICES**

ACTION REQUESTED

HCS Administration requests Board approval to accept the Notice of Funds Available (NFA), #2 for the DOE Weatherization Assistance Program, from the Michigan Department of Human Services (DHS). NFA #2 is funding in the amount of \$214,626.00 in relation to the approved DOE13-39015 contract that is effective July 1, 2013 through June 30, 2016.

DESCRIPTION OF SUBJECT

This NFA #2 is the final funding amount based upon the approved DOE13-39015 contract with DHS.

RELATIONSHIP TO GOALS

The Health and Community Services Department enforces their overall goal for the Community Action Agency (CAA) as promoting, providing for 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 agreement continues to further CAA's goal to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while also helping to improve the housing stock in our community.

FUNDING SOURCE

The funding is from the Michigan Department of Human Services and the Department of Energy. There are no County funds associated with this action.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Amber Leverette, CAA/CHE Housing & Neighborhoods Coordinator, at 373-5101 or at arleve@kalamazoo.com.

**D. APPROVAL OF LIHEAP/DOE13-39015 WEATHERIZATION
SUBCONTRACTOR BUSINESS ASSOCIATE AGREEMENTS**

ACTION REQUESTED

HCS Administration requests Board approval of Business Associate Agreements (BAA) with the following weatherization Auditor/Inspectors. The agreements will commence on February 1, 2014.

Business Associate Agreements:

- Better World Builders, Mark Lee – Auditor/QC Inspector
- Athena Construction, Heidi Johnson – Auditor/QC Inspector

DESCRIPTION OF SUBJECT

These Business Associate Agreements will allow for the completion of Weatherization related work for Kalamazoo residents in need. These are new BAA's that have been made compliant with new weatherization program regulations as dictated by the state and federal government. These are a result of the grant award, DHS LIHEAP/DOE13-39015, previously accepted by the Board of Commissioners.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

There are no funding requests associated with this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

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

E. AGREEMENT FOR ADVERTISING WITH MLIVE MEDIA GROUP FOR THE KALAMAZOO GAZETTE

ACTION REQUIRED

HCS Administrations requests Board approval of an Agreement between the County of Kalamazoo, through the Health & Community Services Department, and MLive Media Group, 300 S. Kalamazoo Mall, Kalamazoo MI 49007 for advertising space in the Kalamazoo Gazette. The term of the contract is from March 24, 2014 to March 23, 2015.

DESCRIPTION OF SUBJECT

Under the terms of this Agreement, entitled Audience Solutions Agreement, MLive Media Group will provide color advertisements once per week in the Kalamazoo Gazette Thursday edition.

The advent of major changes in how the Kalamazoo Gazette is printed, distributed and available online have necessitated changes in how the Household Hazardous Waste Center reaches its target audience. This Agreement allows the HHW Center to continue reaching County residents who read the paper edition of the Kalamazoo Gazette and goes much further in reaching County residents who get their news online from mLive.com.

RELATIONSHIP TO GOALS

The Agreement assures that more County residents will be made aware of the HHW Center's recycling/disposal services and in turn will utilize disposal services at the HHW Center. The Agreement helps the HHW Center meet its contractual obligations with all participating municipalities to provide advertising and education to municipality residents

Environmentally safe disposal is consistent with the Health & Community Services Department's goal to improve the quality and safety of the physical environment, and in particular, protection of groundwater in Kalamazoo County.

FUNDING SOURCE

Funding for Advertising is in the current Household Hazardous Waste budget and is adequate to cover the cost, \$5,200.00, of this Agreement.

PERSONNEL

There are no new personnel issues associated with this request.

PROCUREMENT

Advertising has been procured in accordance with County policy.

CONCERNS/ISSUES

There are no issues or concerns. If you have any questions, please contact Deb Cardiff, Director of Environmental Health, at 373-5347 or dacard@kalamazoo.org

F. APPROVAL TO ELIMINATE A 1.0 FTE IN THE HEALTH FUND AND CREATE A TOTAL OF .80 FTES IN THE HEALTH FUND AND HCS ADMINISTRATION

ACTION REQUESTED

HCS Administration requests Board approval to eliminate a 1.0 FTE in the Health Fund and create a total of .80 FTES in the Health Fund and HCS Administration.

DESCRIPTION OF SUBJECT

The STD Program is funded to provide opportunities to receive STD testing and treatment. The Disease Surveillance Program investigates communicable disease cases and outbreaks with the goal of reducing spread within the community. The intention with these staff changes is to increase efficiency in the staffing models within these clinics to provide better service at a reduced cost. This model streamlines roles for staff.

RELATIONSHIP TO GOALS

Provision of clinical nursing services to residents of Kalamazoo County relates to the HCS goal of reducing preventable disabilities and deaths.

FUNDING SOURCE

The requested actions are cost neutral. These positions are funded via existing budgets consisting of budgeted general fund, state and federal grants and fees.

PERSONNEL

Eliminate:

<u>Account</u>	<u>Position #</u>	<u>Pay</u>	<u>Grade</u>	<u>FTE</u>	<u>Effective Date</u>
221-227	10880-001	11.75-15.86	K3	1.0	Immediately

Create:

101-613	10141-001	12.50-16.88	K4	.2375	Immediately
221-226	10877-001	12.50-16.88	K4	.3625	Immediately
221-227	10865-007	19.57-26.42	K8	.20	Immediately

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynne Norman, Clinical Services Director Director at 373-5237 or at ldnorm@kalcounty.com

BOARD AGENDA REQUEST FORM

I.

PROPOSED FOR BOARD MEETING OF: February 18, 2014
DEPARTMENT: Office of the Prosecuting Attorney
PREPARED BY: Kristine Cunningham
Prosecutor's Administrator
SUBJECT: MDHS Contract CY 2011-2014 - AMENDED

SPECIFIC ACTION REQUESTED:

The approval of the attached AMENDED CY 2011-2014 Michigan Department of Human Services (MDHS) Contract.

DESCRIPTION OF ACTION (dollar amount, purpose):

MDHS agreed to reimburse the County up to \$715,879.50 from 1/1/11-6/30/14. The original contract was approved by the Board on November 2, 2010. The contract is being amended to reflect an extension of the current contract from 3/31/2014-6/30/2014 in order for the State to make the necessary revisions to the 2014-2016 contract agreements.

TIME FRAME OF ACTION:

March 31, 2014 through June 30, 2014

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

Michigan Department of Human Services.

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.

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

None

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)

Not applicable.

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham (383-8965)

J.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 18th, 2014

DEPARTMENT: Kalamazoo County Sheriff's Office

PREPARED BY: Richard C. Fuller III, Sheriff

SUBJECT: Training agreement with The Kalamazoo Department of Public Safety

SPECIFIC ACTION REQUESTED:

I request an agreement to pay The KDPS for services rendered regarding the training of civilian dispatchers employed by The Kalamazoo County Sheriff's Office.

DESCRIPTION OF ACTION (dollar amount, purpose):

The exact amount will not be known until the end of the training. The bill will not exceed \$10,000, but is estimated to be \$7,800.00.

TIME FRAME OF ACTION:

Immediately, to last the length of the training time roughly 4 months.

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

The funding needs to come from the \$40,000 authorized by the Board of Commissioners to train the new civilian dispatchers.

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 other than current employees.

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:

We have been able to design a whole new model for dispatching at the Sheriff's Office. The Kalamazoo Department of Public Safety has agreed to help train our staff associated with the new model.

We have an agreement that is being finalized for this model. The KDPS dispatch training team will work in conjunction with KCSO training staff to achieve this new model. The cost associated with the premium pay given to the KDPS trainers is the cost I am asking to cover with the up to \$10,000. The remaining training cost to train the new civilian dispatchers will be used to cover the Overtime and Premium pay to the KCSO training staff associated with the new model.

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:

Richard C. Fuller, III Sheriff
269-385-6173



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners

FROM: Tina Becker

DATE: February 6, 2014

SUBJECT: Board Action – Recommendation for Veteran’s Affairs Committee appointment & CATAB reclassification

The Board Appointments Committee recommends the following:

- The appointment of Michael Jones to the Veteran’s Affairs Committee to assume a term that will expire 12/31/14.
- To move Sonjalita Hulbert to the Community Action Tripartite Advisory Board (CATAB) Private Sector to assume a term that will expire 12/31/2015. Ms. Hulbert currently serves on the Consumer Sector of CATAB.